

# PARTICIPANT CENTER HOW-TO GUIDE



Your Participant Center is the hub for all of your fundraising and event preparations. Log in at [komenvablueridge.org/Creeper](http://komenvablueridge.org/Creeper)

**1: Logging In:** Log in by going to [komenvablueridge.org/Creeper](http://komenvablueridge.org/Creeper) and clicking on the link in the upper right hand of the page that says *Participant Center*. If you forget your login, call 540-400-8222 x3.

**2: View and Track your Progress:** From your participant center, you can view and track your fundraising progress, send out e-mails to team members or other contacts, set up your personal page, and find a ton of useful resources that will help you along the way. Note: Length of the Participant Page pictured below is continued in the image to the right

**3: Fundraising and Training Help:** If you scroll down to the bottom of your page you will see an abundance of downloadable resources that you can use for both fundraising and training. Educating yourself as well as your donors will provide for a more meaningful and successful experience! Don't forget that you can always reach out to your coach if you have any questions!

**For All Participants:**

- Fundraising Worksheet
- Why We Walk
- Creeper Business Cards
- Breast Self-Awareness Card
- Infographic Card
- Donation Form
- Training Plan
- Sample Messages for Social Media posts

**For Team Captains:**

- Team Captain Responsibilities
- Motivating Your Team

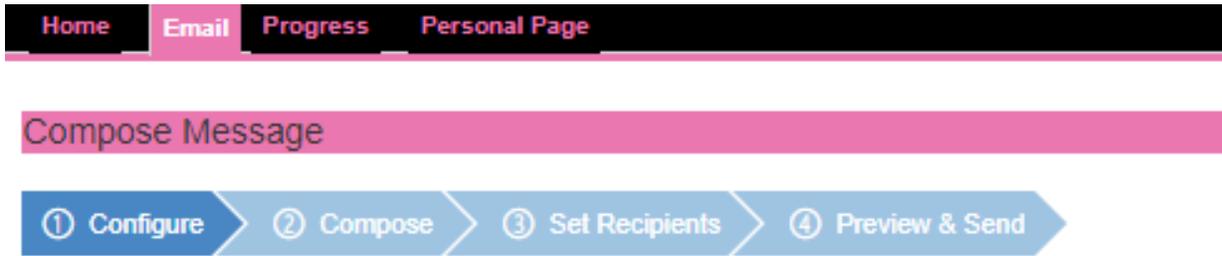
**Recent Activity**

Date	Activity	Description	Additional Info
Apr 19	Recruit	You joined 2018 Komen Virginia Blue Ridge Komen on the Creeper	

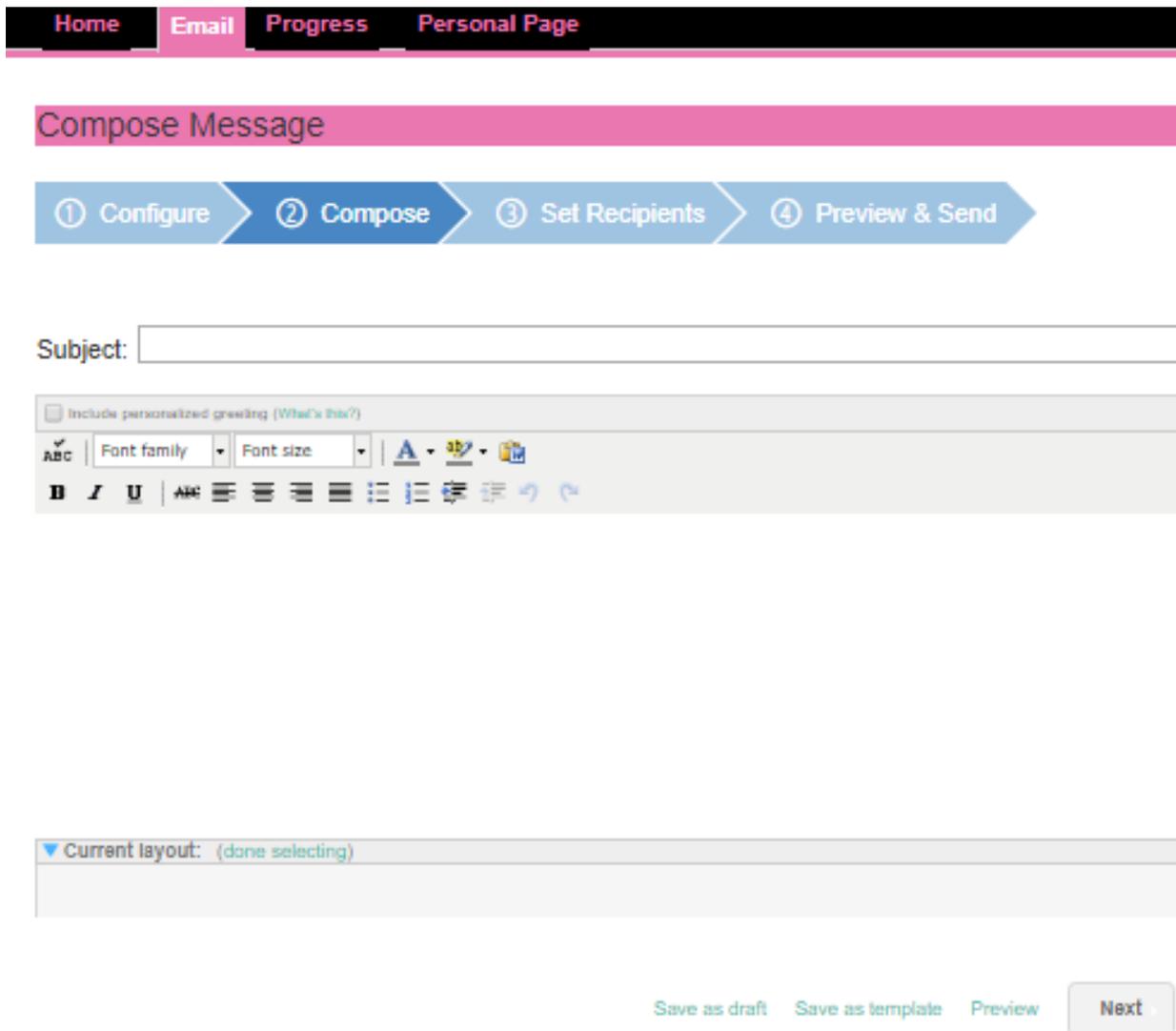
Buttons: Send email, Enter new gift

## EMAIL AND CONTACTS

**1. Configure:** Select one of our suggested messages from the list. Or just click Next.



**2: Compose:** Edit your email to personalize it with your own information. Add a subject line if creating your own template. Below the email body in the Current Layout section, choose which photo you would like to appear at the top of your email. Save often. When you are finished writing your email, choose to Save as Draft, Save as Template or Send.



**Continues through page 4...**

## EMAIL AND CONTACTS

**3. Set Recipients:** Select contacts from your list, or select Add Contact or Import Contacts to add new people to your recipient list. From the drop down menu, select Individuals, and check the box next to the names you want to include in the receiver list for your email, or select Groups, and check the box next to the groups you want to include.

The screenshot displays the 'Compose Message' interface. At the top, a navigation bar includes 'Home', 'Email' (highlighted), 'Progress', and 'Personal Page'. Below this is a pink header for 'Compose Message'. A progress indicator shows four steps: 1. Configure, 2. Compose, 3. Set Recipients (current step), and 4. Preview & Send. Two buttons, 'Add Contact' and 'Import Contacts', are visible. The main area is split into two columns: 'Available Contacts' and 'Recipient List'. The 'Available Contacts' column has a search bar and a list of contacts, each with a checkbox and the text '<no name>'. The 'Recipient List' column is an empty table with headers 'Name', 'Email', and 'Actions'. At the bottom right, there are buttons for 'Save as draft', 'Save as template', 'Preview', and 'Next'.

Home Email Progress Personal Page

### Compose Message

① Configure ② Compose ③ Set Recipients ④ Preview & Send

Add Contact Import Contacts

#### Available Contacts

Contacts Search

Name	Email
<no name>	

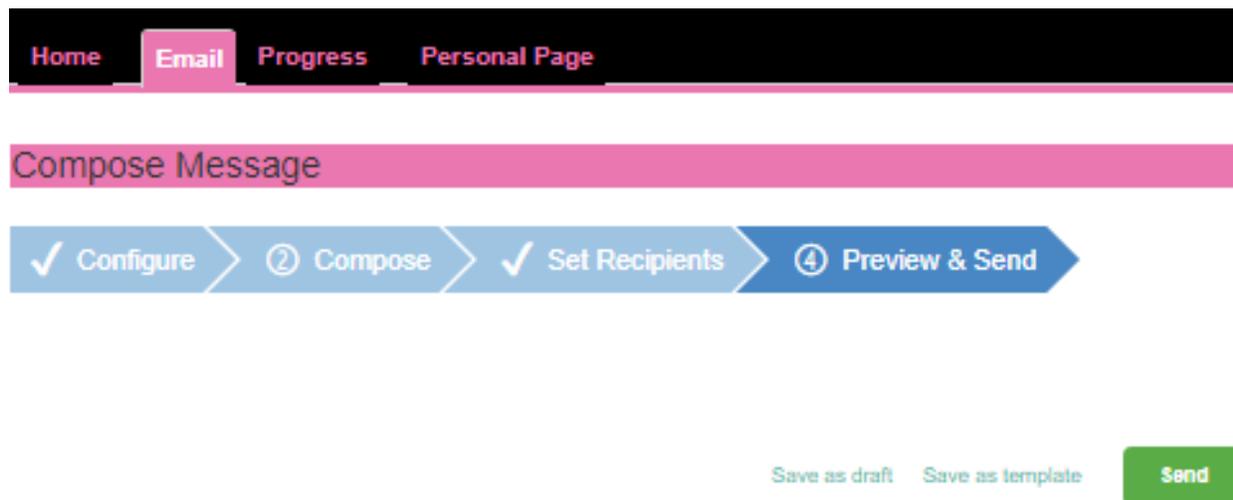
#### Recipient List

Name	Email	Actions
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Save as draft Save as template Preview Next

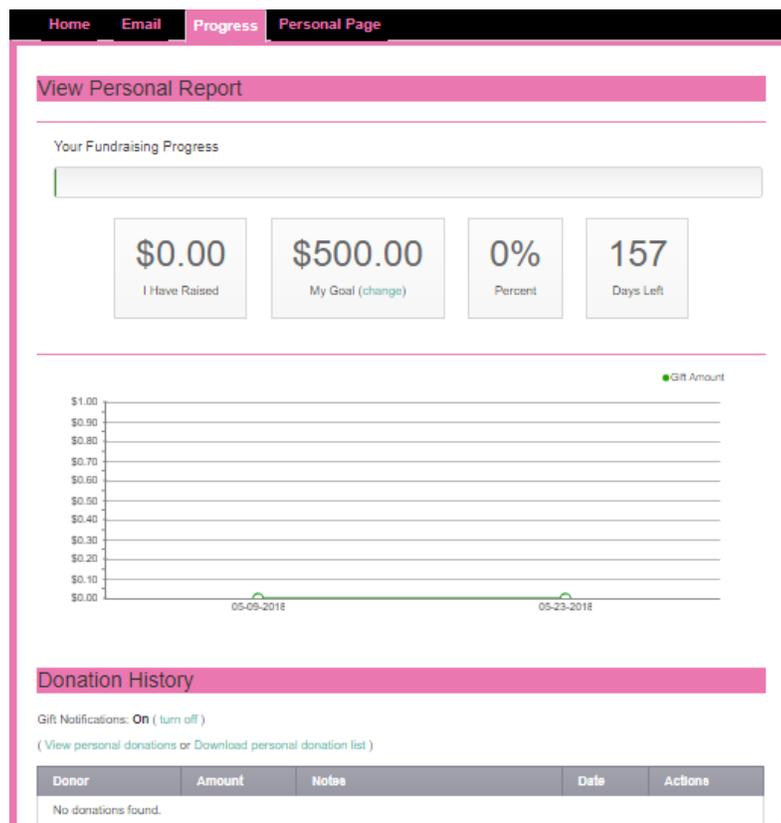
Continues through page 4...

**4: Preview & Send:** Once you have previewed your email, select your recipients and send your emails directly from your Participant Center. You must click Send at the bottom of the Preview page to send the email.

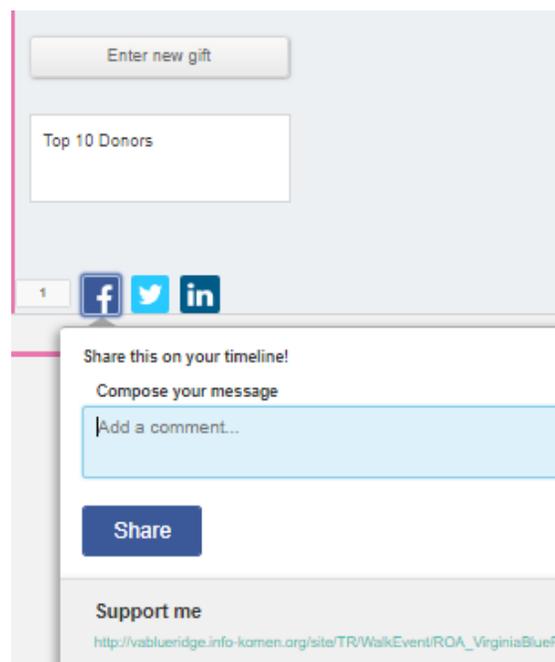


## PROGRESS PAGE

**1.** Check your chart of when and how your fundraising has progressed. The Progress page lists all of your donations in a table with the donor, amount, any personal note from the donor and the date of the donation. If there is an envelope icon in the Actions column, you can select that to send a thank you email to that donor. From the Progress page you can download a list of your donors and a pdf copy of their donation receipt.



**2.** From the bottom of your progress page, enter new gift information by selecting the button pictured below. You can also share your progress to social media by selecting one of the icons shown at the bottom of the page.



## PERSONAL PAGE

**1. URL Settings:** From this link you can create your own short, friendly, personalized URL. Emails you send from your Participant Center will automatically include a link directly back to your Creeper fundraising page, however, the friendly URL is great to use in social media, email signatures, flyers, business cards, etc.

You can also choose whether your personal page is public or private.

**Caution:** If you make your page private, donors will not find you in the search results on our website. They will only be able to find your page if you provide them with the URL directly or send an email from your Participant Center. Save your changes.

**2. Change the Content** on Your Personal Page: Edit the page title and body content. Save often. While your page is fully functional as-is, personalizing your page with your story is an effective way to motivate donors. Your donors want to know why this cause is important to you.

**3. Change the Photo:** Select Photos/Video from the menu on the right hand side (you can have a photo or video, but not both). Then click the Browse button to find your personal photo file on your computer. Then click Save/Upload. Add a caption under the photo, then click Save/Upload to save your caption.

### Did you know?

People who update their personal page with a photo and their reason for walking fundraise 15x more for a world without breast cancer! Personalize your page today!

Home Email Progress **Personal Page**

### Edit Your Personal Fundraising Page (View Personal Page)

**Personal Page URL:** (URL Settings)  
http://vablueridge.info-komen.org/site/TR/WalkEvent/ROA\_VirginiaBlueRidgeAffiliate?px=14502263&pg=personal&fr\_id=7302  
This page is **Public**

**Title**  
Welcome to My Personal Page

**Body**

Font family Font size

ABC Font family Font size

Font family Font size

This year, I registered to walk 15 miles in one day for Komen on the Creeper on October 27, 2018 because I wanted to take action and be More Than Pink™. Komen on the Creeper is the most recent effort by our local Susan G. Komen Affiliate—Komen Virginia Blue Ridge, to rally people together from across Southwest Virginia to join the fight against breast cancer in our community and beyond. I want to make an impact in the fight against breast cancer and I need your help. Please consider making a tax-deductible donation today in support of my fundraising efforts.

Your support helps us get one step closer to a world without breast cancer. 75 percent of the money raised through Komen on the Creeper stays in the community to fund local breast cancer education, screening and treatment programs. The remaining 25 percent supports groundbreaking breast cancer research.

Together, we are fueling the best science, boldest community and biggest impact in the fight against breast cancer. And we will not stop until this disease is gone forever. That's our promise. Will you please join me in this fight by making a donation today?

Preview Save

The Preview will open in a new window, but will not save your changes.

Content

Photos/Video

Components

1 f t in

Still have questions? Call the Susan G. Komen VA Blue Ridge office at (540) 400-8222 and one of our staff members will be happy to help!