

My Participant Center Tutorial

National MS Society

Southern California & Nevada Chapter

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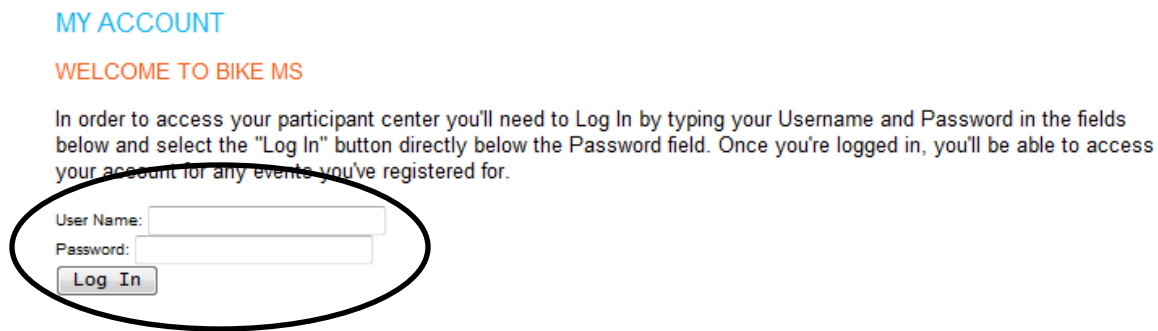
CONTACT US 16

Accessing the Participant Center

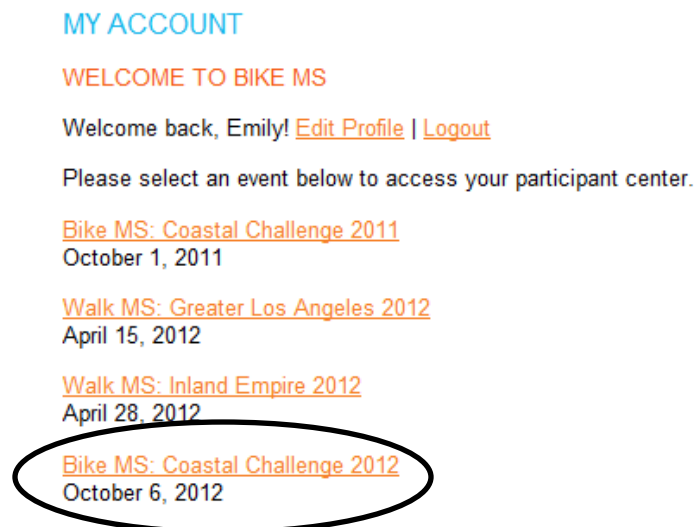
STEP 1: From the Bike MS page (bikeMSsocial.org), select "My Account" on the left-hand side of the page.



STEP 2: On the next page, you will be asked to enter your username and password.



STEP 3: On the next page, select the appropriate link for your event.



My Participant Center Overview

The “Overview” page of the Participant Center provides a quick look at your fundraising progress.

In your participant center, you can:

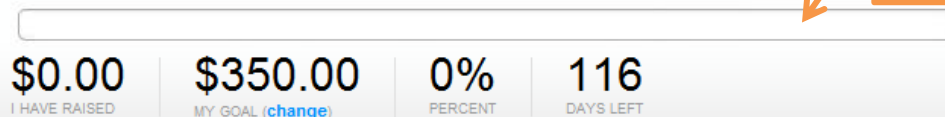
- ✓ Set up your personal web page
- ✓ Upload your E-mail Address Book
- ✓ Send e-mails to solicit donations and thank your donors
- ✓ Track e-mails sent and actions taken
- ✓ Track your fundraising progress
- ✓ Access your team information (only team captains have this icon)

Navigation Tools

HOME EMAIL PROGRESS PERSONAL PAGE

Overview

Progress



What to do next?

You have not sent any messages. You should email your contacts.

WELCOME TO YOUR ACCOUNT!

Thank you for joining the Bike MS: Coastal Challenge 2012!
What should I do next?

1. Update your Personal Page. You can change the layout of the page, write your own personal appeal, upload a photo or video. If you have any questions on how to update your personal page, email us at bikeMS@cal.nmss.org.
2. Send out suggested emails to your friends and family asking for their support!

3. Start Fundraising Online:

- Start by viewing your Personal Page now to see what your potential donors will see:
- Send reminder and solicitation e-mails to friends, family and co-workers about your participation
- Track your individual ongoing fundraising progress
- Update your fundraising goal
- View reports on who & when your team members make a donation
- Send follow-up messages and thank-you emails to your supporters

Your current fundraising progress is readily accessible. Update your fundraising goal by clicking “change” under the current goal.

Enter new gift

[Add contacts to Address Book](#)
[View your progress page](#)
[Work with Personal Page](#)

Use Social Media to fundraise!

fundraise with
facebook

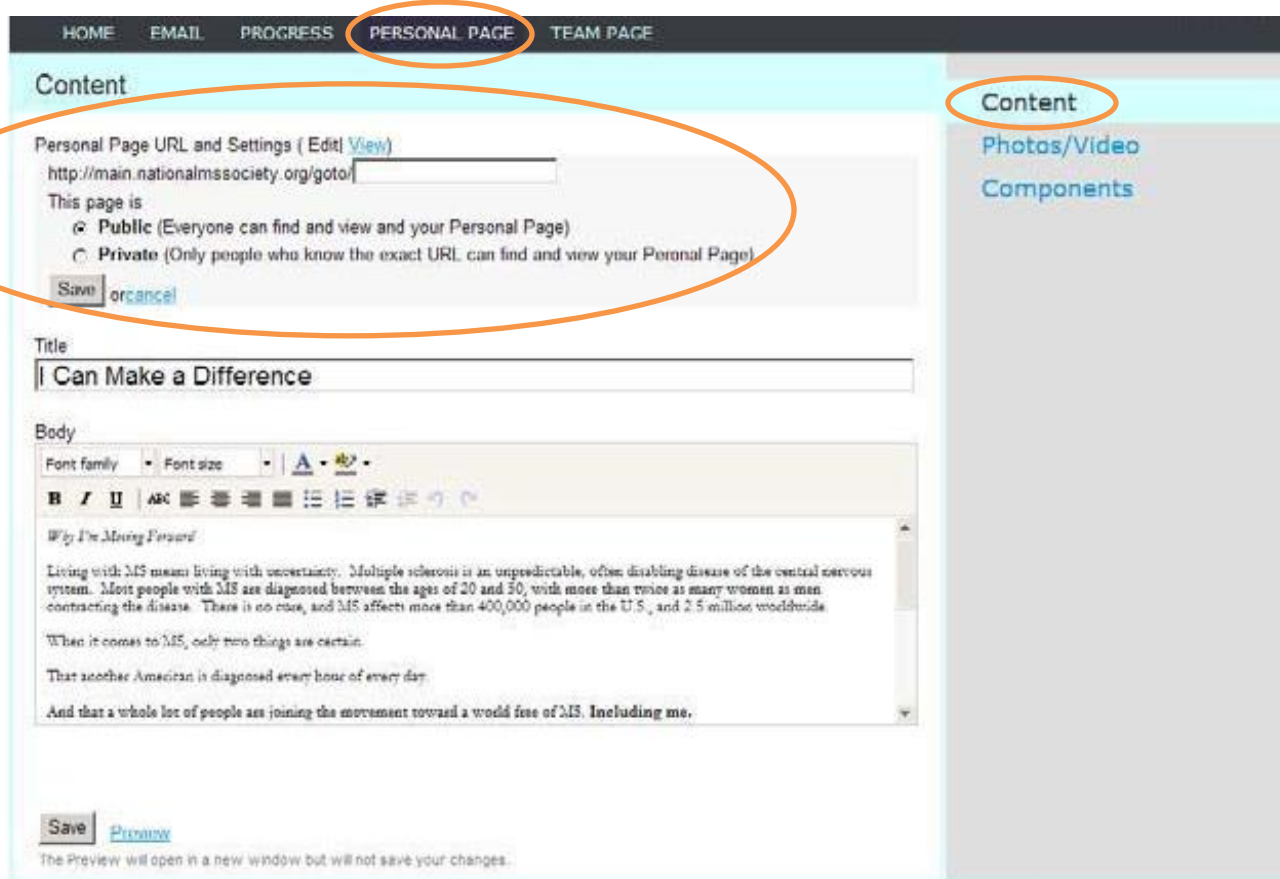
This section tells you what you should do next to make the most of your Participant Center.

Setting Up Your Personal Web Page

From the Navigation Toolbar, select the “Personal Page” button. This page is comprised of three sections—content, photos/video, and components.

CONTENT

STEP 1: Use the “Content” section to customize your Personal Page. Add your personal story or motivation for participating. Feel free to use the provided message. Preview your page and “Save” (at the bottom).



The screenshot shows the 'PERSONAL PAGE' tab selected in the top navigation bar. The main content area is titled 'Content' and contains a form for setting up the page. An orange oval highlights the 'Personal Page URL and Settings' section, which includes a text input field for the URL (currently showing 'http://main.nationalmssociety.org/goto/'), a dropdown menu for 'This page is' (with 'Public' selected), and 'Save' and 'Cancel' buttons. Below this is a 'Title' field with the text 'I Can Make a Difference'. The 'Body' section features a rich text editor with a toolbar and a text area containing a pre-written message about Multiple Sclerosis. At the bottom of the form are 'Save' and 'Preview' buttons. A vertical sidebar on the right contains links for 'Content', 'Photos/Video', and 'Components'. An orange arrow points from the 'Save' button in the highlighted settings section down to the 'STEP 2' instruction.

HOME EMAIL PROGRESS **PERSONAL PAGE** TEAM PAGE

Content

Personal Page URL and Settings (Edit View)
http://main.nationalmssociety.org/goto/

This page is
☒ Public (Everyone can find and view and your Personal Page)
☐ Private (Only people who know the exact URL can find and view your Personal Page)

Save Cancel

Title
I Can Make a Difference

Body

Font family Font size

B *I* U ABC [Icons]

Why I'm Moving Forward

Living with MS means living with uncertainty. Multiple sclerosis is an unpredictable, often disabling disease of the central nervous system. Most people with MS are diagnosed between the ages of 20 and 50, with more than twice as many women as men contracting the disease. There is no cure, and MS affects more than 400,000 people in the U.S., and 2.5 million worldwide.

When it comes to MS, only two things are certain:

That another American is diagnosed every hour of every day.

And that a whole lot of people are joining the movement toward a world free of MS. Including me.

Save Preview

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

Content
Photos/Video
Components

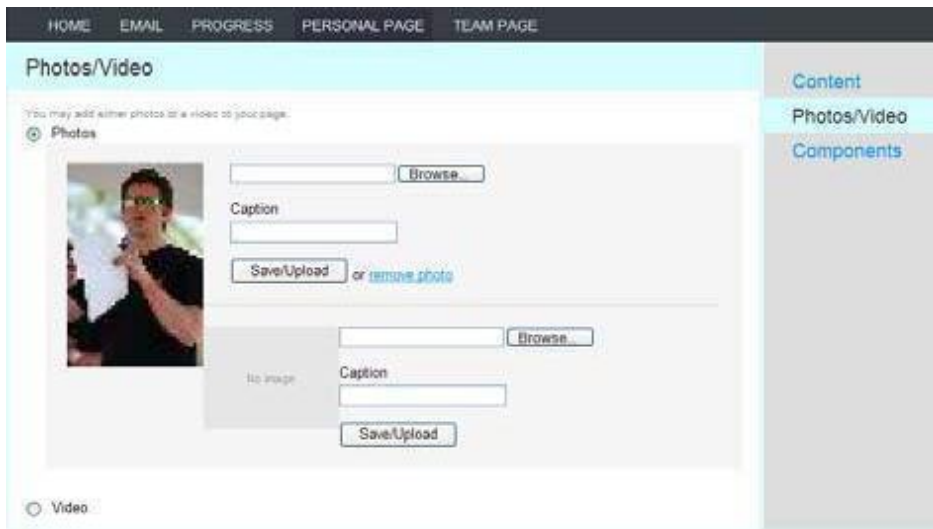
STEP 2: Create an easy-to-remember URL for your Personal Page.

STEP 3: Ensure your Personal Page is made “Public.” Private pages do not show up on the Team Roster and are not easily accessible to donors.

Setting Up Your Personal Web Page

PHOTOS/VIDEO

STEP 1: Use the “Photo/Video” section to personalize your Web page with pictures of you, your family, or your team. Images must be JPEG files and smaller than 200KB. Or, upload a video of your Bike MS efforts or a personal thanks to your donors.

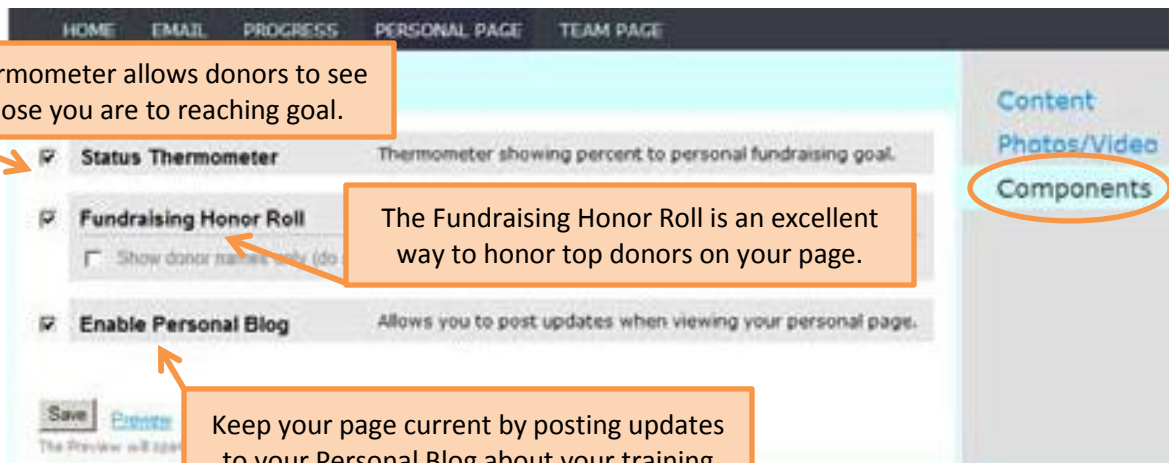


The screenshot shows the 'Photos/Video' section of a web page setup interface. At the top, there is a navigation bar with links: HOME, EMAIL, PROGRESS, PERSONAL PAGE, and TEAM PAGE. Below this, the 'Photos/Video' section is highlighted. It contains two main areas: 'Photos' and 'Video'. The 'Photos' area has a 'Browse' button, a 'Caption' text field, and a 'Save/Upload' button. Below this, there is a 'No image' placeholder with another 'Caption' text field and a 'Save/Upload' button. The 'Video' area is currently empty. On the right side of the interface, there is a sidebar with links: Content, Photos/Video, and Components. The 'Photos/Video' link is highlighted.

You can add a photo or video, but not both.

COMPONENTS

STEP 1: The “Components” section allows you to choose with options appear on your Personal Page. You must hit “save” to activate your choices.



The screenshot shows the 'Components' section of a web page setup interface. At the top, there is a navigation bar with links: HOME, EMAIL, PROGRESS, PERSONAL PAGE, and TEAM PAGE. Below this, the 'Components' section is highlighted. It contains three main areas: 'Status Thermometer', 'Fundraising Honor Roll', and 'Enable Personal Blog'. The 'Status Thermometer' area has a checkbox and a description: 'Thermometer showing percent to personal fundraising goal.' The 'Fundraising Honor Roll' area has a checkbox and a description: 'Show donor names only (do)'. The 'Enable Personal Blog' area has a checkbox and a description: 'Allows you to post updates when viewing your personal page.' At the bottom, there is a 'Save' button and a 'Preview' button. On the right side of the interface, there is a sidebar with links: Content, Photos/Video, and Components. The 'Components' link is highlighted.

The Thermometer allows donors to see how close you are to reaching goal.

The Fundraising Honor Roll is an excellent way to honor top donors on your page.

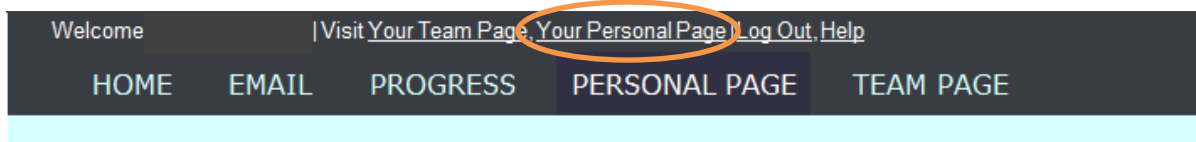
Keep your page current by posting updates to your Personal Blog about your training and fundraising

Blogging on your Personal Web Page

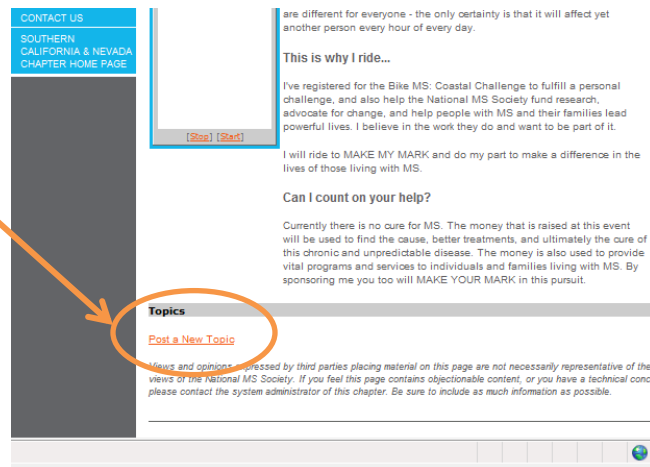
Keep your Personal Page fresh by adding a blog. Frequently update your personal blog with your fundraising progress or just with your daily thoughts. Encourage your friends to bookmark it and check frequently to see your latest updates.

STEP 1: Enable the Personal Blog feature in the “Components” section of the “Personal Page.” See previous page for more details.

STEP 2: Access to your blog is available only through your personal page. Choose “Your Personal Page” at the very top of the Navigation Toolbar to open your Blog.



STEP 3: Your Personal Page will display in a second window. Scroll to the bottom of the page and choose “Post New Topic.”

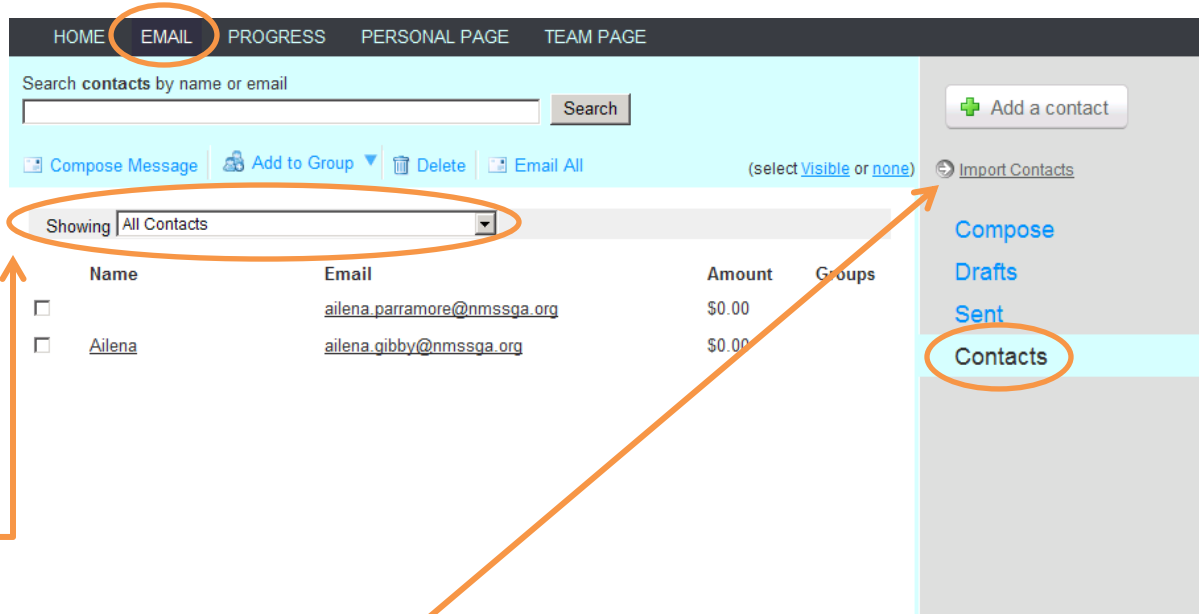


STEP 4: Once you have entered your information, click “Post Your Topic” to submit your blog. This will now appear on your Personal Page.

A screenshot of a web form titled 'Post a New Topic'. It includes a text area for the message, a subject line, and a message field. Below these is a CAPTCHA section with the text 'Please enter the code shown:' and a small image of the word 'plains'. At the bottom are two buttons: 'Post your topic' and 'Cancel'. A disclaimer at the very bottom states: 'Views and opinions expressed by third parties placing material on this page are not necessarily representative of the views of the National MS Society. If you feel this page contains objectionable content, or you have a technical concern, please contact the system administrator of this chapter. Be sure to include as much information as possible.'

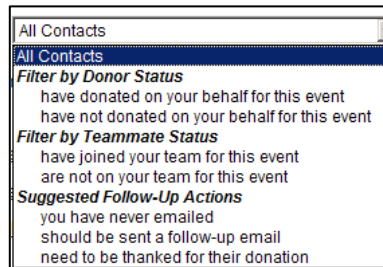
Upload your Address Book

STEP 1: Click on “E-mail” in the navigation toolbar, then choose “Contacts.”



STEP 2: Click “Import Contacts” and follow the instructions to upload your address book from Outlook, Yahoo, AOL, or an Excel (.csv) file. Or click “Add A Contact” to manually add contacts.

STEP 3: Once imported, contacts can be filtered by donor status, teammate status (team captains only) or the follow up needed.



Sending E-mails

STEP 1: Select “E-mail” in the navigation toolbar. From this section, you can send e-mails to potential donors to solicit donations and send thank you e-mails to those who have donated. You can also send e-mails to teammates.

STEP 2: You can use the template e-mails or draft your own personal message.

The screenshot shows the 'Compose Message' interface. The top navigation bar has tabs: HOME, EMAIL (selected), PROGRESS, PERSONAL PAGE, and TEAM PAGE. The main area is titled 'Compose Message' and contains a form with fields for 'To', 'Subject', and 'Greeting'. Below the form is a 'Layout (done selecting)' section displaying various email templates. A sidebar on the right shows 'Suggested Messages' with options like 'Join My Team', 'Thank You for Sponsoring Me', 'Create Your Own Message', 'Team Message', and 'Welcome to the Team'. An orange arrow points from the 'EMAIL' tab to the 'Compose' button in the sidebar. Another orange arrow points from the '2010 MSAW Email' template to the 'Preview' button in the bottom right corner.

STEP 3: You have several options available for the layout or “stationary” of your e-mail. Choose the one that works best for your audience.

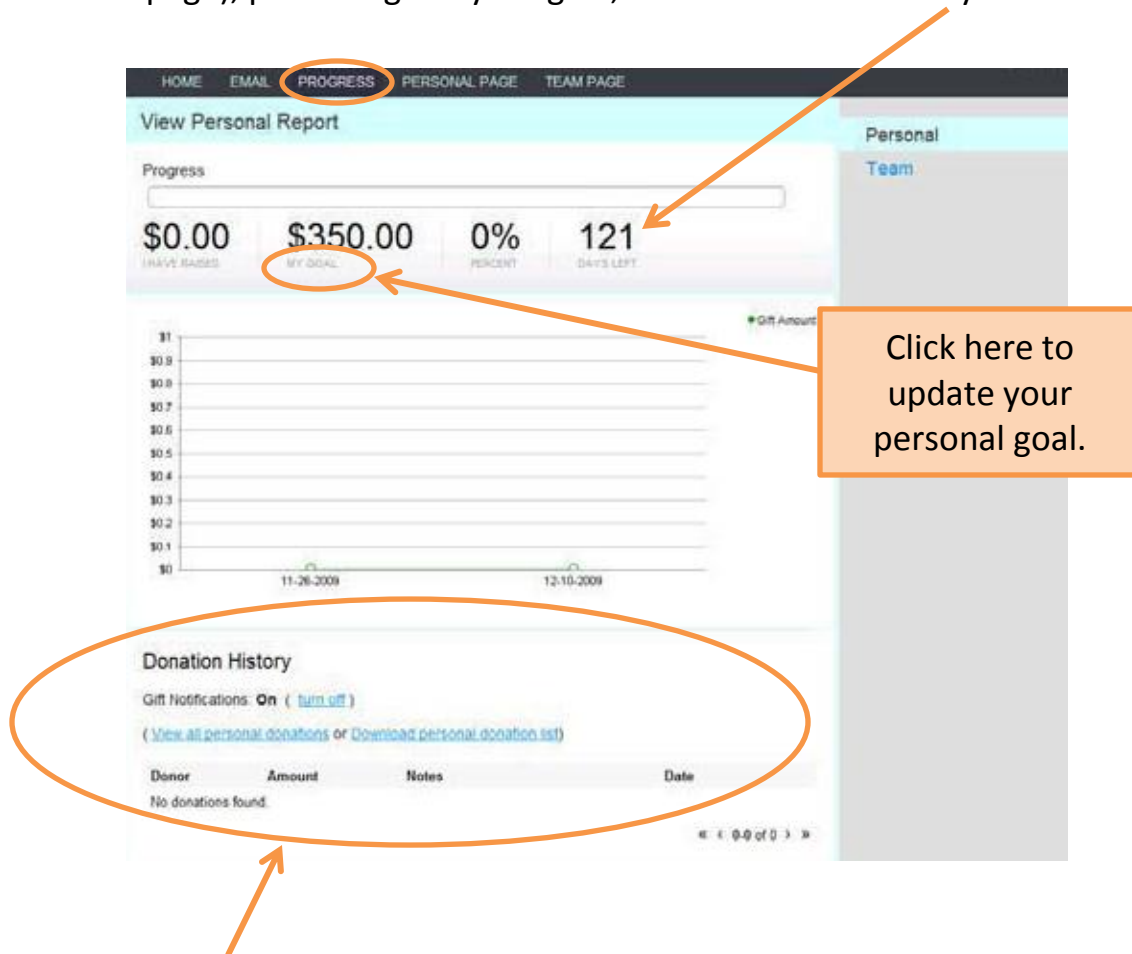
STEP 4: Preview your e-mail before sending it out.

The screenshot shows the bottom right corner of the interface, featuring four buttons: 'Send', 'Save Draft', 'Preview' (circled in orange), and 'Save as template'.

Tracking your Progress

STEP 1: Choose “Progress” from the navigation tools.

STEP 2: The helpful tools allows you to easily track your fundraising progress. The “Progress” section gives a quick overview of your fundraising to date, your current goal (can be updated on the “Home” page), percentage to your goal, and the number of days left until the event.



STEP 3: The “Donation History” section provides a complete list of donors. In this section, you can choose not to receive e-mail notifications when a donation is made. You can also download your personal donation list for your future records.

Fundraise with Facebook

Linking your Personal Page to your Facebook page.

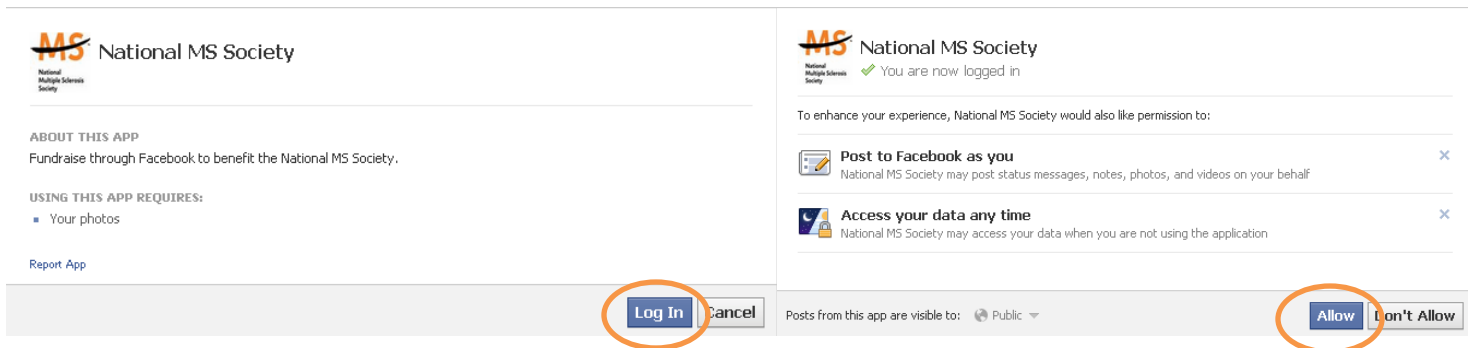
STEP 1: After accessing your Participant Center Home Page, click on the “Fundraise with Facebook” logo.

The screenshot shows the Participant Center Home Page with a navigation bar at the top containing 'HOME', 'EMAIL', 'PROGRESS', 'PERSONAL PAGE', and a 'Help' link. The main content area is titled 'Overview' and includes a 'Progress' section with a bar chart and the following statistics: \$0.00 (I HAVE RAISED), \$350.00 (MY GOAL [change](#)), 0% (PERCENT), and 116 (DAYS LEFT). Below this is a yellow box with the text 'What to do next? You have not sent any messages. You should email your contacts.' The 'WELCOME TO YOUR ACCOUNT!' section thanks the user for joining the Bike MS: Coastal Challenge 2012 and lists three main steps: 1. Update your Personal Page, 2. Send out suggested emails, and 3. Start Fundraising Online. A blue button labeled 'fundraise with facebook' is circled in orange, with an arrow pointing to it from the top right. On the right side of the page, there are buttons for 'Send email' and 'Enter new gift', and a list of links: 'Add contacts to Address Book', 'View your progress page', and 'Work with Personal Page'.

STEP 2: Enter your login information into the fields displayed.

The screenshot shows the Facebook Login page. At the top is the Facebook logo and a 'Sign Up' button. Below this is the text 'Facebook helps you connect and share with the people in your life.' The main section is titled 'Facebook Login' and contains the text 'Log in to use your Facebook account with National MS Society.' There are two input fields for 'Email:' and 'Password:'. Below these fields is a checkbox for 'Keep me logged in' and a 'Log In' button. To the right of the 'Log In' button is a link for 'Sign up for Facebook'. At the bottom of the login section is a link for 'Forgot your password?'. At the very bottom of the page, there is a row of language links: English (US), Español, Português (Brasil), Français (France), Deutsch, Italiano, العربية, and others.

STEP 3: Click “login” when the next screen appears and then click “allow” to activate the application.



STEP 4: Once you are logged in, use the application to highlight your fundraising efforts to all of your Facebook friends and watch your donations grow!



Team Captain Tools

(Only available to Team Captains)

SETTING UP YOUR TEAM WEB PAGE

STEP 1: Choose “Team Page” from the navigation toolbar. From this section of the Participant Center, you can set up your team’s Web page. Add your team’s story or motivation for participating, or instead, use the stock message. Include a picture of your team. Preview your page and “Save” (at the bottom).

HOME EMAIL PROGRESS PERSONAL PAGE **TEAM PAGE**

Content

Team Page URL ([Edit](#) | [View](#))

[Save](#) or [Cancel](#)

Body

Font family Font size

Help Our Team Move Toward a World Free of MS!

Living with MS means living with uncertainty. Multiple sclerosis is an unpredictable, often disabling disease of the central nervous system. Most people with MS are diagnosed between the ages of 20 and 50, with more than twice as many women as men contracting the disease. There is no cure, and MS affects more than 400,000 people in the U.S., and 2.5 million worldwide.

When it comes to MS, only two things are certain.

That another American is diagnosed every hour of every day.

And that a whole lot of people are joining the movement toward a world free of MS. Including us.

Photo

[Browse...](#)

[Save/Upload](#)

[Save](#) [Preview](#)

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

Team Name:
Development
Company
Division
Friends and Family [Edit](#)

Update your team information by clicking “Edit.” If your team is part of a national team, choose that company in the drop-down menu provided. If the company is not listed, enter it here.

STEP 2: Create an easy-to-remember URL for your Team Page. Once you “save” the new Web address, the full address will be listed at the top of the page. Copy and paste the link into your personal e-mail signature so everyone you communicate with can easily visit your team’s page.

Team Captain Tools

(Only available to Team Captains)

TRACKING YOUR TEAM PROGRESS

STEP 1: Under the “Progress” section of the Participant Center, select “Team” to track your team’s progress, update your team’s fundraising goal, and review/maintain your team roster.

HOME EMAIL **PROGRESS** PERSONAL PAGE TEAM PAGE

Team Report

Team Progress

\$0.00 TEAM HAS RAISED \$0.00 TEAM GOAL [change](#) 0% TO TEAM GOAL 121 DAYS LEFT

\$1 \$0.00

11-26-2009 12-10-2009

Team-Specific Donation History

([View all team donations](#) or [Download team donation list](#))

Donor	Amount	Notes	Date
No donations found.			

« 0.0 of 0 »

Contributing Team Members

([View all teammates](#) or [Download roster](#))

Be sure to change your team goal here. Once you’ve reached your goal, raise it!

STEP 2: Below the “Team-Specific Donation History,” the “Contributing Team Members” section provides detailed information regarding your team and their individual fundraising efforts.

To access last year’s team roster, please e-mail bikemssocal@nmss.org.

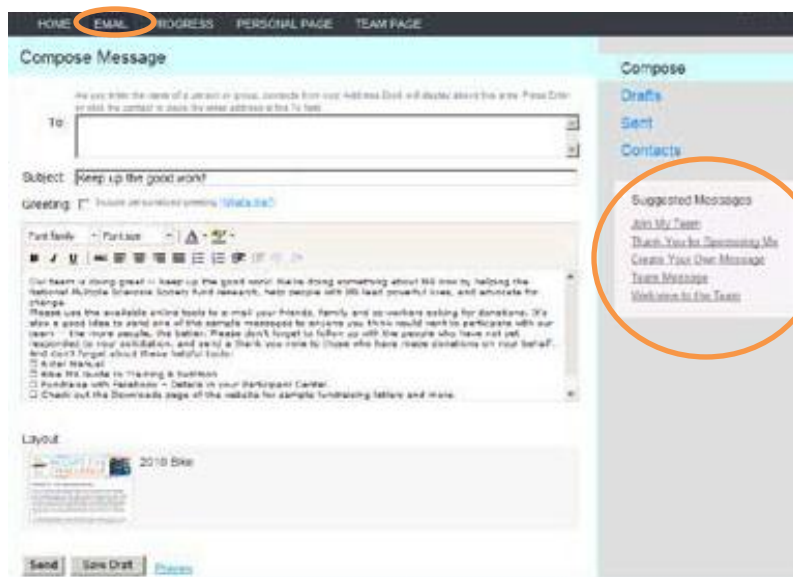
Team Captain Tools

(Only available to Team Captains)

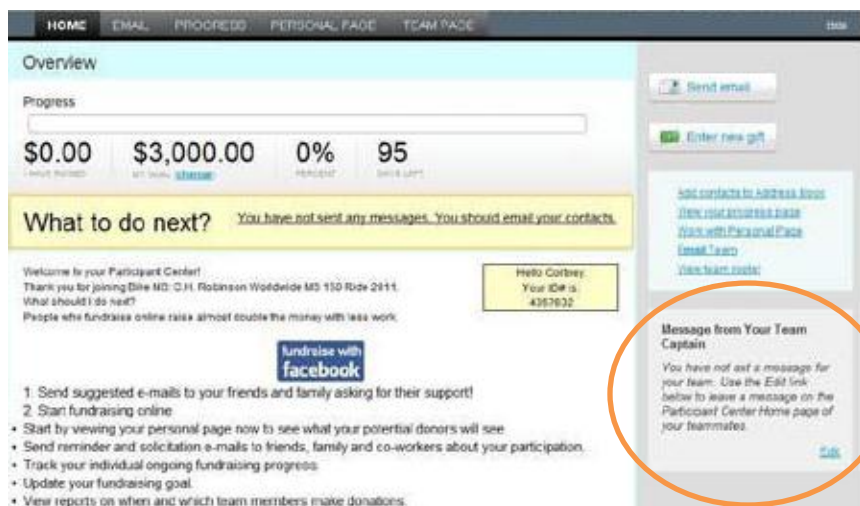
COMMUNICATING WITH YOUR TEAM

Regular communication is fundamental to building a successful team. Develop a communications schedule and use the helpful Participant Center tools specifically designed for Team Captains.

STEP 1: Under the “E-mail” section of the Participant Center you can send e-mails to potential team members encouraging them to “Join My Team” or send regular e-mails to your current members.



STEP 2: From the “Home” page, post welcome messages to greet new members and to remind them about upcoming deadlines or team challenge announcements. Update regularly!



Additional Questions?
Please contact the Chapter directly.

PHONE: 310-479-4456

E-MAIL: bikeMSsocal@nmss.org

WEB: www.bikeMSsocal.org