Setting up your Participant Center for Successful Online Fundraising

Follow these easy steps to successful online fundraising! Remember, to access your Participant Center, you go to www.komenarkansas.org, put your mouse over the Race for the Cure tab, and then click Participant Center once it drops down.

1. Personalize your Personal Page
   - Click on the Personal Page tab at the top of your homepage or "Set up your personal page" in the pink "What to do next?" box. You will be taken to the content part of your Personal Page.
   - You have the option to change the title of your page from "Welcome to my Personal Page" to something more unique to you.
   - Add your personal story in the body of the text area if you would like. Or, you may use the default text that is already provided.
   - Anytime throughout your updating, you can preview your work by scrolling to the bottom of the page and clicking **Preview**. Save your work often in case you have been idle too long and the system logs you out.
   - When you are finished, **Save** one more time.
   - To upload your own photos or videos, click **Photos/Videos** on the right side of the page and follow the instructions. (Step by Step in the FAQ section)
   - There are other features on the **Components** part of the Personal Page. If the status thermometer and fundraising honor roll are checked, these two items WILL appear on your Personal Page. These two are automatically checked and we suggest you keep them that way. There is also a blog feature that will appear on your page if you keep the blog feature checked.

2. Set up your contact list so you can send emails to your friends and family to ask them to support you in your fundraising.
   - Click the **Email** button at the top of your homepage. You will be directed to the **Compose** page.
   - Click **Contacts** on the right side of the page. This is where you can easily import your existing email addresses from your own personal email account (i.e. gmail, yahoo, AOL, etc…).
   - Click **Import Contacts** on the right. Follow the directions to import your contacts from your address book.
   - OR, if you do not want to import, you can click **Add a Contact** on the right and manually enter your contacts one by one.

3. Send emails to your friends, family and coworkers to ask them for their support

- Click the **Email** button at the top of your homepage (if you are not already there).
- Click **Contacts** on the right side of the page. You will now see the list of people you have added to your Participant Center address book. Select those you want to send an email to by checking the box next to their name. Once you have chosen, click **Compose Message**. (There are different variations of "ask" emails that you can choose from; therefore, you may want to send some people one version and some people another.)
- Those selected contacts will appear in the "To" box. At this point, you will either select from an email on the right in the **Suggested Messages** section or write your own email in the box. Upon clicking the email of your choice, the text will be put into the body of the email.
- If you choose to use a provided **Suggested Message**, be sure you read through it. You will need to fill in certain information within the email, depending on which message you choose (i.e. your name, the dollar amount you want to raise, who you are walking in honor of, etc…).
- After you are satisfied with your personal touches to your email, click **Preview** at the bottom. This is what your email will look like in someone else's inbox. To make changes, click **Edit**
- NOTE: In some of the **Suggested Messages** you will notice mention of the "Personal Page link below" - - - this will NOT show up in the body of the email when you are working on it. It WILL show up in the **Preview** and in the actual email once it is sent.
- To send the email, click **Send.**
- You will notice on the right side of the page a **Drafts** folder and a **Sent** folder. These will help you keep track of your emails.

******This section below for Team Captains******

After you have completed your own Personal Page, you will want to personalize your Team Page as well. Follow the same instructions for this page as you did for your personal page. A few things extra features that you should know:

- You can view your Team Roster by accessing your Participant Center and then clicking **View Team Roster** from the right side of the page.
- You can find more information on your team by clicking **Your Team Page** at the top of the page. You are the only one who will have access to this page – the team members do not. Here you will find your team's progress information, the roster, gift information, etc…

How to send email messages to team members:

- Click **Email** from the top of the page.
- There is a box below "Compose Message" that says **Showing**. Click **have joined your team for this event**. You will see your roster. Click the checkbox by each contact you want to receive the email, or click ALL in the upper right corner.
- Click **Compose Message** (right above the **Showing** box). The contacts you selected will appear in the "To" box. Compose your own message, or click on one of the suggested messages on the right side of the page. However, just like the other messages, be sure to personalize before you send it.
- Click **Preview** at the bottom of the page. You will see what the recipient will see. If you want to make changes, click **Edit.**
- Click **Send.** You will see a display of "Your message was successfully sent."

FAQs

How do I add a photo?

- Click **Personal Page** from the top of the Participant Center.
- Click **Photos/Video** on the right side of the page
- To upload a photo, click **Browse**. After finding the photo on your computer, click the file and click **Open.** The name of the file of your photo will show up in the File Name field.
- Click **Save/Upload**. You will get a message stating you have successful uploaded and then you will see your image.
- If you want to add a caption, you may do so here also

If you are having problems uploading your photo, it may be too large. Try resizing the photo on your computer's image editor program to 300 x 400 pixel size.

How do I add a video?

- Click **Personal Page** from the top of the Participant Center
- Click **Photos/Video** on the right side of the page
- You will actually be inserting a link to a YouTube video. Click **Video**. Either manually enter the video link or copy and paste the path in the YouTube video URL field and click **Save.**
- Click **Preview**. To change the video, close the Preview page and repeat Step 3 with a new YouTube video URL link.

Someone has given me cash/a check. How do enter this so that it will show up on my Personal Page?

- Click **Progress** at the top of your Participant Center
- On the right side of the page, click **Enter a new gift**.
- Enter the contact and donation information in the designated fields. Click **Add.**
- This gift will appear as **Unconfirmed** until the Komen office receives the donation. Then, Komen will confirm the gift and it will be included in your Progress.
- Mail the money (if someone has given you cash, we recommend you either getting a money order for it, or writing a check out of your own account for it) to the Komen office at the address below. Make sure to put your name in the **Memo** line, so we know where to allocate the donation.
    - Susan G. Komen for the Cure
904 Autumn Road, Ste 500
Little Rock, AR 72211

Why don't I see all of my donors on the Honor Roll?

- When someone makes a donation online, they have the option to not display the amount of their donation publicly. They also have the option to make the gift read as "Anonymous."