

Engage and Fundraise

Your Participant Centre Resource Guide

Welcome to your Participant Centre!

Your Participant Centre (PC) is your fundraising headquarters and houses tools and resources that will help you achieve your fundraising goal!

Through your Participant Centre, you can:

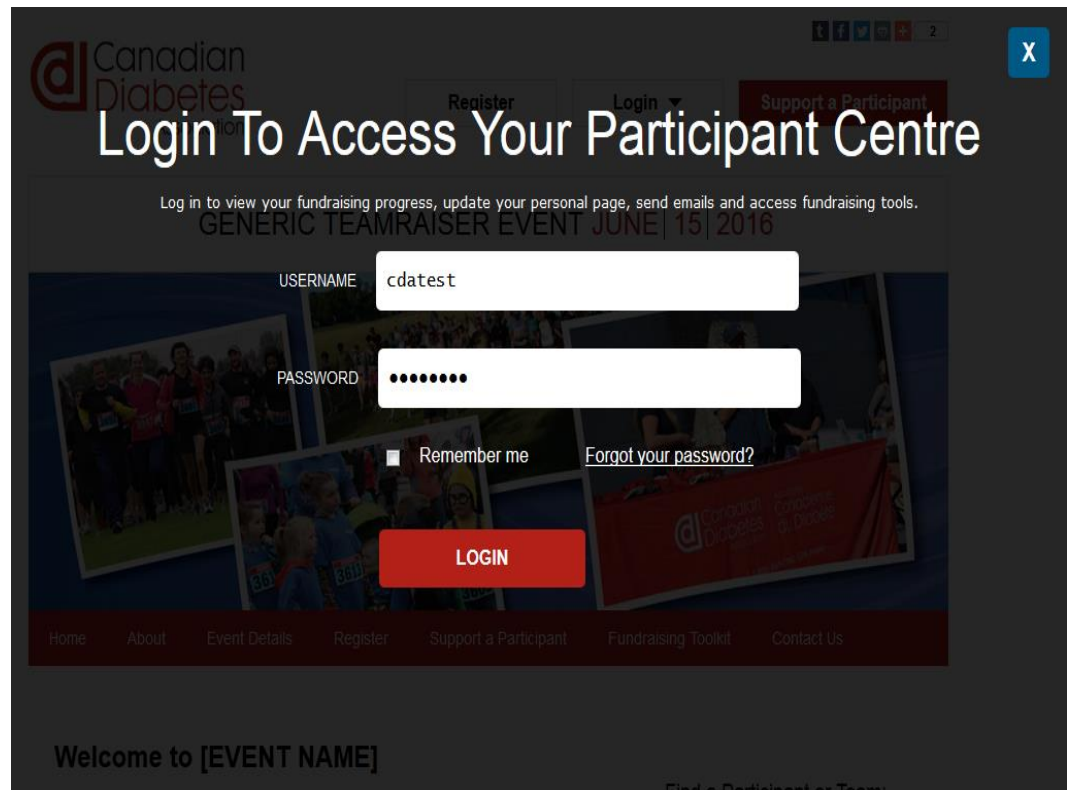
- Personalize your online fundraising page with your message, photos and videos.
- Send out e-mails to solicit and thank donors
- Download pledge forms and other great resources
- Track your progress



Logging In

You will see a login button at the top of your event page. When you click on it you will be prompted to sign in using your login credentials.

If you forgot your password please click on the link below and we will send you a reset link.



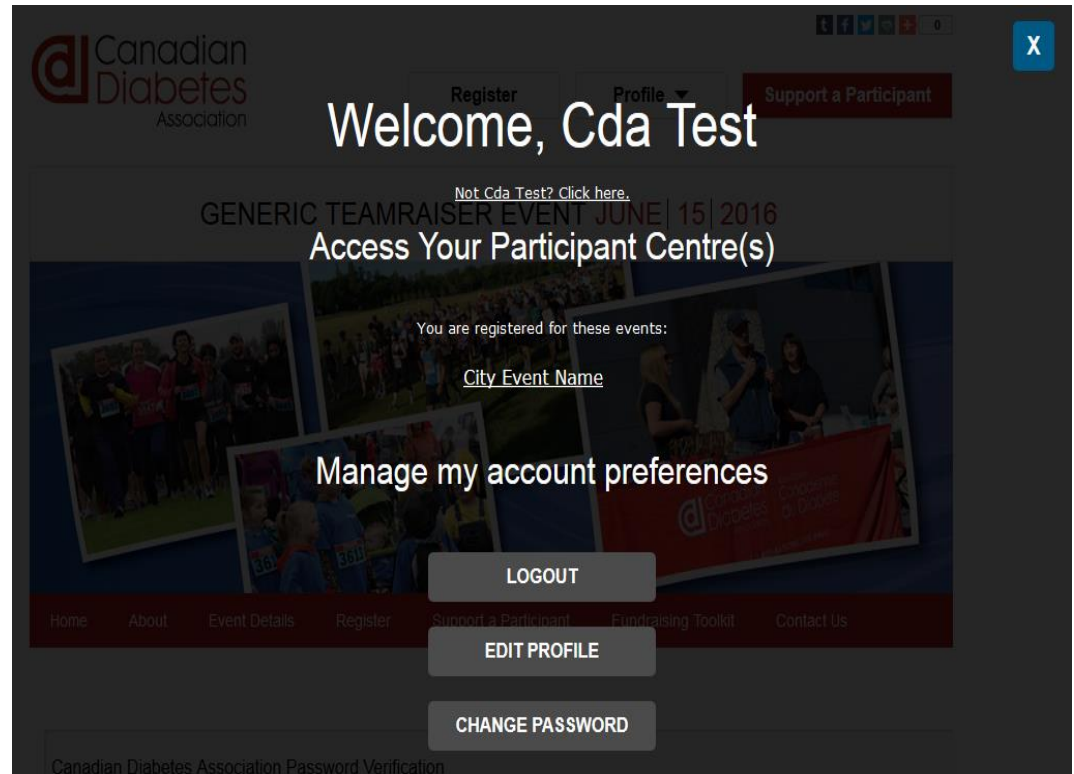
The screenshot shows the login interface for the Canadian Diabetes Association's Participant Centre. At the top, there are social media icons and a user profile icon. The main heading is "Login To Access Your Participant Centre". Below this, a sub-header reads: "Log in to view your fundraising progress, update your personal page, send emails and access fundraising tools. GENERIC TEAMRAISER EVENT JUNE 15 | 2016". The login form includes a "USERNAME" field with the text "cdatest" and a "PASSWORD" field with masked characters. There is a "Remember me" checkbox and a "Forgot your password?" link. A red "LOGIN" button is positioned below the password field. The background of the form features a collage of photos showing people participating in a fundraising event. At the bottom of the page, there is a navigation bar with links: Home, About, Event Details, Register, Support a Participant, Fundraising Toolkit, and Contact Us. Below the navigation bar, a welcome message says "Welcome to [EVENT NAME]" and a link to "Find a Participant or Team" is visible.



Logging In

Once you have logged in successfully you will have the following options:

- Go to your participant centre.
- Edit your profile
- Change your password
- Logout



Your Participant Centre

Navigation Bar

The screenshot shows the Cda Participant Centre interface. At the top, a navigation bar includes links for Home, Email, Progress, and Personal Page. Below this is an 'Overview' section titled 'Your Fundraising Progress' which displays four key metrics: '\$0.00 I Have Raised', '\$125.00 My Goal (change)', '0% Percent', and '0 Days Left'. A 'Fundraising Status' box on the left explains that this section shows what has been raised, the current goal, a link to update the goal, and a countdown to the event date. On the right, a 'Shortcuts' box lists links for Add Contacts, View Your Progress, Edit Personal Page, Check In Online, and Change Team Membership. Below the shortcuts are social media icons for Facebook, Twitter, and LinkedIn. The main content area welcomes the user to their Participant Centre and provides instructions on how to customize their page, send emails, and track progress. A 'Fundraising Toolkit' section offers ideas and tools to help reach goals. A 'Fundraising Toolkit' box on the right explains that this section contains a variety of tools to help reach goals. At the bottom, there are three icons: a birthday cake, a clipboard with a checkmark, and a calendar with a person icon.

Welcome, Cda Test

Home Email Progress Personal Page

Overview

Your Fundraising Progress

\$0.00 I Have Raised

\$125.00 My Goal (change)

0% Percent

0 Days Left

Welcome to your Participant Centre Cda

From here you will be able customize your personal fundraising page, send emails to your family and friends to ask for their support, send thank you emails and track your progress.

Fundraising Toolkit

Here are some great ideas and fundraising tools to get you started! Feel free to use them to reach your personal goals. Also, we have a few more inside your participant centre once you get registered/logged in!

Add Contacts

View Your Progress

Edit Personal Page

Check In Online

Change Team Membership

Send email

Enter new gift

Facebook Twitter LinkedIn

0

Fundraising Status

Shows what you have raised, your current goal, a link to update your goal and a countdown to your event date.

Shortcuts

Fundraising Toolkit

Here you can find a variety of tools to help you reach your goals.



Your Personal Page

Your Personal Page is the page your donors will see before they donate to you. You should personalize this space to reflect your event and why you have chosen to support D-Camps.

The screenshot shows the 'Edit Your Personal Fundraising Page' interface. At the top, a navigation bar includes 'Home', 'Email', 'Progress', and 'Personal Page' (which is circled in red). A red callout box labeled 'Customize your URL' points to the 'Personal Page URL' field, which contains the text 'http://cm2.diabetes.ca/goto/'. Below this, there are radio buttons for 'Public' (selected) and 'Private'. A red callout box labeled 'Include a title for your page.' points to the 'Title' field, which contains 'Welcome to My Personal Page'. The 'Body' section has a rich text editor with a toolbar and placeholder text. A red callout box labeled 'Personal Message' points to the body text area. On the right side, there is a 'Content' section with a 'Photos/Video' link and social media icons for Facebook, Twitter, and LinkedIn. A red callout box labeled 'Upload a photo or video.' points to the 'Photos/Video' link.

Welcome, Cda Test | Profile | Help | Log

Home Email Progress **Personal Page**

Edit Your Personal Fundraising Page (View Personal Page)

Personal Page URL: ()
http://cm2.diabetes.ca/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.)

Cancel Save

Title
Welcome to My Personal Page

Body

I'm raising money in support of [Organization] by participating in [client to insert Event Name].
By making a donation to me, you are helping to [provide details about the event and how the funds raised will help support the mission or cause].
Please make a donation today and help me to reach my fundraising goal!

Content
Photos/Video

0 f t in



Email Tools

You can import all of your contacts from outlook, gmail, hotmail and other email sources. You can use one of the pre-written templates to solicit donors and thank those who have donated to your campaign. You can edit these template or create your own.

Welcome, Cda Test | Profile | Help | Log Out

Home **Email** Progress Personal Page

Compose Message

① Configure ② Compose ③ Set Recipients ④ Preview & Send

Select Email Template

▼ Solicitation (1)

● Please Help Me Reach My Goal (Preview)

► Other (1)

Save as draft Save as template Preview Next

Compose ▾

Drafts

Sent

Contacts ←

0 f t in

Email
Templates

Import or
manually add in
your contacts



Importing Your Contacts

To import your contacts click on the contacts tab, Gmail & Yahoo users can import directly by following the prompts on the screen. If you use another provider you can import your contacts by exporting a CSV file on your computer and then import that CSV into your PC.

1 Welcome, Cda Test

Home Email Progress Personal Page

Compose Message

1 Configure 2 Compose 3 Set Recipients 4 Preview & Send

Select Email Template

Solicitation (1)

Please Help Me Reach My Goal (Preview)

Other (1)

Save as draft Save as template Preview Next

2 Welcome, Cda Test

Home Email Progress Personal Page

Contacts

Compose Message Add to Group Delete Email All

Search Contacts

Individuals Groups

Name	Groups	Email	Page	Donations
		Sent	Visits	Current
No records found				

(Select all or none) Contacts Page: 25 < 0 of 0 >

Compose Drafts Sent Contacts

3 Import Contacts

1 Select Source 2 Retrieve Contacts 3 Select Contacts

4 View Results

Select an Import Source (Tell me more)

Importing contacts from other email services into your Participant Centre Address Book makes it easy to solicit donations, monitor who responded, and follow up with personal thank you notes.

Let's begin by identifying where you keep your address book.

You can import contacts directly from an email service below:

Gmail

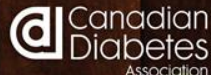
YAHOO!

OR you can upload a .csv file exported from another email client:

File-based import for...

(Hotmail, Apple, Outlook, AOL)

Cancel Next



Follow up!

After you have sent your first round of emails be sure to follow up with your contacts. When you click on the contacts tab you can see who has opened your email, who has clicked through to see your page and who has donated.

Welcome, Cda Test [Profile](#) [Help](#) [Log Out](#)

[Home](#) [Email](#) [Progress](#) [Personal Page](#)

Contacts

[Compose Message](#) [Add to Group](#) [Delete](#) [Email All](#)

[Individuals](#) [Groups](#)

Search Contacts

Name	Groups	Email		Page Visits	Donations
		Sent	Opened		Current
No records found					

(Select [all](#) or [none](#))

Contacts/Page: 25 « < 0-0 of 0 > »

[Compose](#)

[Drafts](#)

[Sent](#)

[Import contacts](#)

[Add single contact](#)

0 [f](#) [t](#) [in](#)



Offline Donations

You may receive some cash & cheque donations throughout your campaign. You can enter these in your PC so that they reflect in your total. Once these are entered you can either send/bring them to [your local CDA office](#) along with a pledge form that can be found in your “Fundraising Toolkit” on the first page.

The image shows a screenshot of the Cda Test participant center interface. The main navigation bar includes 'Home', 'Email', 'Progress', and 'Personal Page'. The 'Overview' section displays fundraising progress: \$0.00 raised, \$125.00 goal, 0% progress, and 0 days left. A sidebar on the right contains links for 'Send email', 'Enter new gift', 'Add Contacts', 'View Your Progress', 'Edit Personal Page', 'Check In Online', and 'Change Team Membership'. The 'Enter New Gift' form is highlighted with a red box and an arrow, showing fields for First Name, Last Name, Email, Amount, and Payment Type (Cash or Check). The 'Fundraising Toolkit' section is also highlighted with a red box and an arrow, indicating where to find the downloadable Pledge form. A red callout box at the bottom right states: 'You can find a downloadable Pledge form in the Fundraising Toolkit'.



Deadlines to Consider

- May 15th
 - Last Day to sign up for My Campfire Fund
- June 1st
 - Deadline to have pledges into CDA
- June 15th
 - Deadline to pay camp fees



Fundraising Success!

Your Participant Centre is a great tool to utilize during your fundraising efforts.

Thank you for your hard work and commitment to reaching your fundraising goals. If you have any other questions please reach out to your local coordinator for assistance.

1-800-BANTING

mycampfirefund@diabetes.ca

- Lara & the My Campfire Fund Team

