



# 2013 Team Participant Center How to Guide



**National  
Multiple Sclerosis  
Society**

*Individually we can move.  
Together WE'RE A MOVEMENT.*

*Individually we make a difference.  
Together WE'RE UNSTOPPABLE!*

# Participant Center – How to Guide

## TEAM CAPTAIN TOOLS

### 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 webpage. Add your team’s story or motivation for participating instead of using the stock message. Include a picture of your team. Preview your page and “Save” (at the bottom).

Navigation Tools

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 not, enter a new company

Participant Center

https://secure3.convio.net/nmss/keystone/dashboard.html#pc2=teampage-compose

Gmail - Inb...s@gmail.com Apple Yahoo! Google Maps YouTube Wikipedia News (828) Popular

Welcome, Camellia Jacks | Profile | Log Out

HOME EMAIL PROGRESS PERSONAL PAGE **TEAM PAGE** Help

Content [View](#)

Team Page URL <http://main.nationalmssociety.org/goto/BikeBAMS> [Edit](#)

Body


**Band Against MS Profile**

Help our team in the fight against MS! Band Against MS is a 501 (c)(3) nonprofit public charity, committed to providing educational information for those living with Multiple Sclerosis, and funding programs helping those living with the disease. Nationally acclaimed recording artist Clay Walker established BAMS in February 2003, because he wanted to help others living with the same disease he has battled since 1996. More information about BAMS is available at [www.bandagainstmss.org](http://www.bandagainstmss.org).

**The five goals of the Foundation include:**

1. To help provide hope for those living with MS;
2. To educate those living with MS about the importance of working with a doctor to help manage MS;
3. To encourage individuals living with MS to seek appropriate treatment;

Photo

  no file selected

Caption

or [remove photo](#)

[Preview](#)

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

Team Name  
Band Against MS Bike Team

Company

Password

**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 email signature so everyone you communicate with can check out your team’s page.

**STEP 3:** Utilize the “Photo” option to upload a team photo. Image must be a jpeg file and smaller than 200KB. Click “Save/Upload”.

# TRACKING YOUR TEAM'S 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.

Participant Center

https://secure3.convio.net/nmss/keystone/dashboard.html#pc2=report-team

Welcome, Camellia Jacks | Profile | Log Out

HOME EMAIL **PROGRESS** PERSONAL PAGE TEAM PAGE

Band Against MS Bike Team

### Team Report

Team Progress

**\$675.00** **\$50,000.00** **1%** **170**  
TEAM HAS RAISED TEAM GOAL [change](#) TO TEAM GOAL DAYS LEFT

● Gift Amount

10-20-2011 10-24-2011 10-28-2011 10-27-2011 10-30-2011 10-31-2011 11-01-2011 11-02-2011 11-03-2011

#### 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](#) ) ( [Download team statistics](#) )

|                              |          |                  |         |
|------------------------------|----------|------------------|---------|
| Jonathan Berry               | \$200.00 | Aaron Jacks      | \$50.00 |
| Jose Pastrana (as Jpastrana) | \$150.00 | Catherine Shrode | \$50.00 |
| Michael Allen                | \$100.00 | JoAnne Kana      | \$25.00 |
| Steve Hansen                 | \$100.00 |                  |         |

#### Top 10 Donors across Team

- Mr. Michael D Allen - \$100.00
- Mark Berry - \$100.00
- Bruce and Tamie Erratt - \$100.00
- Mr. Steve Hansen - \$100.00
- Ms. Catherine E Shrode - \$50.00
- Mr. Aaron A Jacks - \$50.00
- The Ramos Family - \$25.00

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

# COMMUNICATING WITH YOUR TEAM

Regular communication is fundamental to building a successful team. Develop a Communications schedule and use the helpful Participant Center tools specially Design for Team Captains.

**STEP 1:** Under the “Email” section of the Participant Center you can send emails to potential team members encouraging them to “Join My Team” or send regular emails to your current members.

Participant Center

https://secure3.convio.net/nmss/keystone/dashboard.html#pc2=email-compose

Convio Inc. Q bp ms 150

mail - Inb...s@gmail.com Apple Yahoo! Google Maps YouTube Wikipedia News (828) Popular

Welcome, Camellia Jacks | Profile | Log Out

Band Against MS Bike Team Help

HOME **EMAIL** PROGRESS PERSONAL PAGE TEAM PAGE

### Compose Message

Send Save Draft Preview Save as template

To:

As you enter the name of a person or group, contacts from your Address Book will display above this area. Press Enter or click the contact to place the email address in the To field. [choose from your contacts list](#)

Subject:

▼ Hide templates

Suggested Message Templates

[Join My Team](#) [Support Me](#) [Thank You!](#) [Team Building](#) [Create Your Own Message](#)

☐ Include personalized greeting ([What's this?](#))

Font family Font size

**B** *I* U ABC [List Icons]

▼ Current layout: General-Autoresponder ([done selecting](#))

[ACCEPT THE CHALLENGE](#)  
2011 Bike MS - Accept the Challenge

[BIKE MS E-NEWS](#)  
2011 Bike MS - E-News

[FUNDRAISING BLITZ DAY](#)  
2011 Bike MS - Fundraising Blitz Day | Pure Protein

[FUNDRAISING WEEK](#)  
2011 Bike MS - Fundraising Week | Pure Protein

[WORLD MS DAY](#)  
2011 Bike MS - World MS Day Blitz | Pure Protein

Compose  
Drafts  
Sent  
Contacts

Use the template emails or draft your own personal message

You have several options available for the layout or “stationary” of your email. Choose the one that works best for your audience



# COMMUNICATING WITH YOUR TEAM

**STEP 1:** From the “Home” page, post a message to your team members welcoming them to the team, reminders about upcoming deadlines or announce a team challenge. Update regularly!

Welcome, Caty Bickers | Profile | Log Out

**HOME** EMAIL PROGRESS PERSONAL PAGE TEAM PAGE Help

### Overview

Progress

**\$0.00** **\$1,000.00** **0%** **165**  
I HAVE RAISED MY GOAL [change](#) PERCENT DAYS LEFT

**What to do next?** [You have not sent any messages. You should email your contacts.](#)

Welcome to your 2012 BP MS 150 Participant Center  
What should I do next?

[Make Transportation Reservations](#)  
\*\*When you purchase transportation your name will be added to the transportation list. Once you check in at the Bus Depot, during the event, we will check the roster for your name. You will NOT receive a bus ticket.

Personalize Your Web Page. Simply click on the Personal Page symbol above and follow the directions. You can change the layout of the page, write you own personal story and upload photos (be sure to resize your photos to 300x400 for best results). If you have any questions on how to update your personal page, email us at [ms150info@ms150.org](mailto:ms150info@ms150.org).  
**Note: If you participated in the 2011 BP MS 150 and logged into your personal page, it is possible that last year's personal page information was carried over into your 2012 personal page. Please login to your personal page and update if necessary.**  
[Send out suggested e-mails](#) to your friends and family asking for their support!

Start Fundraising Online:

[fundraise with facebook](#)

- Start by viewing your Personal Page to see what your potential donors will see
- Send reminder and solicitation e-mails (Insert link to the sample e-mails page) to friends, family and co-workers about your participation
- Track your individual ongoing fundraising progress
- Update your fundraising goal
- View donation reports
- Send follow-up messages and thank you e-mails to your supporters
- Team Captains View your team's progress, send out reminder e-mails to team members and print team rosters

Need to cancel your registration? or change your team? Please email our [Data Services group](#).

Go back to the BP MS 150 [main information page](#)

[Send email](#)

[Add contacts to Address Book](#)  
[View your progress page](#)  
[Work with Personal Page](#)  
[Email Team](#)  
[View team roster](#)  
[Update question responses](#)  
[Manage Your Display Name](#)

**Message from Your Team Captain**

You have not set a message for your team. Use the [Edit link](#) below to leave a message on the Participant Center Home page of your teammates.

[Edit](#)