



WALK MS: PARTICIPANT CENTER GUIDE

walk to
create a world
free of MS

BE INSPIRED. GET CONNECTED. WALK MS.

1.800.344.4867





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BE INSPIRED. GET CONNECTED. WALK MS.

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WHY USE ONLINE FUNDRAISING TOOLS

Using online tools makes fundraising easier. And, participants who use personal pages raise more money!

- o Bike MS – \$883 v. \$468
- o Walk MS – \$473 v. \$232
- o MuckFest – \$210 v. \$136

GUIDE TO ONLINE FUNDRAISING

Each donation you collect brings us closer to a world free of MS. Your fundraising success is limited only by your imagination. Is there any greater feeling than knowing you have made an impact on the lives of those living with MS and their families?

ONLINE SECURITY

The National MS Society has made every effort to protect your information and the information of your donors.

We use industry standard SSL encryption techniques to make sure credit card information, password and personal information travel securely over the Internet.

PARTICIPANT CENTER

A customizable Participant Center is available to each registered participant. You can access the Participant Center by logging in through the 'Login to my Account' box with your username and password at the top of the screen.

PARTICIPANT CENTER FEATURES

- o Upload your personal address book.
- o Send emails to family, friends, co-workers or anyone else you would like to ask to sponsor you for Walk MS. We've even provided sample emails that you can use.
- o Make a Self-Donation- Kick-start your fundraising efforts by making a self-donation. Those that do tend to raise twice as much as those who do not.
- o Send thank you emails to those who have donated to your fundraising efforts.
- o Monitor your fundraising progress – receive email notifications when someone has donated to your fundraising efforts.
- o Update your personal page – include your story, share your connection to MS and tell others why they should Join the Movement®.
- o Update your Fundraising Goal.
- o Learn what to do next – this box changes with suggestions to help you with your fundraising and get the most out of your Participant Center.
- o Fundraising Tools box- Additional resources that will help you achieve your fundraising goals.
- o Install the Fundraise with Facebook app – It allows your entire Facebook network to donate directly to you.

USERNAMES/PASSWORDS

If you participated in a previous event or are a newly registered participant, you created a username and password. If you have forgotten your username or password, please call us at 1-800-344-4867.



My Progress: 0%

\$0.00

I HAVE RAISED

\$100.00

MY GOAL (change)

0

DAYS LEFT

Date: 9/1/2015

Time: 9AM

Event Location: Blueprint Park

Event Coordinator: Joe Jones, jjonestest@gmail.com

[Enter a Gift](#)

[Participant Center Guide](#)

[View team roster](#)

Team Captain Message

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](#)

My Fundraising Steps



Make a personal donation



Inspire others with your story



Recruit like crazy!



Send emails



Get social and share your page



Thank your donors



Download the mobile fundraising app



Download the Facebook app



Fundraising ideas



Achievements

PERSONAL PAGE

Your Personal Page is a unique web page asking friends and family to join your team or support you by making a donation.

- o Customize your page to share your story about why you have joined the movement to create a world free of MS.
- o Choose a layout for your personal page.
- o Create a personalized URL shortcut for easy reference.
- o Upload pictures to make your story more powerful.
- o Enable a thermometer showing dollars raised to personal fundraising goal.
- o Choose how you would like your donors to be listed on your page – by donor name only or name and amount of donations received.
- o Enable the blog feature to post updates about your fundraising success and event experience.

PERSONALIZE YOUR PAGE

Home **Email** **Contacts/Donors** **Progress** **Personal Page** **Team Page**

Content **View Personal Page** **Edit**

Create a Custom URL: http://main.nationalmssociety.org/site/TR/Walk/HOMWalkEvents?px=4954674&pg=personal&fr_id=24307

This page is **Public**

Content
Photos/Video
Components

Title
Welcome to My Personal Page

Body

Why I Participate:
Every hour of every day, someone is diagnosed with MS. That's why I registered for Walk MS. Walk MS is a day that connects friends, families, and coworkers. Each step we take brings us closer to a world free of MS. TEST SITE

About MS
I am asking you to support me in Walk MS because this is a cause that is meaningful to me. Millions of people are affected by MS and the challenges of living with its unpredictable symptoms. Multiple sclerosis interrupts the flow of information between the brain and the body and it stops people from moving. Every hour in the United States, someone is newly diagnosed with MS, a disease of the central nervous system. Symptoms range from numbness and tingling to blindness and paralysis. The progress, severity and specific symptoms of MS in any one person cannot yet be predicted, but advances in research and treatment are moving us closer to a world free of MS.

Save

UPLOAD A PHOTO

Home

Email

Contacts/Donors

Progress

Personal Page

Team Page

Photos/Video

You may add either photos or a video to your page.

Photos



no file selected

Caption

or [remove photo](#)

Video

Content

Photos/Video

Components

ADDRESS BOOK

Keep it simple by uploading your existing address book from your personal email account. Click on "Import Contacts" to import contacts from another email application you use.

THE SOCIETY'S ONLINE FUNDRAISING TOOLS SUPPORT THE FOLLOWING:

- o Outlook/Outlook Express
- o AOL
- o Yahoo! Mail
- o gMail
- o Generic CSV

You can also upload a .csv file exported from another email client. Add contacts manually by choosing "Add a contact" and typing in each contact name and e-mail address.

Home **Email** Contacts/Donors Progress Personal Page Team Page

Contacts

Compose Message Delete Email All Add to Group

Search **contacts** by name or email

Compose
Drafts
Sent
Contacts

Individuals Groups

Name	Groups	Email		Page Visits	Donations	
		Sent	Opened		Amount	
<input type="checkbox"/> <no name> acgebhart@hotmail.cor		0	0	0	\$0.00	
<input type="checkbox"/> <no name> amy.boulas@nmss.org		0	0	0	\$0.00	
<input type="checkbox"/> <no name> anthony.wiarda@gmail		0	0	0	\$0.00	

Import contacts

Add a contact

How to Send Email

To email someone from your contact list, click on **Contacts** then select **Individuals** or **Groups**. Once you've chosen who you want to send to, select **Compose Message**. From here you can create your own message or **Use a Template** for your email. Once finished, scroll to the top to **send, save your draft, preview** or **save as a template** for future emails.

EMAIL

The email section allows you to send messages to your friends, family and co-workers to ask for donations in support of your participation.

EMAIL OPTIONS

- o Thank those who have made a donation
- o Recruit team members
- o Solicit donations
- o Communicate with your team
- o Corresponding messaging is available for each Email Option. There is also event stationery and a blank template.

Note: If you would rather email from your personal email account, you can copy and paste any of the content into an email and send.

Home Email Contacts/Donors 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:
▶ Use a template Use a suggested message to email your friends.

Include personalized greeting (What's this?)

Font family Font size **B** *I* U ABC [text alignment icons] [list icons] [undo/redo icons]

Compose
Drafts
Sent
Contacts

How to Send Email
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FOLLOW-UPS

This section allows you to manage your contact list by monitoring emails you have sent and by sorting and filtering various groups within your list.

FILTERING OPTIONS

- o By Donor Status – have or have not donated
- o By Never Emailed Status – have not contacted
- o By Needs Follow-Up Status – need to send an email, a follow-up email
- o By Unthanked Donors Status – need to send a thank you message
- o By Past Team Members Status – past team members that have not joined your team
- o By Team Status – current team members



Contacts

Compose Message Delete Email All Add to Group

Search **contacts** by name or email

Search

Compose
Drafts
Sent
Contacts

Import contacts

Create Group

Individuals **Groups**

Groups	Name
<input type="checkbox"/> Donors	<no name> acgebhart@hotmail.com
<input type="checkbox"/> Non-Donors	<no name> amy.boulas@nmss.org
<input type="checkbox"/> Teammates	<no name> anthony.wiarda@gmail.com
<input type="checkbox"/> Non-Teammates	<no name> asamccurdy@gmail.com
<input type="checkbox"/> Never Emailed	

How to Send Email
To email someone from your contact list, click on **Contacts** then select **Individuals** or **Groups**. Once you've chosen who you want to send to, select **Compose Message**. From here you can create your own message or **Use a Template** for your email. Once finished, scroll to the top to **send, save your draft, preview** or **save as a template** for future emails.

MY PROGRESS

The My Progress section allows you to monitor your personal fundraising progress based on the components chosen.

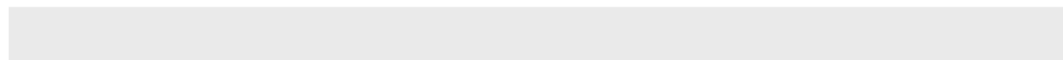
MY PROGRESS FEATURES

- o View your monthly progress with a chart showing your fundraising success
- o Track the number of gifts you have received
- o View your gift history
- o Change your fundraising goal
- o Enter a new gift – checks & cash that you receive from donors

[Home](#) [Email](#) [Contacts/Donors](#) **Progress** [Personal Page](#) [Team Page](#)

View Personal Report

My Progress: **0%**



\$0.00
I HAVE RAISED

\$100.00
MY GOAL (**change**)

0
DAYS LEFT

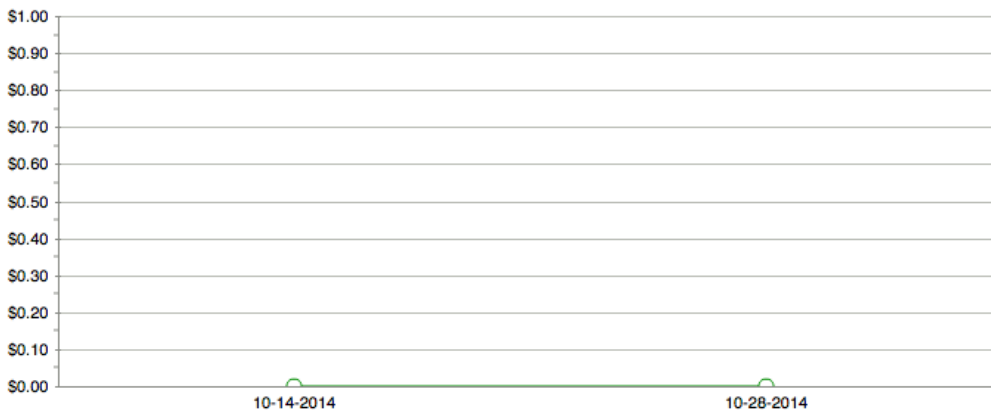
● Gift Amount

Personal

Team

Enter a new gift

Top 10 Donors



Donation History

Gift Notifications: **On** ([turn off](#))

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

Donor	Amount	Notes	Date		Actions
No donations found.					
« < 0-0 of 0 > »					

MY PROGRESS (CONTINUED)

MY PROGRESS FEATURES

- o View your monthly progress with a chart showing your fundraising success
- o Track the number of gifts you have received
- o View your gift history
- o Change your fundraising goal
- o Enter a new gift – checks & cash that you receive from donors

Personal

Team

Enter a new gift

Home

Email

Contacts/Donors

Progress

Personal Page

Team Page

[« Back to Progress](#)

Enter the details for a gift that someone has given directly (or promised) to you:

*First

*Last

Email

Additional gift entry fields

*Amount

*Payment Type Cash
 Check
 Credit

Add or **Save and Add Another** or **cancel**

[Download Offline Donations Form](#)
[Offline Gift Guidelines](#)

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chapterwebsite.org or 1.800.344.4867