

# HOW TO USE YOUR FUNDRAISING PAGE



Thunder Bay Regional  
**Health Sciences  
Foundation**

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## How To: Access Your Participant Center

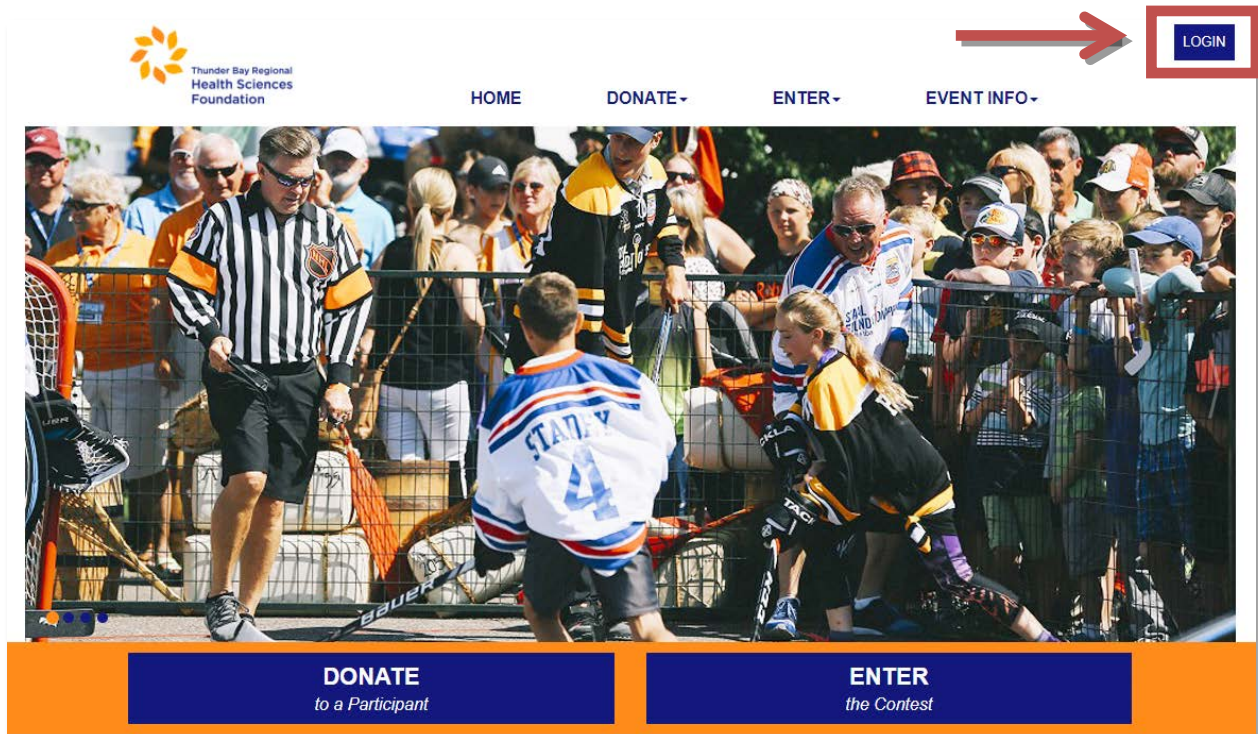
### What is the Participant Center?

The Participant Center is the online portal where you can check your fundraising progress, send email solicitations and Thank Yous, and update your Personal Fundraising Web Page.

On your Personal Fundraising Web Page, you can share your personal story, add a photo or a link to a YouTube video, and even add a blog. Then, you can share your webpage address with family and friends asking them to join you at the event or support your fundraising effort through a generous gift.

### Logging In From the Main Website

**STEP 1** | Visit your event's main website (found in your Welcome email when you signed up.)



*The look of your event may vary, but the buttons are in the same place ☺*

**STEP 2** | Click the login button at the top right of the page, enter your username and password, then click Log In. (Your username can be found in your Welcome email.)

**-CONTINUE ON NEXT PAGE-**

LOG IN

Have you previously donated to or fundraised for Thunder Bay Regional Health Sciences Foundation? Log in below with your username and password.

**Username**

bachelorname

**Password**

.....

**Log In**

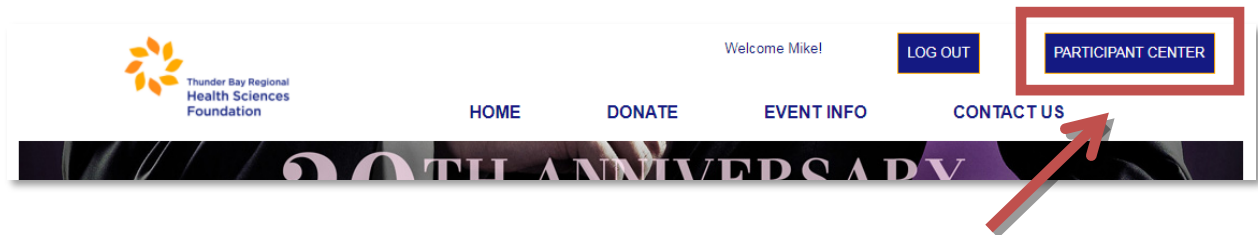
[Forgot Username or Password?](#)

**Email:**

**Submit**

**DONATE** **ABOUT THE EVENT**

**STEP 3** | Once you login, you'll see a welcome message at the top. Then, click "Participant Center."



**-CONTINUE ON NEXT PAGE-**

**STEP 4** | Voila! Your Participant Center will open and you can begin to access its features.

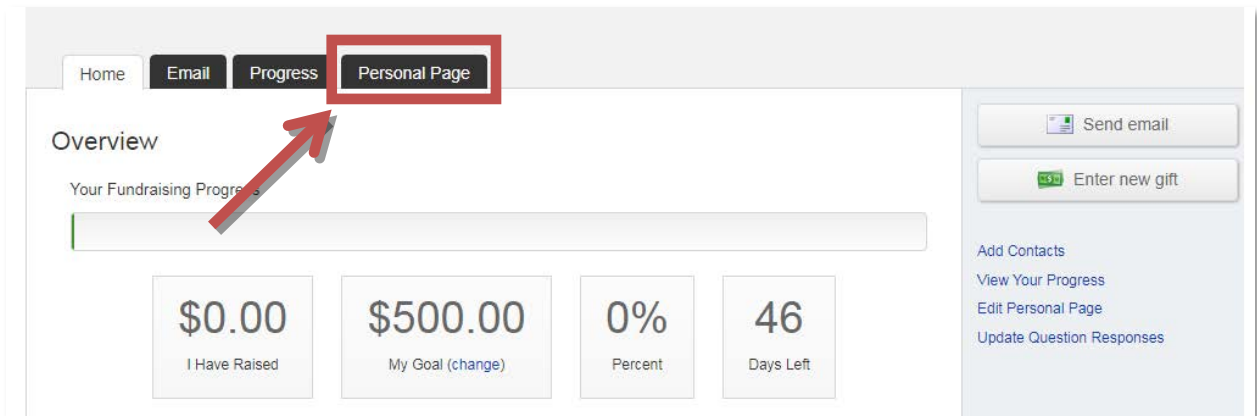
The screenshot displays a user interface for a fundraising participant center. At the top, there are navigation tabs: Home, Email, Progress, and Personal Page. The main content area is titled "Overview" and features a "Your Fundraising Progress" section with a progress bar. Below this, four key metrics are shown in boxes: "I Have Raised" at \$0.00, "My Goal (change)" at \$500.00, "Percent" at 0%, and "Days Left" at 46. A "What to do next?" section lists four tasks: 1. Set up your Personal Page (checked), 2. Add Contacts to Your Address Book, 3. Send an Email, and 4. Thank your Donors. On the right side, there are buttons for "Send email" and "Enter new gift", and a list of links: "Add Contacts", "View Your Progress", "Edit Personal Page", and "Update Question Responses".

**- Next: HOW TO EDIT YOUR STORY -**

## How To: Edit Your Story

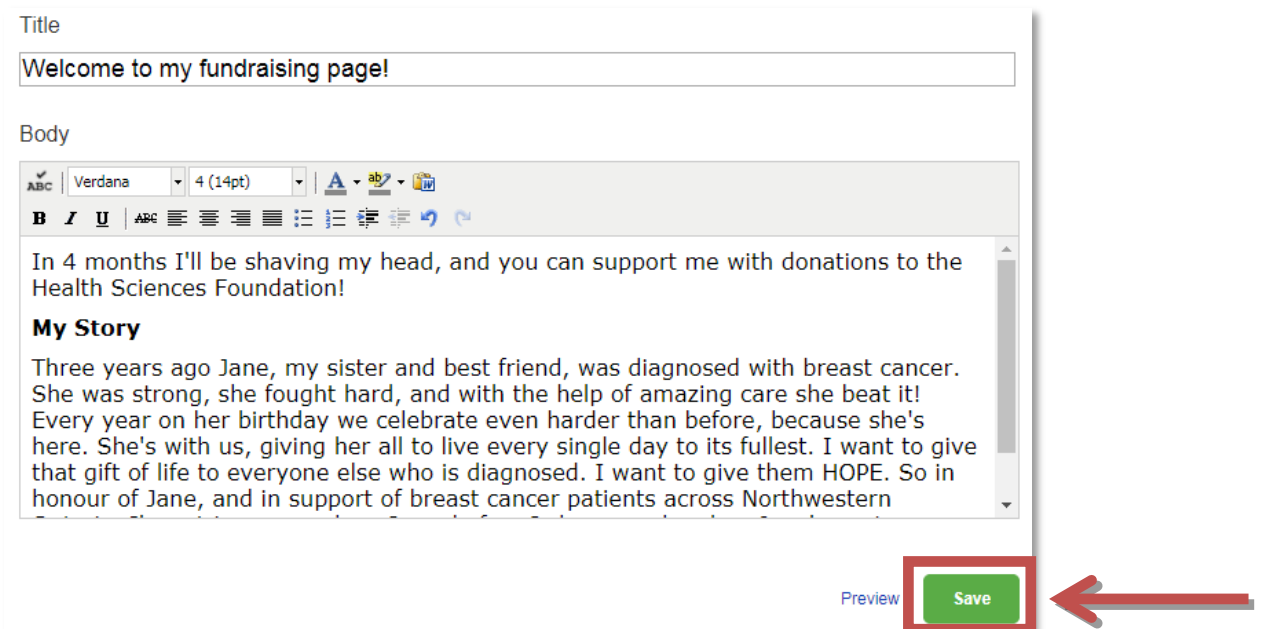
**STEP 1** | Login to your Participant Center

**STEP 2** | Click “Personal Page”.



**STEP 3** | Write anything you like as your page Title, and write - in your own words - why you are fundraising for the Health Sciences Foundation (or whichever specific fund you chose).

*Tip: Use different fonts, sizes, and bolding for emphasis and subtitles!*



**STEP 4** | Click “Save”

**- Next: HOW TO UPLOAD A PHOTO/VIDEO -**

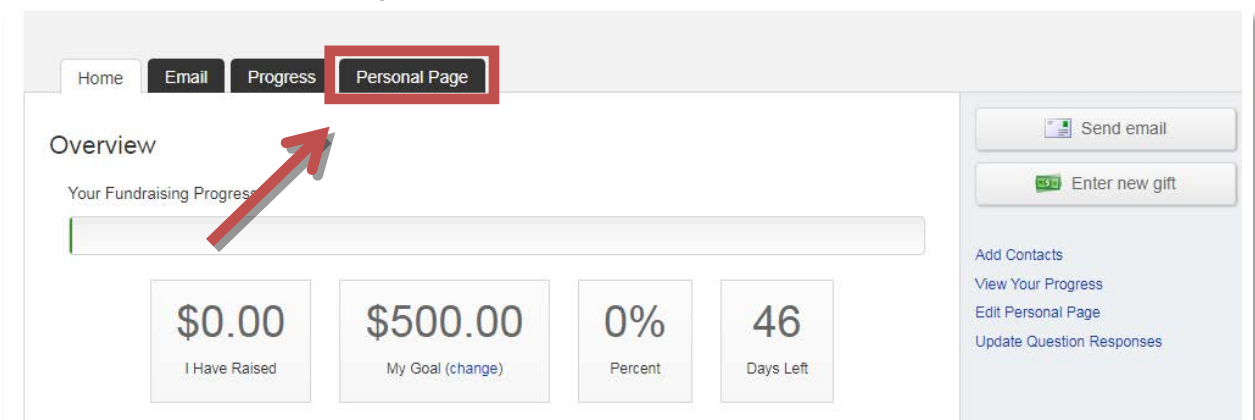
## How To: Upload a Photo/Video

### Some things to consider:

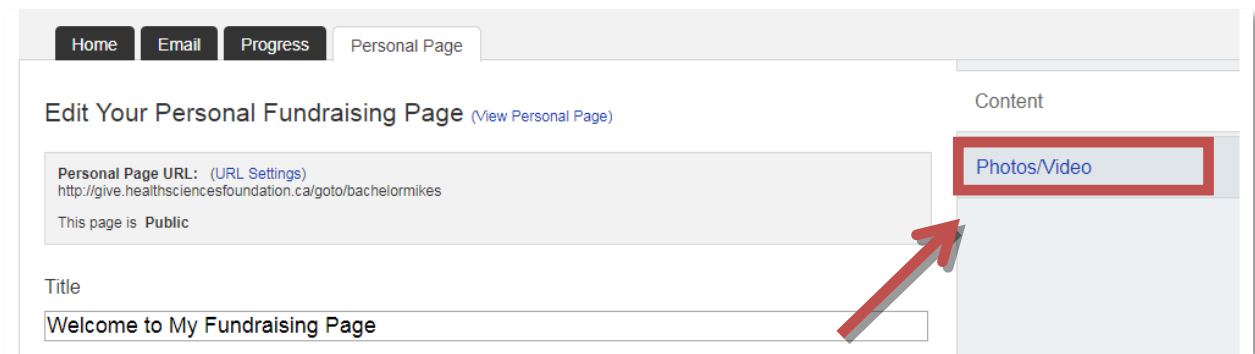
- Please be sure your photo is saved as a JPG, GIF, or PNG file type.
- Files must be smaller than 4MB.
- For videos: only YouTube links are supported
- You may choose either a photo or a video link, but not both.

**STEP 1** | Login to your Participant Center

**STEP 2** | Click “Personal Page”.



**STEP 3** | On the links on the right, click “Photos/Video”

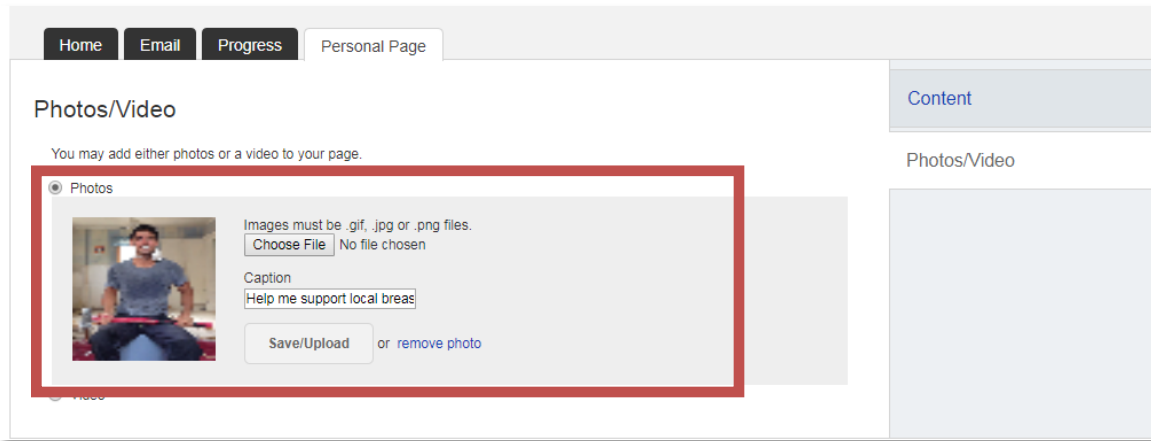


**-CONTINUE ON NEXT PAGE-**

For a PHOTO

1. Click the button next to **Photo**.
2. Click the **Choose File** button.

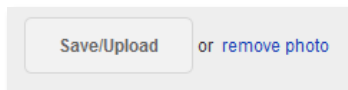
Locate the file on your computer and click it to display its name in the **Find/Open File** window.



3. Don't forget to enter a caption for your photo!
4. Click "Save/Upload"

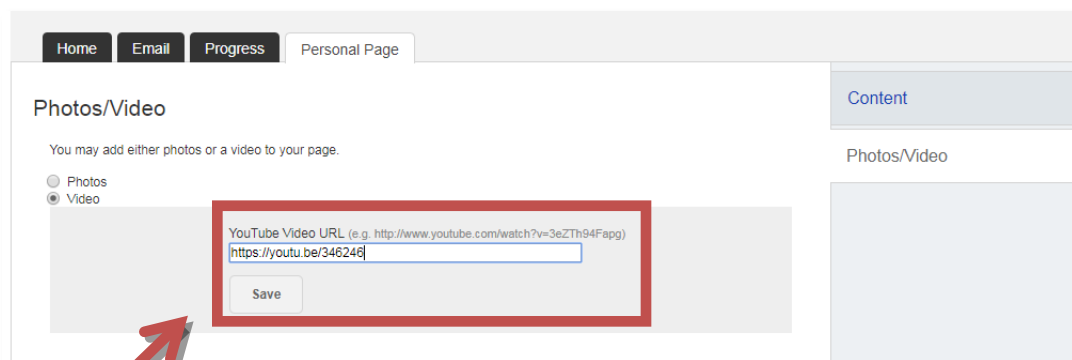
A green message saying **"The Photo Information Was Updated"** will display across the top of the page if your photo successfully uploads.

If you wish to change the photo click the **Remove Photo** link in the **Photo** area. Then repeat the steps above.



For a VIDEO

1. Click the button next to **Video**.
2. Enter a **YouTube website address** in the text entry field and click **"Save"**

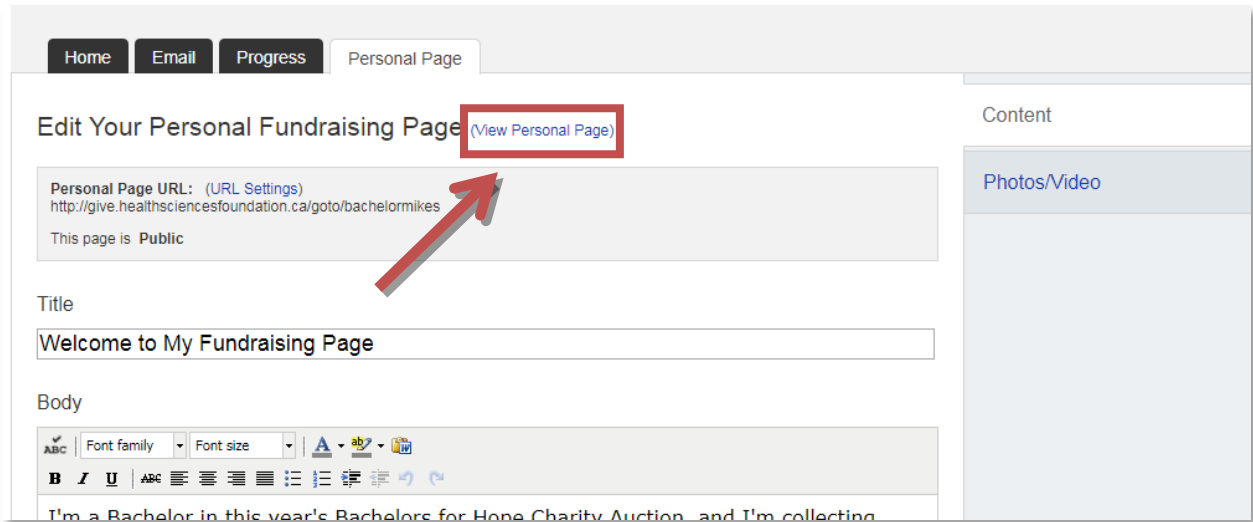


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**STEP 4** | Preview Your Changes

1. Click the **“Personal Page”** tab at the top or click **“Content”**
2. Click **“View Personal Page”** or **“Preview”** to open a new with your Personal Page to review your changes on the site.

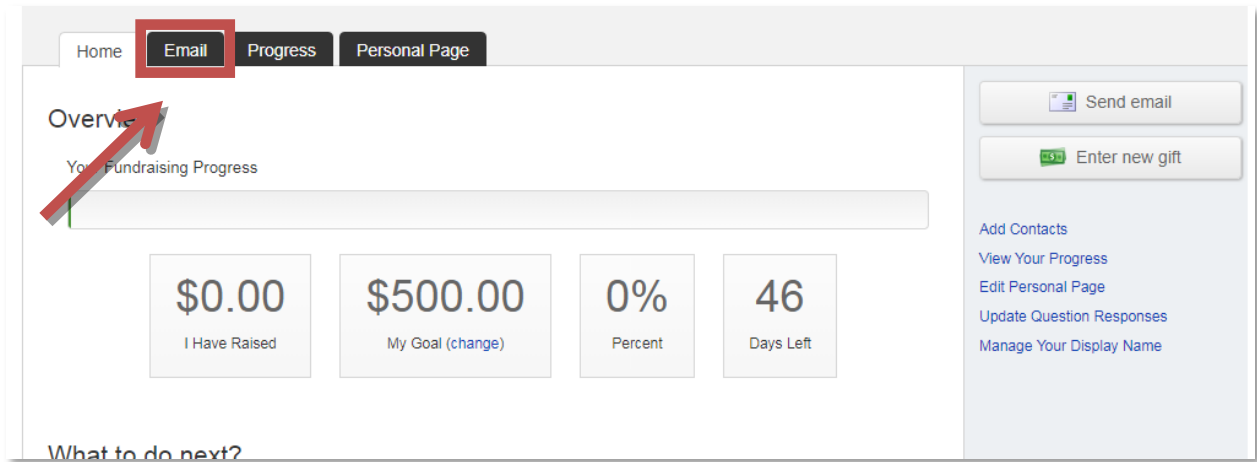


**- Next: HOW TO SEND EMAILS -**

## How To: Send Emails to Friends & Family

**STEP 1** | Login to your Participant Center

**STEP 2** | On your Participant Center home page and click "Email" tab to access the Email functionality.



Home **Email** Progress Personal Page

Overview  
Your Fundraising Progress

\$0.00 I Have Raised

\$500.00 My Goal (change)

0% Percent

46 Days Left

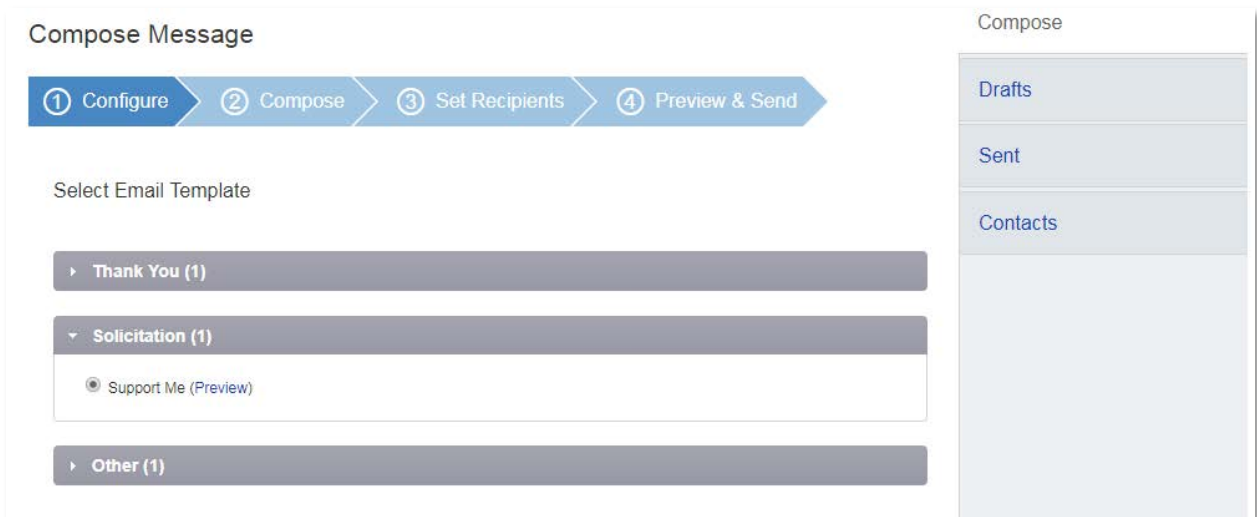
Send email

Enter new gift

[Add Contacts](#)  
[View Your Progress](#)  
[Edit Personal Page](#)  
[Update Question Responses](#)  
[Manage Your Display Name](#)

What to do next?

**STEP 3** | Select An Email Message Template



Compose Message

1 Configure 2 Compose 3 Set Recipients 4 Preview & Send

Select Email Template

Thank You (1)

Solicitation (1)

Support Me (Preview)

Other (1)

Compose

Drafts

Sent

Contacts

**-CONTINUE ON NEXT PAGE-**

#### STEP 4 | Compose Your Message

You can edit the SUBJECT line and the text in the BODY of the page. In our templates, you can just enter your personalized information (like your friend's name, and your signature) before you're ready to send. Otherwise, feel free to start from scratch and change the entire message to meet your specific needs.

If you're sending this message in bulk to all of your contacts or a specific group, click the "Include personalized greeting". This includes a default salutation and the first name of each recipient listed in the To line of an email message (for example, Dear Pat). If the recipient is not already a contact within your address book, the word "Friend" will display with the salutation instead. **Note:** *If you select to include the personalized greeting in your message, do not manually type in a greeting as well. (That is, you do not want the message to start with two lines that say "Dear Sue" or a "Dear Sue" line followed immediately by a "Hey Sue" line.)*

**Be sure to put your name in the closing.** You don't have to worry about pasting the URL to your fundraising page as that populates automatically upon sending the email. Click **NEXT**.

Compose Message

✓ Configure ✓ Compose ✓ Set Recipients ④ Preview & Send

Subject: I'm curling in the Hope Classic. Can you help me?

Include personalized greeting (What's this?)

Verdana 4 (14pt)

I'm curling in the Bearskin Airlines Hope Classic, and I need your help!  
I'm fundraising for an amazing cause: Advancing breast cancer screening at the Linda Buchan Centre in our hospital.  
If you can help me, please **donate at the link at the bottom of this email.**  
Every dollar you donate will stay local, helping women get screened more quickly, bringing them peace of mind or allowing them to get treatment sooner. You're making sure our loved ones will have the best care if they ever need it.  
If you'd prefer to make a cash or cheque donation just let me know.

Compose

Drafts

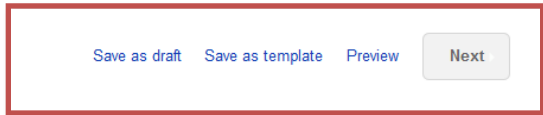
Sent

Contacts

**Remember to SAVE your message often to prevent losing your work in case your session times out from inactivity. (Click "Save Message In Your Drafts" to save your work, see below for "How to access your saved drafts.")**

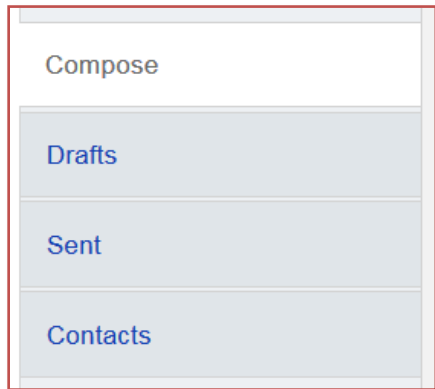
**-CONTINUE ON NEXT PAGE-**

Click **NEXT** if you are ready to **SEND** your email message and select recipients.

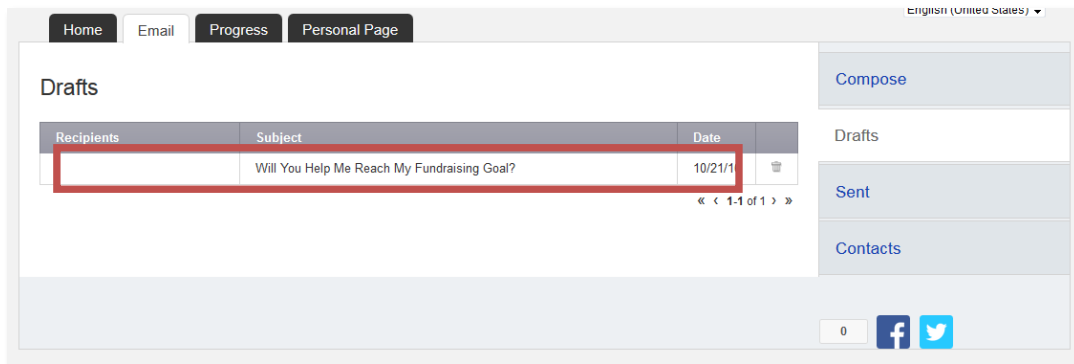


### How to Access Your Saved Drafts

When you return to your Participant Center, click on the "Send an Email" tab and click **DRAFTS** to review your saved messages in draft status.



All of your **SAVED DRAFTS** will appear in a list by the date they are created. Click on the **SUBJECT** to continue editing and finishing sending a message.



### STEP 5 | Select Recipients

Your available contacts will be available to select. If you want to add contacts, you can import them from your Gmail or Yahoo accounts, or from a .CSV file upload for all other email service providers.

**-CONTINUE ON NEXT PAGE-**

When your contacts are imported, check the box next to the names of the recipients that you would like to receive your email message, and their names will show up in the **RECIPIENT LIST** on the right.

**Compose Message**

✓ Configure → ✓ Compose → **3 Set Recipients** → 4 Preview & Send

[Add Contact](#) [Import Contacts](#)

**Available Contacts**

<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	Jen Brown	email@yahoo.com
<input type="checkbox"/>	Frank Camp	email@sbcglobal.net
<input checked="" type="checkbox"/>	James Brown	james@email.com
<input checked="" type="checkbox"/>	Ella Fitzgerald	ella@email.com
<input type="checkbox"/>	David Bowie	david@email.com
<input checked="" type="checkbox"/>	Katniss Ever...	mockingjay@district12.c...
<input checked="" type="checkbox"/>	Peeta Mellark	mockingjay2@district12...
<input type="checkbox"/>	Jack Black	jack@email.com

**Recipient List**

Name	Email	Actions
James Brown	james@email.com	<a href="#">Edit</a> <a href="#">X</a>
Ella Fitzgerald	ella@email.com	<a href="#">Edit</a> <a href="#">X</a>
Katniss Eve...	mockingjay@distri...	<a href="#">Edit</a> <a href="#">X</a>
Peeta Mellark	mockingjay2@dist...	<a href="#">Edit</a> <a href="#">X</a>

[Save as draft](#) [Save as template](#) [Preview](#) [Next](#)

**Compose**

[Drafts](#)

[Sent](#)

[Contacts](#)

0

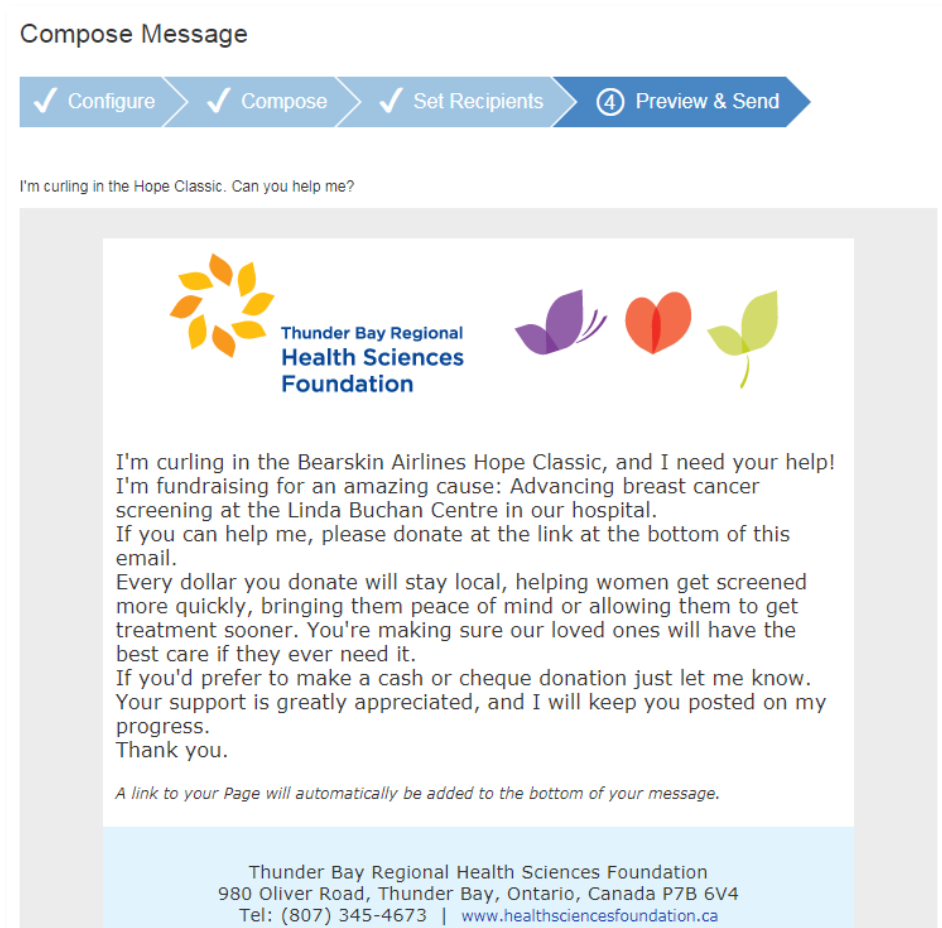
Then, click the “Next” button.

**-CONTINUE ON NEXT PAGE-**

## STEP 6 | Final Preview

You have a final opportunity to preview your message as it will appear to your email recipients. If you would like to make changes, click back on the **COMPOSE** step to make edits. Otherwise, click **SEND** at the bottom of the page to complete the email process and send your message.

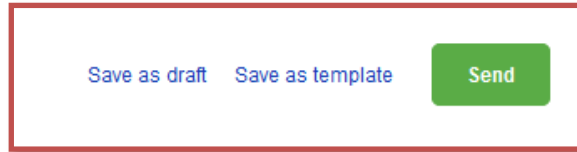
***Don't worry if the paragraph spacing looks a bit weird. It will space out properly when the email is sent.***



If your message is one that you'd like to send frequently, you may want to create a **TEMPLATE**. A template provides you a starting point for your message so you don't have to compose the entire message from scratch when you return to send another message.

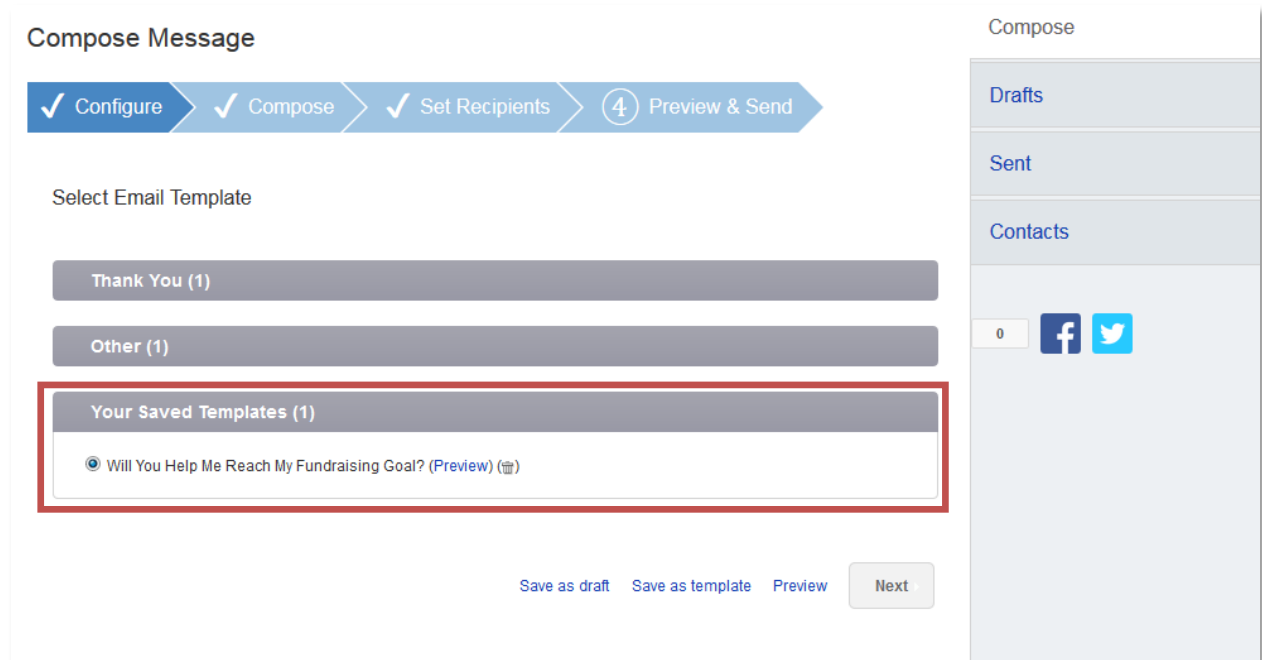
**-CONTINUE ON NEXT PAGE-**

To create a **TEMPLATE**, click “Save message as a template” **BEFORE** you hit the SEND button.



### Accessing your saved templates

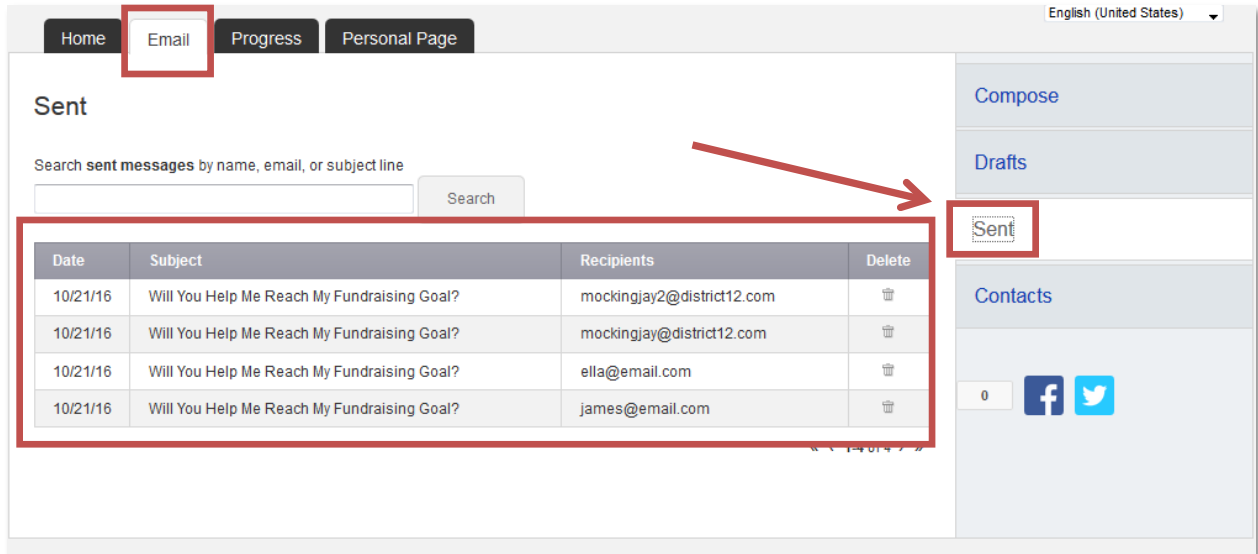
To access your **SAVED TEMPLATES**, click on **SEND AN EMAIL**. You will now see a section for **YOUR SAVED EMAIL TEMPLATES**. Select the appropriate template and complete the email creation steps as outlined above.



**-CONTINUE ON NEXT PAGE-**

**STEP 7** | View Sent Messages

Keep track of your sent email messages at any time. Just click the **EMAIL** tab and then the **SENT** tab on the right side of the page. All of your sent messages, along with recipients, and the date, will appear in a list.



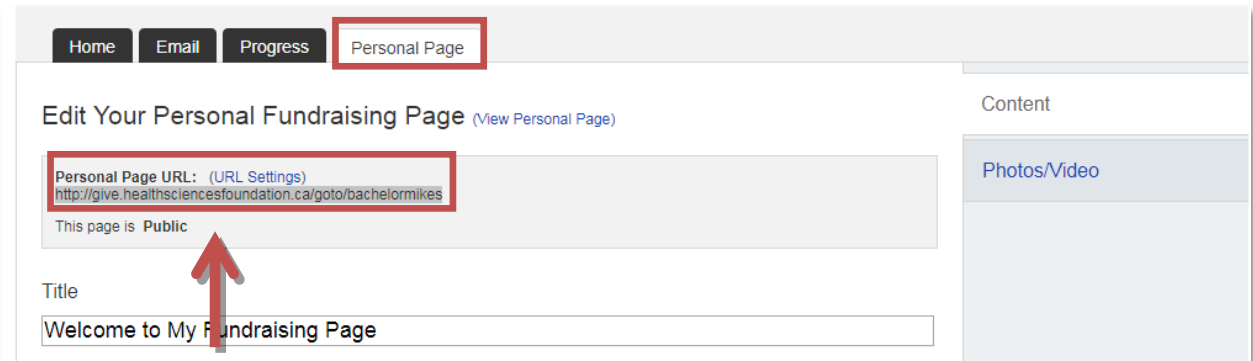
**- Next: HOW TO SHARE ON FACEBOOK -**



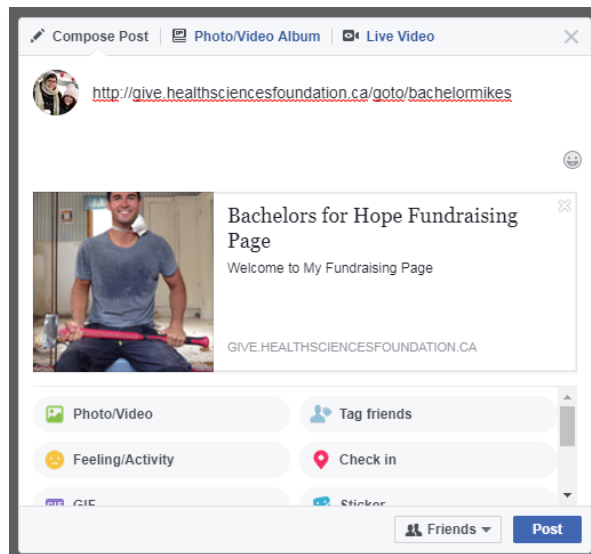
## How To: Share on Facebook (and other Social Media)

**STEP 1** | Login To Your Participant Centre

**STEP 2** | Click on the Personal Page tab, then highlight and right-click + copy your Personal Page URL. *Note: You can use this URL to share your page on any social media platform.*



**STEP 3** | Login to Facebook and paste the URL into your status bar. This may look different if you're on the Facebook mobile app, but it will work the same.



**STEP 4** | Once the link preview shows up (with your photo) you can backspace the URL and replace it with whatever message you like to let people know you would like their support. The URL preview will remain, and people can click it to visit your site & pledge to you.

**STEP 5** | Click "Post" and you're all done!

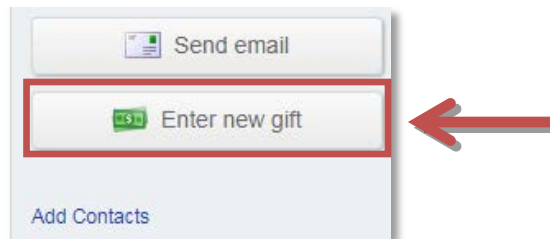
**- Next: HOW TO: ENTER OFFLINE DONATIONS**

## How To: Enter Offline Donations

You can collect cash/cheque donations using paper pledge sheets, then enter them as “offline gifts”. This feature will add the cash/cheque donation to your total, and the donor’s name will appear on your Honour Roll.

**STEP 1** | Login To Your Participant Centre

**STEP 2** | Click the “Enter New Gift” button.



**STEP 3** | Enter the following information from your paper pledge sheet: First Name, Last Name, Amount, and Payment Type. **Note: If it's a cheque donation, enter the cheque number.**

**STEP 4** | Click “Add” or “Save and Add Another” if you have several offline donation to enter.

A screenshot of the 'Enter New Gift' form. The title is 'Enter New Gift'. Below it is the instruction: 'Enter the details for a gift that someone gave you or promised to give you:'. The form contains several input fields: '\*First Name' with 'Jane', '\*Last Name' with 'Smith', 'Email', '\*Amount' with '100', and '\*Payment Type' with radio buttons for 'Cash', 'Check' (selected), and 'Credit'. The 'Check' option has a '\*Check Number' field with '1544'. At the bottom, there are three buttons: 'Cancel', 'Add', and 'Save and Add Another'. The 'Add' and 'Save and Add Another' buttons are highlighted with a red rectangular border, and a red arrow points from the right towards them.

**STEP 5** After you’ve entered the cash/cheque donations using this method, **keep the cash, cheques, and pledge sheets** as you’ll need to hand them in to our office at the time of the event. **Note: Do not record online credit card donations on your paper pledge sheets.**

**- Next: FUNDRAISING INFO & TIPS -**

## **Fundraising Info & Tips**

### **What am I fundraising for?**

100% of the funds you raise will stay in Northwestern Ontario to improve healthcare right here in our region. Donations you collect will put vital medical equipment into the hands of our medical professionals, so it's here when you and your family need it.

You are making our community healthier, and we're grateful that you've taken the initiative to fundraise for our Foundation. Thank you.

### **Fundraising Tips:**

- ✓ Set a personal goal - Challenge yourself by starting off with a \$500 goal!
- ✓ Make the first pledge - when your name appears first on the pledge sheet, friends & family immediately see your personal commitment
- ✓ Collect pledges online to save time!
- ✓ Carry your pledge form with you everywhere- easier to have people support you
- ✓ Be sure friends & family know of their various choices for payment (online, credit card, cheque, cash)
- ✓ Let friends & family know that they will receive a tax receipt for donations of \$20 or more. (For cash/cheque donations: receipts will be mailed after we receive the paper pledge sheet from you. For online donations: receipts are sent immediately via email.)

### **8 Steps to raising \$750:**

1. Make a personal contribution of \$50 or higher
2. Ask your employer to match the amount that you raise or sponsor you for \$100
3. Ask 8 family members (siblings, aunts, uncles) to sponsor you \$25
4. Ask 4 co-workers to sponsor you for \$20
5. Ask 5 friends to sponsor you for \$25
6. Ask 5 people at your church or club to sponsor you for \$20
7. Ask 5 local merchants to sponsor you for \$25