



WALK MS: 2013 PARTICIPANT CENTER GUIDE

walk to
create a world
free of MS

WALK TO CREATE A WORLD FREE OF MS

walkMSillinois.org or 1.800.344.4867



Susan, diagnosed in 1998



TABLE OF CONTENTS

BE INSPIRED. GET CONNECTED. WALK MS.

Why Use Online Fundraising Tools	2
Online Security	2
Participant Center	3
Guide to Online Fundraising	3
Personal Page.....	5
Address Book	7
Email	8
Follow-Ups.....	9
My Progress	10



WHY USE ONLINE FUNDRAISING TOOLS

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

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

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 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 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.

LOGIN TO MY ACCOUNT

Username

LOGIN

Forgot [Username](#) or [Password](#)?

Welcome, Username

[Walk MS Participant Center](#) | [Edit Account](#) | [Log Out](#)

Overview

Progress

**\$5.00**

I HAVE RAISED

\$100.00MY GOAL ([change](#))**5%**

PERCENT

339

DAYS LEFT

[Send email](#)[Enter new gift](#)

WELCOME TO YOUR PARTICIPANT CENTER

2013 WAS Test Walk MS Space Needle

Thank you for connecting with the National MS Society and thousands of others by registering for Walk MS: 2013 WAS Test Walk MS /Seattle on Saturday, May 4, 2013. Your participation and fundraising on behalf of Walk MS supports our vision to create a world free of MS.

Start using your Walk MS Participant Center!

Supporters that use our online fundraising tools on average raise much more than those who do not.

- [Set your fundraising goal](#) and track your fundraising progress
- [Customize your personal fundraising page](#)
- [Recruit other walkers](#)
- Send e-cards
- [Send emails](#) requesting donations

You can also fundraise with Facebook

This app installs in just a few seconds on your Facebook page. It allows your entire Facebook network to donate directly to you. Fundraising has never been quicker or easier. [Install the Fundraise with Facebook app.](#)

For more information visit the [Walk MS: 2013 WAS Test Walk MS /Seattle page](#).

What to
do
next?

[Your last email was 6 days ago. You should write to your friends.](#)

[Add contacts to Address Book](#)[View your progress page](#)[Work with Personal Page](#)[Email Team](#)

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.

HOME

EMAIL

PROGRESS

PERSONAL PAGE

Content

View Personal Page

Personal

Page

URL

and

Settings

Edit

http://main.nationalmssociety.org/goto

This page is Public

Title

walk the walk4

Body

Font family

Font size

A

ab

W

B

I

U

ABC

Why I Participate

I participate because I have friends living with MS.

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.

Content

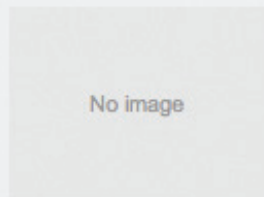
Photos/Video

Components

Photos/Video

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

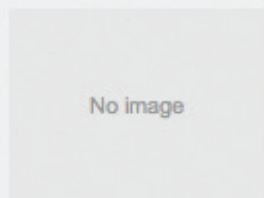
☒ Photos



Choose File no file selected

Caption

Save/Upload



Choose File no file selected

Caption

Save/Upload

Note: Not all page layouts support two photos. You might need to change your page layout if you do not see your second photo.

☐ Video

Content

Photos/Video

Components

Components



Status Thermometer

Thermometer showing percent to personal fundraising goal.



Fundraising Honor Roll

Scrolling list of largest donations received.

☐ Show donor names only (do not show amounts)



Enable Personal Blog

Allows you to post updates when viewing your personal page.

[Save](#) [Preview](#)

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

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

PROGRESS

PERSONAL PAGE

Contacts

Compose Message

Add to Group

Delete

Email All

Search **contacts** by name or email

Search

Individuals

Groups

Name	Groups	Email		Pa Vis
		Sent	Opened	
<input type="checkbox"/> <no name>	Past team members	0	0	0
<input type="checkbox"/> <no name>		0	0	0

Compose

Drafts

Sent

Contacts

+ Import contacts

+ Add a contact

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

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.

The screenshot shows a web application interface for composing an email. At the top, there are four navigation tabs: 'HOME', 'EMAIL' (highlighted with a red circle), 'PROGRESS', and 'PERSONAL PAGE'. Below the tabs is the 'Compose Message' section. On the right side of this section is a vertical menu with four options: 'Compose' (highlighted with a red circle), 'Drafts', 'Sent', and 'Contacts'. The main 'Compose Message' area contains a 'Send' button and links for 'Save Draft', 'Preview', and 'Save as Template'. Below these are fields for 'To:' and 'Subject:'. The 'To:' field has a dropdown menu showing a list of contacts. Below the 'Subject' field is a section titled 'Hide templates' which contains a list of four template options: 'Thank You (1)', 'Recruiting (3)', 'Solicitation (1)', and 'Other (1)'. This list is also highlighted with a red circle. At the bottom of the 'Compose Message' section, there is a checkbox for 'Include personalized greeting (What's this?)' and a rich text editor with various formatting tools like bold, italic, underline, and font color.

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

The screenshot displays the 'EMAIL' tab in the top navigation bar. Below the navigation bar, the 'Contacts' section is visible, featuring a search bar and a list of filter options. The 'Groups' filter is highlighted with a red box, and the 'Groups' tab is also highlighted with a red box. The filter options are:

- ☐ Donors
- ☐ Non-Donors
- ☐ Never Emailed
- ☐ Needs follow-up
- ☐ Unthanked Donors
- ☐ Past team members
- ☐ Team

On the right side of the interface, there is a sidebar with the following options:

- Compose
- Drafts
- Sent
- Contacts

Below the sidebar, there are two orange buttons:

- + Import contacts
- + Create Group

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
- o Download a list of your donors to have for your records
- o If you are a team captain, click the team link and perform the same actions.

[HOME](#) [EMAIL](#) [PROGRESS](#) [PERSONAL PAGE](#)

View Personal Report

Progress



\$5.00
I HAVE RAISED

\$100.00
MY GOAL ([change](#))

5%
PERCENT

339
DAYS LEFT

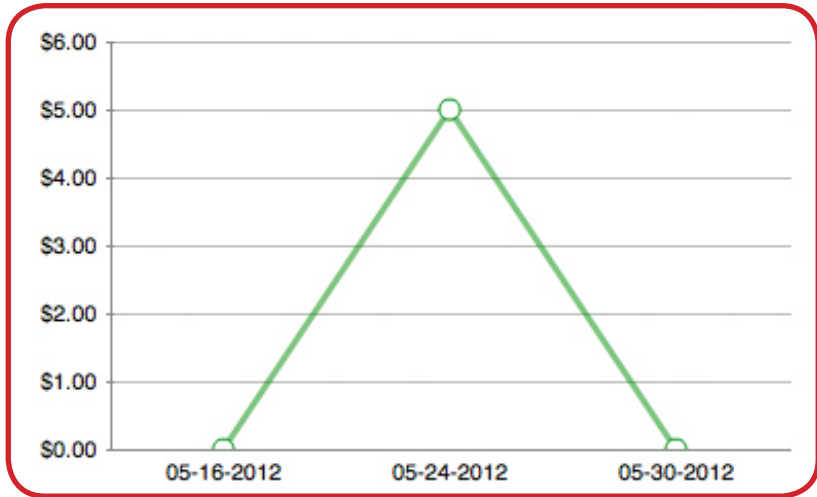
Personal

Team

[Enter a new gift](#)

Top 10 Donors
Sam Gardner - \$5.00

● Gift Amount



Date	Gift Amount
05-16-2012	\$0.00
05-24-2012	\$5.00
05-30-2012	\$0.00

[Donation History](#)

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

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

TEAM PAGE

The Team Page section allows you to...

TEAM PAGE FEATURES

- o Upload a photo of your team
- o Share your story! Tell people why you've chosen to lead the movement as a team captain
- o Create a vanity URL and send it to friends, family, and co-workers so they can donate or join your team

* Please note, only team captains can edit the team page

HOME

EMAIL

PROGRESS

PERSONAL PAGE

TEAM PAGE

Content

View

Team Page URLhttp://main.nationalmssociety.org/site/TR/Walk/MNMWalkEvents?team_id=310443&pg=team&fr_id=19600Edit

Body

Font familyFont sizeABCabw

B I U ABC [list icons]


We've formed a team for Walk MS because we want to experience a great event and help the National MS Society fund research, advocate for change, and help people with MS. We believe in this cause. Can we count on your support?

Walk MS is a day that brings friends, families, and coworkers together to embrace an important cause. Join us and participate together to make a powerful statement and to keep moving toward a cure. Each step we take brings us closer to a world free of MS.

About MS

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 slows signals from

Photo



Browse...

Caption

Save/Upload or remove photo

Save

Preview

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

Team NameTest

Company

DivisionFamily and Friends



EVERY STEP MATTERS. EVERY DOLLAR COUNTS.
EVERY PERSON MAKES A DIFFERENCE.
