

# Participant Guide



**Together we are moving towards a day without brain tumors!**

The Participant Center (PC) is your communications and fundraising headquarters. Full of great features, this is where you can get up-to-the-minute information about the event, customize your personal fundraising page, upload photos, send messages, and check on your progress.

This guide will provide you with the necessary information to get you started. Also check out the Participant Center Tutorial, [http://convio.na4.acrobat.com/part\\_center\\_2/](http://convio.na4.acrobat.com/part_center_2/), for an overview of all the exciting features:

In this guide:

- Customizing your fundraising page
- Address book
- Sending email
- Follow-ups
- My Progress



**National  
Brain Tumor  
Society**



# Address Book

## CUSTOMIZING YOUR CONTACTS

No need to manually input all your contacts, the PC will help you upload them all in just a few easy steps. Here's how:

- From your PC Homepage, click Email **1**.
- Click Import Contacts **2** if you use one of the following email providers: America Online, Yahoo, Outlook, Gmail or Plaxo. The system will guide you through the process.
- If you do not use one of the providers listed above, you will need to export your contacts as a CSV file. Once you've saved the file, click Upload Contacts **3**.
- To enter just one contact click the Add a Contact button **4**.

The addresses you upload are private and cannot be viewed by anyone but you.

Welcome, Participant **1** Visit Your Team Page, Your Personal Page | Profile | Log Out, Help

Participant's Team

HOME EMAIL PROGRESS PERSONAL PAGE TEAM PAGE

Search contacts by name or email

Search

Compose Message Add to Group Delete Email All (Select all or none)

View by Group: Donors Unthanked Donors Need follow-up Never Emailed Teammates Show more groups

Name	Email	Amount	Groups
<input type="checkbox"/> Jane Doe	<a href="mailto:janedoe@braintumor.org">janedoe@braintumor.org</a>	\$ 35.00	
<input type="checkbox"/> John Doe	<a href="mailto:johndoe@braintumor.org">johndoe@braintumor.org</a>	\$ 0.00	

« < 1-2 of 2 > »

+ Add a contact **4**

**3** Upload Contacts

**2** Import Contacts

# Send an Email

You may write your own email, or, to save time, you can use (or edit) one of several suggested messages.

To send an email:

- From your PC Homepage, click Email **1**.
- Click Use Template **2**.
- Select from the options provided.
- Edit the message to include your story.
- To enter the email recipients, click choose from your contact list **3**. If you did not upload your contact list, enter your contacts manually.
- When you're ready, click send.

To write your own message, use the blank message template. If you'd like to personalize

each greeting but send the same message, save your email as a template.

Your Participant Center will automatically create groups for you, including, teammates, donors, non-donors, and more! You can send an email to all members of a group by clicking on Groups **4**, checking the box next to the desired group(s), and then Send message to selected groups.

Sent messages can be reviewed by clicking Sent **5**. They can also be reused by clicking Forward. When forwarding a message, recipients must be entered manually.

Emails sent through the Participant Center will automatically include a link to your Personal and, if applicable, your Team Pages.

Welcome, Participant **1** | Visit Your Team Page, Your Personal Page | Profile | Log Out, Help

HOME EMAIL PROGRESS PERSONAL PAGE TEAM PAGE Participant's Team

## Compose Message

**Send** Save as draft Preview Save as template

To:

Enter your friends name, email address, or **3** choose from your contacts list

Subject: I am fighting brain tumors

**2** Hide templates

Suggested Message Templates

Encourage Out-of-Towners to Walk Virtually Recruit Team Members Recruit Team Members - Fee Discount

Recruit Team Members - Insert Your Story **Donation Ask** Donation Ask - Insert Your Story

Follow Up to a Donation Ask Thank You For Your Donation Welcome New Team Members

Include personalized greeting (What's this?)

Font family Font size **A** **ab**

**B** **I** **U** ABC

**The fight against brain tumors is important to me and very close to my heart. This is why I am taking part in the Get Your Head In The Game Brain Tumor Awareness Walk. Will you support my efforts with a donation?**

You may already be clicking the "Donate to me" button (you are the best!), but if you are interested in learning more about The Kelly Heinz-Grundner Brain Tumor Foundation (KHG), please read on.

There are 600,000 people in the US living with a primary brain tumor. **This year, 210,000 people will hear the news, "you have a brain tumor."**

I walk for all of these people, as well as their caregivers, family, and friends who will all be affected by their diagnosis. KHG, a subsidiary of the National Brain Tumor Society (NBTS), is fiercely committed to improving the lives of all those affected. Among some programs that are funded by the Get Your Head In The Game Walk:

- **Research:** NBTS takes a bold stance in this area and seeks to fund promising research that will lead directly to clinical trials and new patient therapies.
- **Patient Services:** Offering a comprehensive array of services to patients and all those affected, NBTS offers personalized activities, such as newsletters, nurse telephone consultations, clinical trial matching services, and

**Current layout:**

Compose

Drafts

Sent **5**

Contacts

Groups **4**

The most effective emails include **your personal connection to the cause** or the reason why you're participating in the event.





## Follow-ups

Be sure to thank your donors for their support. We've set up a suggested message to help you do just that.

If sending your thank you emails all at once, you can use the donor group that is automatically created by your PC. If you'd like to thank donors individually, you can view a list of donors by going to the Progress section of your Participant Center.





# Progress

By clicking on the Progress link you can view both your personal progress and team progress, if you are a team captain.

## PERSONAL PROGRESS

This is your go-to page for all things donor related! It will even let you know of any new donors that still need to be thanked!

Welcome, Participant | Visit [Your Team Page](#), [Your Personal Page](#) | [Profile](#) | [Log Out](#), [Help](#) Participant's Team

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

### View Personal Report

#### Your Fundraising Progress

**\$35.00**

I HAVE RAISED

**\$350.00**

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

**10%**

PERCENT

**166**

DAYS LEFT

● Gift Amount

#### Personal

#### Team

#### Top 10 Donors

#### Donation History

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

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

Donor	Amount	Notes	Date
Jane Doe	\$35.00		11/04/2010

You may download or print a report of your gift history.

## TEAM PROGRESS

Here's where you can check out your team's progress – see how much the team has raised and how close you are to your goal. You can also view the top 10 donors to the team.