



WALK MS: 2013 PARTICIPANT CENTER GUIDE

walk to
create a world
free of MS

WALK TO CREATE A WORLD FREE OF MS

walkMSnorthflorida.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 personal pages raise more money!

- o Bike MS — \$883 v. \$468
- o Walk MS — \$473 v. \$232
- o MuckRuckus MS — \$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 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 [password masked]

LOGIN

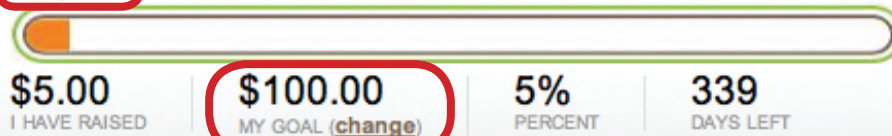
Forgot [Username](#) or [Password](#)?

Welcome, Username

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

Overview

Progress

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

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

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.

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

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](#).

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 [List Icons]

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

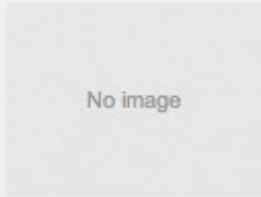
Photos/Video

Components

Photos/Video

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

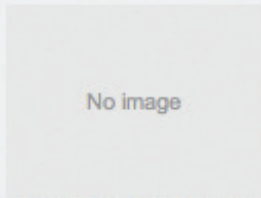
Photos



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.

[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.

The screenshot displays the 'Contacts' management interface. At the top, there are navigation tabs: HOME, EMAIL (highlighted with a red circle), PROGRESS, and PERSONAL PAGE. Below the tabs, the 'Contacts' section includes a toolbar with 'Compose Message', 'Add to Group', and 'Delete' buttons, and an 'Email All' button. A search bar is present with the text 'Search contacts by name or email' and a 'Search' button. Below the search bar, there are two tabs: 'Individuals' (selected) and 'Groups'. A table lists contacts with columns for Name, Groups, Email (Sent, Opened), and Pa. Vis. Two buttons, 'Import contacts' and 'Add a contact', are highlighted with red circles.

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

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 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, there is a vertical menu with four options: Compose (highlighted with a red circle), Drafts, Sent, and Contacts. The main 'Compose Message' area includes a 'Send' button and links for 'Save Draft', 'Preview', and 'Save as Template'. There are input fields for 'To:' and 'Subject:'. Below these is a 'Hide templates' section with a list of template options: 'Thank You (1)', 'Recruiting (3)', 'Solicitation (1)', and 'Other (1)'. The 'Thank You (1)' option is highlighted with a red circle. At the bottom, there is a rich text editor with various formatting tools like bold, italic, underline, font family, font size, text color, background color, and link.

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 Participant Center. At the top, there are navigation buttons for HOME, EMAIL (highlighted with a red circle), PROGRESS, and PERSONAL PAGE. Below the navigation is the 'Contacts' section, which includes a toolbar with 'Compose Message', 'Add to Group', and 'Delete' buttons, and an 'Email All' button. A search bar is present with the text 'Search contacts by name or email' and a 'Search' button. On the right side, there is a vertical menu with 'Compose', 'Drafts', 'Sent', and 'Contacts' (highlighted with a dark background). Below the search bar, there are two tabs: 'Individuals' and 'Groups' (highlighted with a red circle). Under the 'Groups' tab, a list of filter options is shown, each with a checkbox: 'Donors', 'Non-Donors', 'Never Emailed', 'Needs follow-up', 'Unthanked Donors', 'Past team members', and 'Team'. This list is also highlighted with a red rounded rectangle. At the bottom right, there are two orange buttons: '+ Import contacts' and '+ 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

HOME EMAIL **PROGRESS** PERSONAL PAGE

View Personal Report

Progress

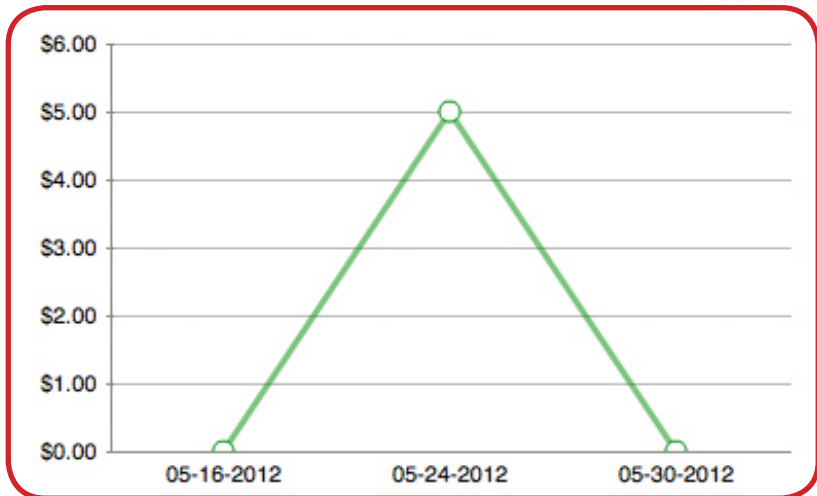


\$5.00 I HAVE RAISED | **\$100.00** MY GOAL (change) | **5%** PERCENT | **339** DAYS LEFT

Personal
Team

Enter a new gift

Top 10 Donors



● Gift Amount

05-16-2012 05-24-2012 05-30-2012

Donation History

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

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

WALK TO CREATE A WORLD FREE OF MS

walkMSnorthflorida.org or 1.800.344.4867