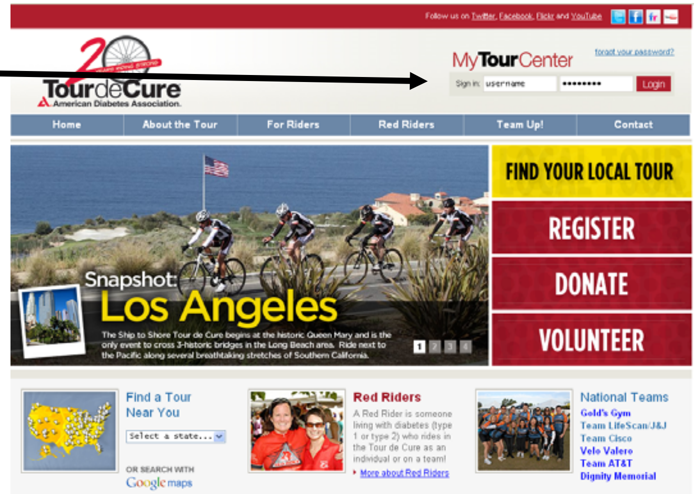
American Diabetes Association.
TourdeCure

Registered Riders’ Participant Center Guide

Log in using your username and password.



Once you have logged in, you will see the rides you’ve registered for; choose the one you wish to work on. If you have only registered for one ride, you will not see this screen.

Now what?

Now that you’ve registered, what is your next step? That is exactly what this manual is going to cover. The first thing you will want to do is to personalize your webpage. Personalizing your page helps people see and understand why this is important to you. Forging that personal connection is an important step in fundraising.

Your next step is to populate your address book. You can import contacts from a CSV file or you can copy them over from an online email account. Once your address book is set, your next step is to email your friends and family. Each email will contain a link back to your personal fundraising page.

It is quick and easy! Once you have sent out your email, you can check your progress towards your fundraising goal and follow-up with your contacts.

Why Fundraise Online?

Online fundraising is a great way to reach out to your friends and family and give them the opportunity to support your efforts. Online fundraising tends to bring in **four times** the amount that offline fundraising does. Additionally, people that give online tend to give higher donations (because they can give what they want to, rather than just what is in their pocket at that time). That means that this is a great way to fundraise and reach new goals.

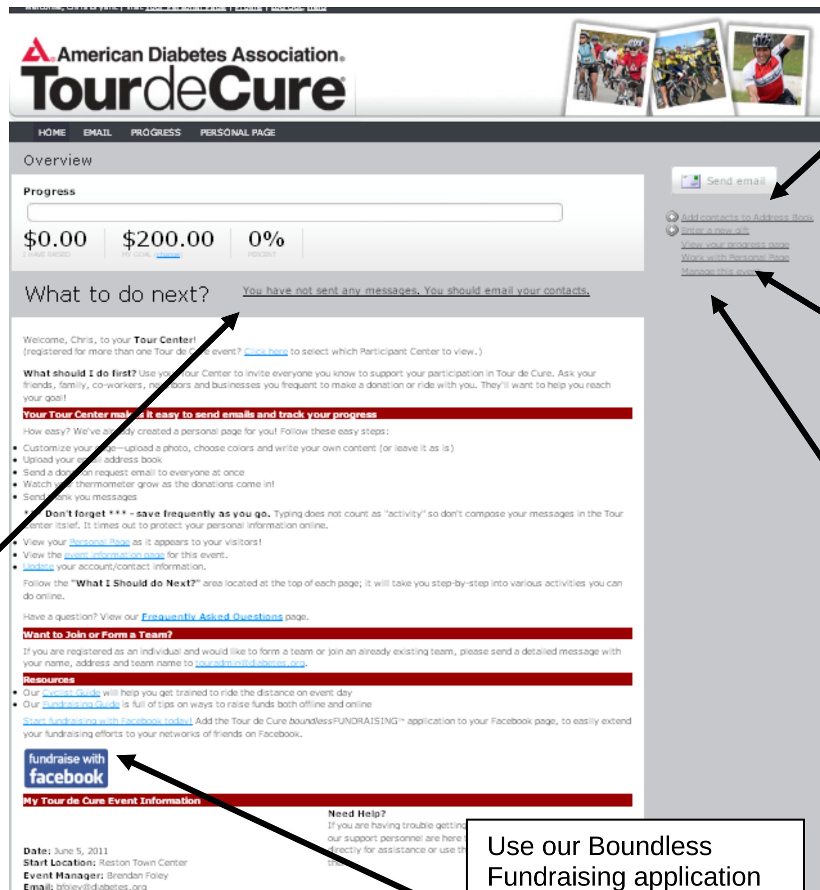
Participant Center

The Participant Center has drastically changed from last year. We have updated many of the feature and function to make it easier to use and more effective.

Use the links at the top of the page to load a section of the Participant Center.

Check your progress meter will keep you up-to-date on how your fundraising efforts are going.

“What to do next?” will prompt you as to the next suggested step(s) in your fundraising efforts.



Quick Link 1: Want to get moving quickly? Click here to jump straight to your email.

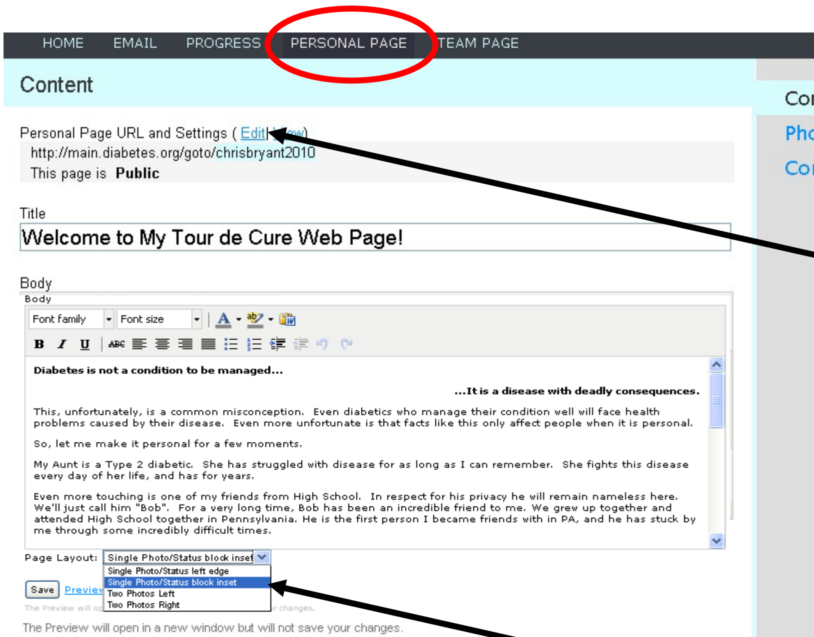
Quick Link 2: Go straight to your contacts and upload your address book.

Quick Link 3: Enter your offline donations!

Use our Boundless Fundraising application to raise money on facebook and publish your progress to your news feed.

Personal Fundraising Page

Your personal page is the place to tell people why you are involved and fundraising. You can write your own story as well as post pictures or link to online videos. When you email your donors, your letter will contain a link back to your personal page. The content you include here can help encourage them to donate by showing your personal connection.



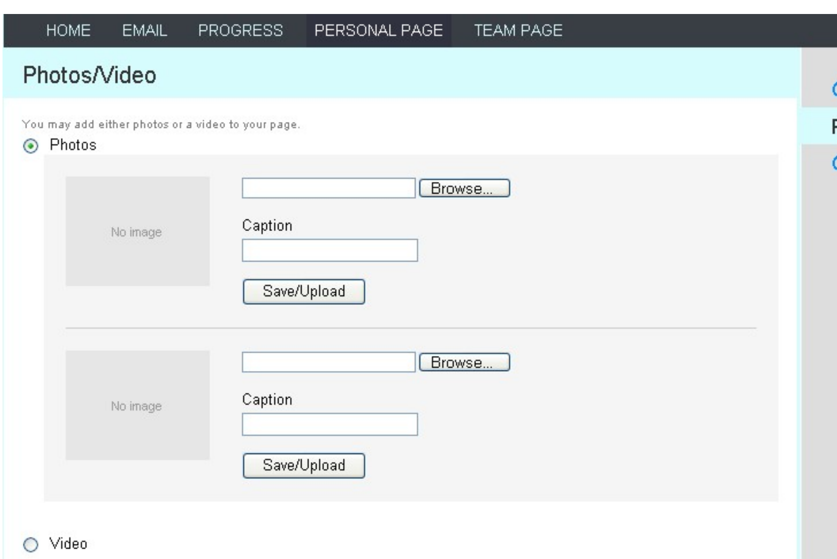
1. Click "Personal Page" to edit your fundraising page.

2. Click "Edit" here to personalize your page's web address or to set your page to private. This means that no one will be able to search for your page from the Step Out web site.

3. Personalize your page's title and content. Tell your story and reach out to your donors. Once you're done, click "Save".

4. Choose the layout of your page and the number of photos you'd like to include.

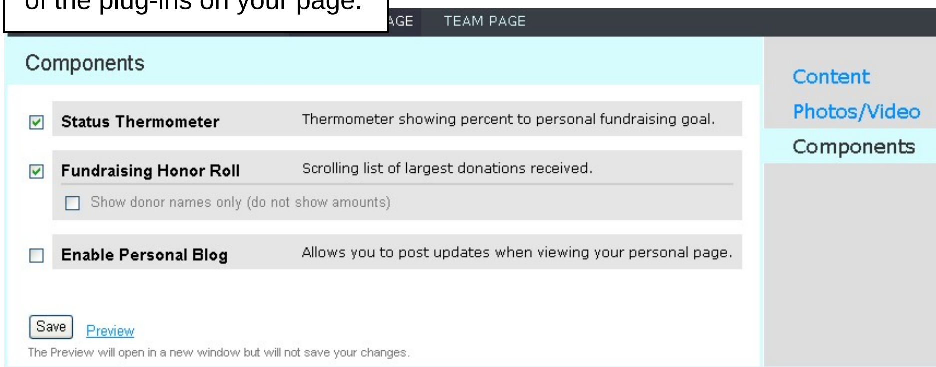
5. Click the Photos/Video option to upload pictures or link to an online video.



You can upload up to two pictures for your page.

If you select the video option you will not be able to use pictures, but you will be able to link to a video on youtube or another hosting site.

Select the “Components” option to change the settings of the plug-ins on your page.



1. Uncheck the box beside “Status Thermometer” if you choose not to have one displayed on your page.

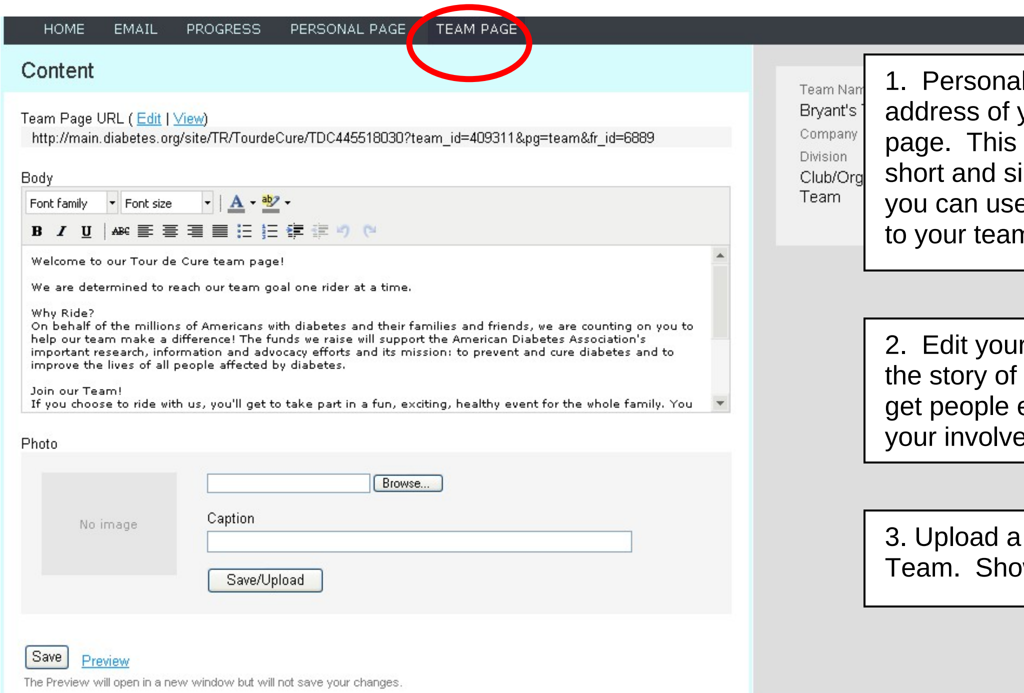
2. Uncheck the box beside “Fundraising Honor Roll” if you do not want to have a scrolling list of your donors.

3. Check the third box if you wish to keep a personal blog of your fundraising. Use it to keep all your friends and family updated on your progress and your training rides.

4. Click “Save” once you’ve made your selections.

Team Page

Team Captains will have an additional page which will allow them to access and edit the team’s fundraising page. Use this page to tell your team’s story, as well as to get people excited and motivated to be a part of your team and help you reach your fundraising goal.



1. Personalize the web address of your team’s page. This will give you a short and simple address you can use to direct people to your team’s page.

2. Edit your content. Tell the story of your Team and get people excited about your involvement!

3. Upload a picture of your Team. Show of your group!

4. Remember to save your changes.

Uploading Your Address Book

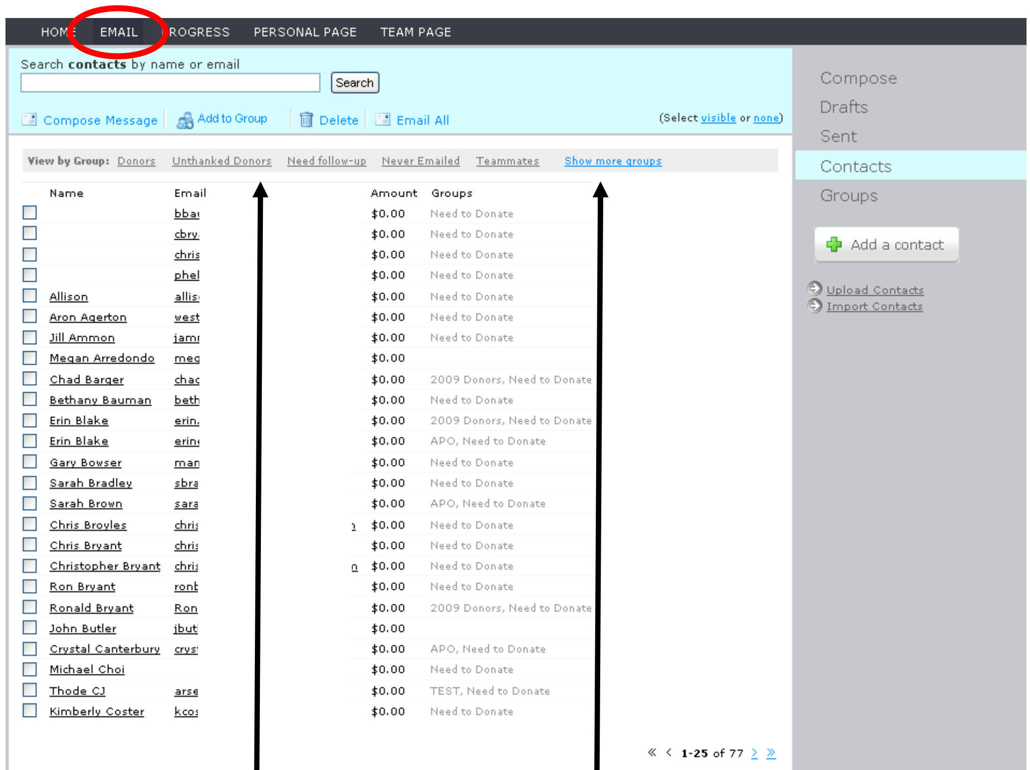
Your address book is a quick and easy way to keep track of your contacts. You can create groups, select specific contacts to email, as well as filter your contacts based on how they've interacted with you in the past. Use email groups to create a way to reach out to segments of your address book easily. Create a group for you coworkers, family and friends. We speak to our friends differently than our coworkers and this will allow you to tailor your messages to do exactly that.

Clicking "Contacts" will allow you to add to, edit and organize your address book.

1. Click "Add a contact" to add a new person. Or click "Import Contacts" to copy an existing address book. Use "Upload Contacts" to upload a custom CSV file.

2. Use the "Add to Group" feature will allow you to create groups and add in your contacts.

3. Use the check boxes beside each name to add multiple contacts to a group at once, select multiple contacts to email at once or to delete multiple contacts at once.



4. Use the "View by Group" option at the top to see those contacts that should be sent a "thank you" or "follow up" email as well as those that are members of any custom groups.

5. Click "Show more Groups" to see all the default groups and your custom groups. Click on the group to filter your contacts.

How to use Groups:

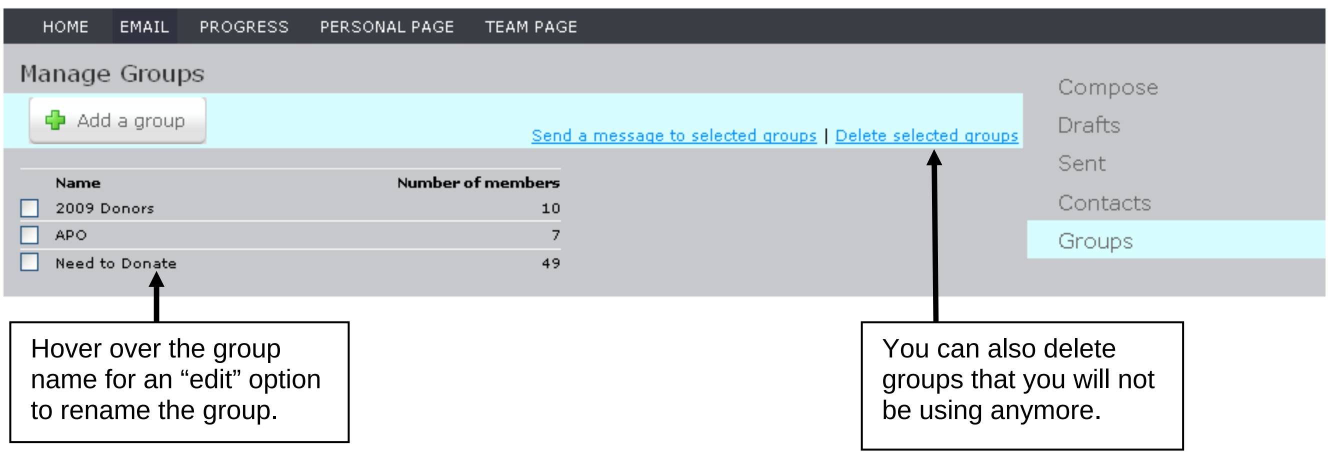
The Contact list can be difficult to handle, especially if you have years of contacts or a lot of contacts entered without email addresses. Setting up some groups in your Participant Center can make things much easier to work with when you get ready to send your emails.

If you have a large contact list with several old and defunct contacts, we recommend creating one large group that is your "Valid Emails" group. You can add all your good contacts to this group. Then, on your Contacts page, you can use the drop down filter to show only this group to then use this group to add Contacts to other smaller groups.

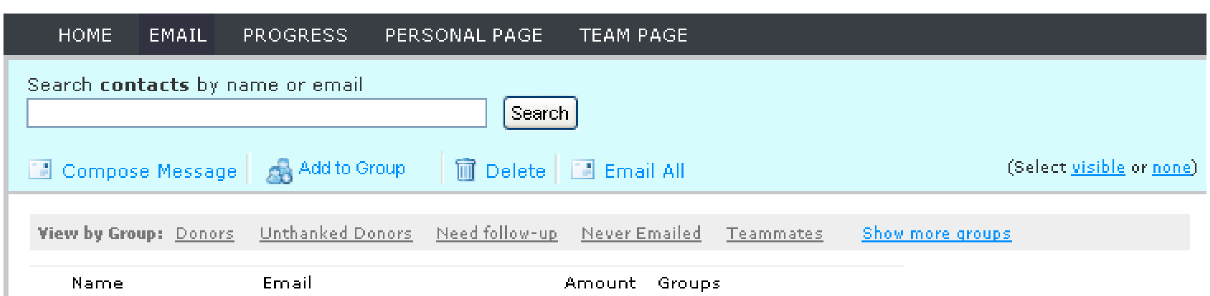
Once you've created a group, you just need to type the name of the Group on the composition page and it will add in all the members when you select the group name. This will prevent you from having to go through multiple pages each time you want to set up an email to go to a large audience.

This feature is exceptionally helpful in keeping track of how you ask different groups of your friends for donations. You can speak to your audiences in different ways be simply writing in different styles for your coworkers versus your family versus your friends, etc. People respond better to support requests when the message is personally relevant to their involvement with you. Make the most of this opportunity.

Managing Groups



Your Contacts tab will also provide you with several options to view your groups' members. This will apply to all the custom groups you create as well as the default groups.

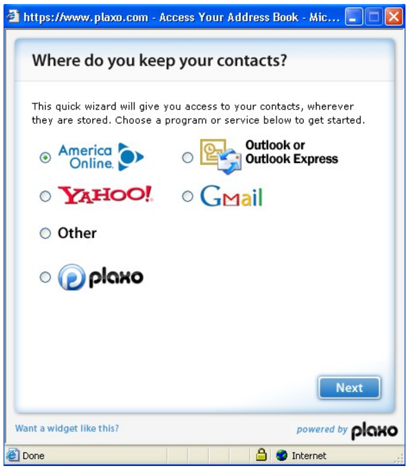


Removing a Contact:

To remove a contact from a group, click on the contacts name to enter their profile. On the top will be a grey bar that summarizes their donation history for this event and on the right, lists the groups they've been added to. Click the trashcan beside the name of the group you wish to remove them from and they will no longer be pulled up when you use this group.

Importing Contacts

No one likes entering all of their contacts by hand! Use this feature to import your existing address books from other sources!



1. Click "Import contacts". This will open up this new window (left). Choose the source of your address book and click "Next".

2. For an online email account, you'll enter your username and password. You'll then be able to select which contacts from that account you want to copy into your Tour address book.

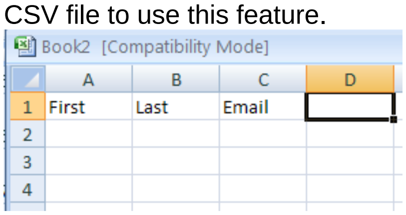
3. For an offline address book, select "Other" and click Next. You will need to export your address book to a CSV file first.

4. Click the "File Type" drop down and select what file type you are uploading.

5. Click the "detailed instructions" link to see exact step-by-step directions for each file type.

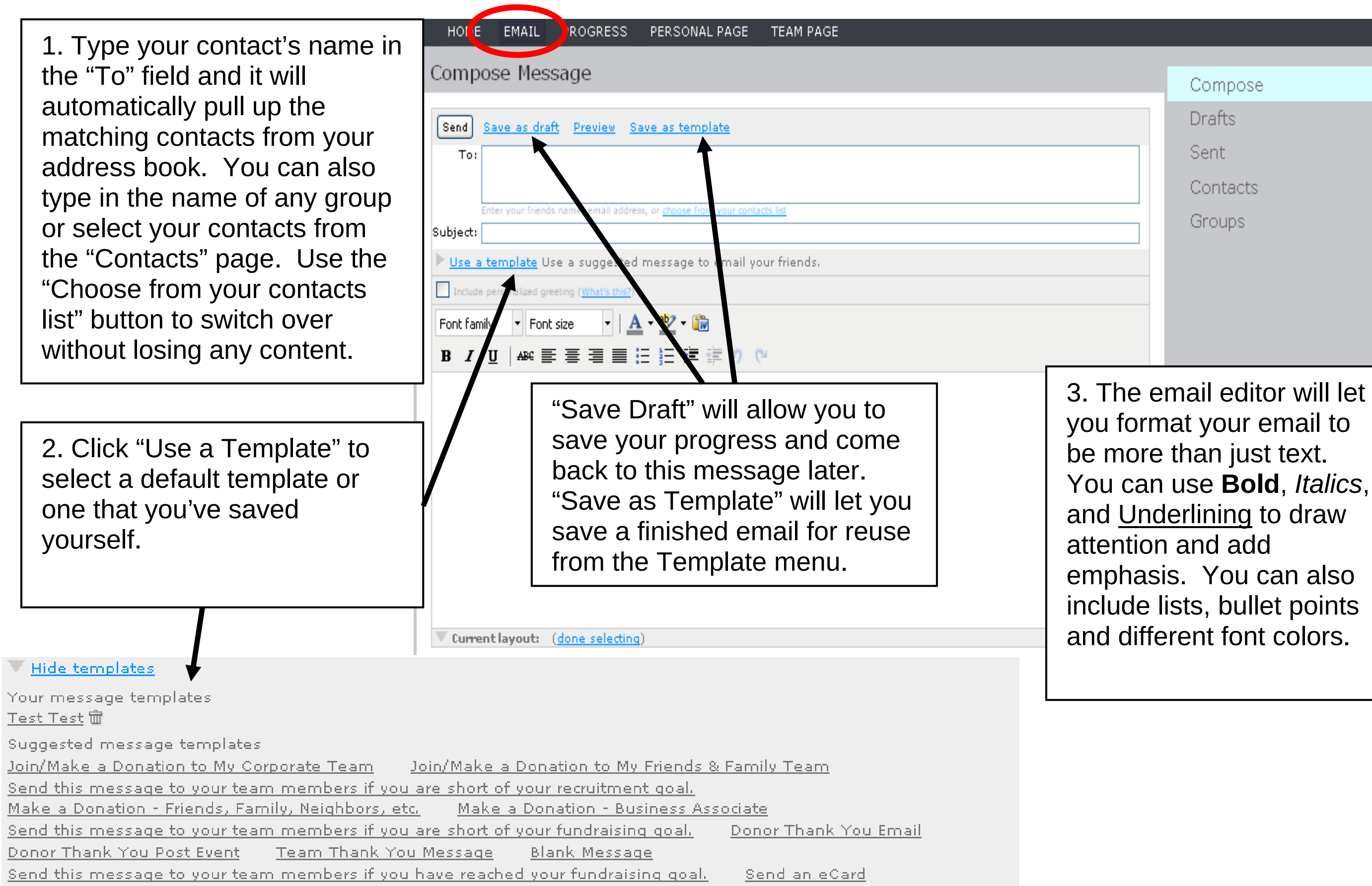
6. Click "Next" to upload your address book.

Upload Contacts: With the recent revision, you will now have a third contact upload option. The Upload Contacts button will allow you to create a generic CSV file with the headers of: "First", "Last", and "Email". This format is recommended if your offline contacts are stored in a format not available in the drop down mentioned above. Set up your excel file to look like the example below and save as a CSV file to use this feature.



Sending Email

Click “Email” to begin messaging your contacts. The new email system is easier to use and far more versatile.

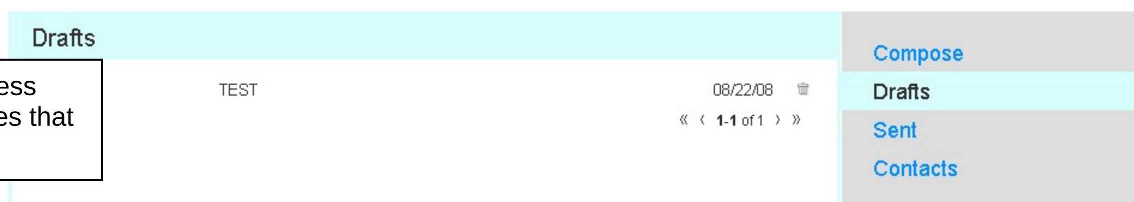


1. Type your contact’s name in the “To” field and it will automatically pull up the matching contacts from your address book. You can also type in the name of any group or select your contacts from the “Contacts” page. Use the “Choose from your contacts list” button to switch over without losing any content.

2. Click “Use a Template” to select a default template or one that you’ve saved yourself.

“Save Draft” will allow you to save your progress and come back to this message later. “Save as Template” will let you save a finished email for reuse from the Template menu.

3. The email editor will let you format your email to be more than just text. You can use **Bold**, *Italics*, and Underlining to draw attention and add emphasis. You can also include lists, bullet points and different font colors.



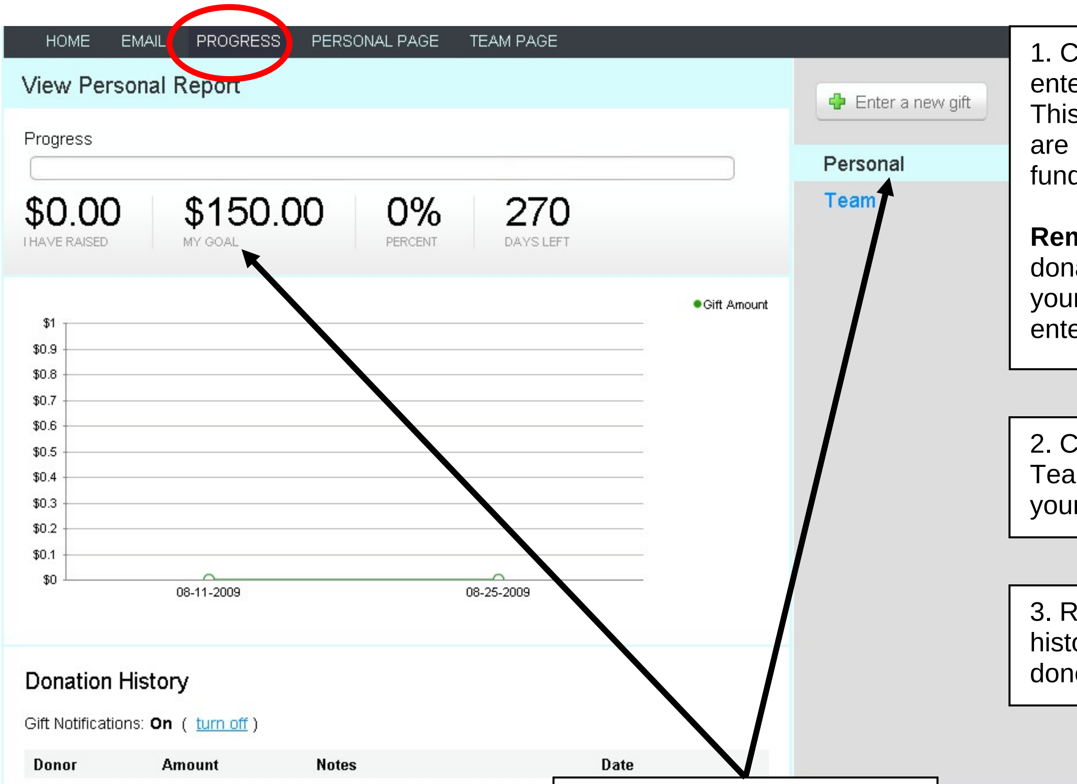
Click “Drafts” to access any unsent messages that you have saved.

Click “Sent” to review any messages you’ve already sent.

Use the search field to locate messages more easily.

My Progress

The Progress page will show you how far you've come towards achieving your fundraising goal and show you a complete history of your online donations (as well as any offline donations you enter). You should come here to see who has donated to you so you can send them an email thanking them for their generous donation.



1. Click "Enter a new Gift" to enter your offline donations. This will make sure that they are reflected on your fundraising thermometer.

Remember: Your offline donations will only show on your fundraising page if you enter them here!

2. Click "Team" to see your Team's current progress and your Team Roster.

3. Review your donation history to keep up with your donors.

4. Update your fundraising goal. (To update your Team goal, select Team on the right side navigation bar and then click "Change" by Goal).