



CYCLE
of LIFE
TOUR

PRESENTED BY think

ONLINE FUNDRAISING GUIDE



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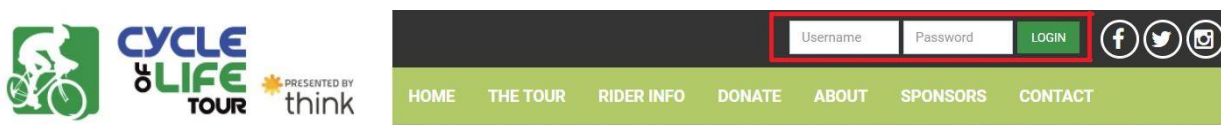
How to Log into Your Participant Centre

Your Participant Centre is the online portal where you can check your fundraising progress, send email solicitations and thank you emails, update your Personal Fundraising Web Page and more!

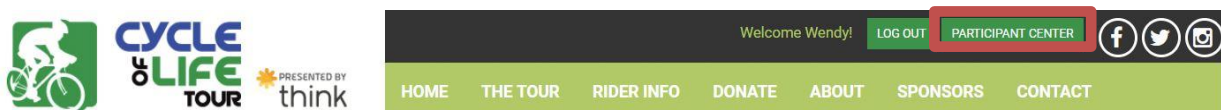
STEP 1- Navigate to the Cycle of Life Tour Fundraising Website

- Click on any link from www.cycleoflifetour.ca
- Or the direct link is <http://vh.convio.net/cycleoflifetour2019>

STEP 2- Log into your Participant Centre by entering your username and password at the top right hand corner of the fundraising website.



STEP 3- Click on "Participant Centre" which will appear where the login button was.





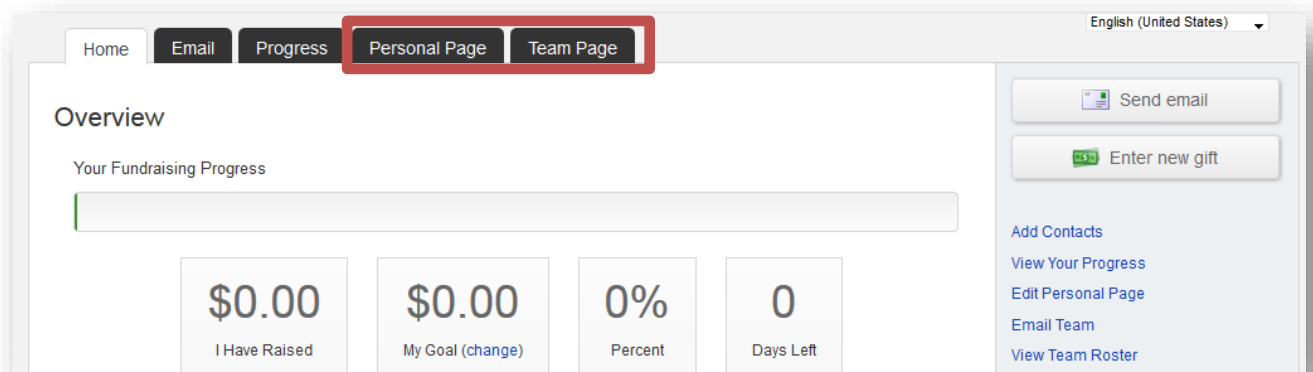
How to Edit Your Personal or Team Page Content

Things to consider:

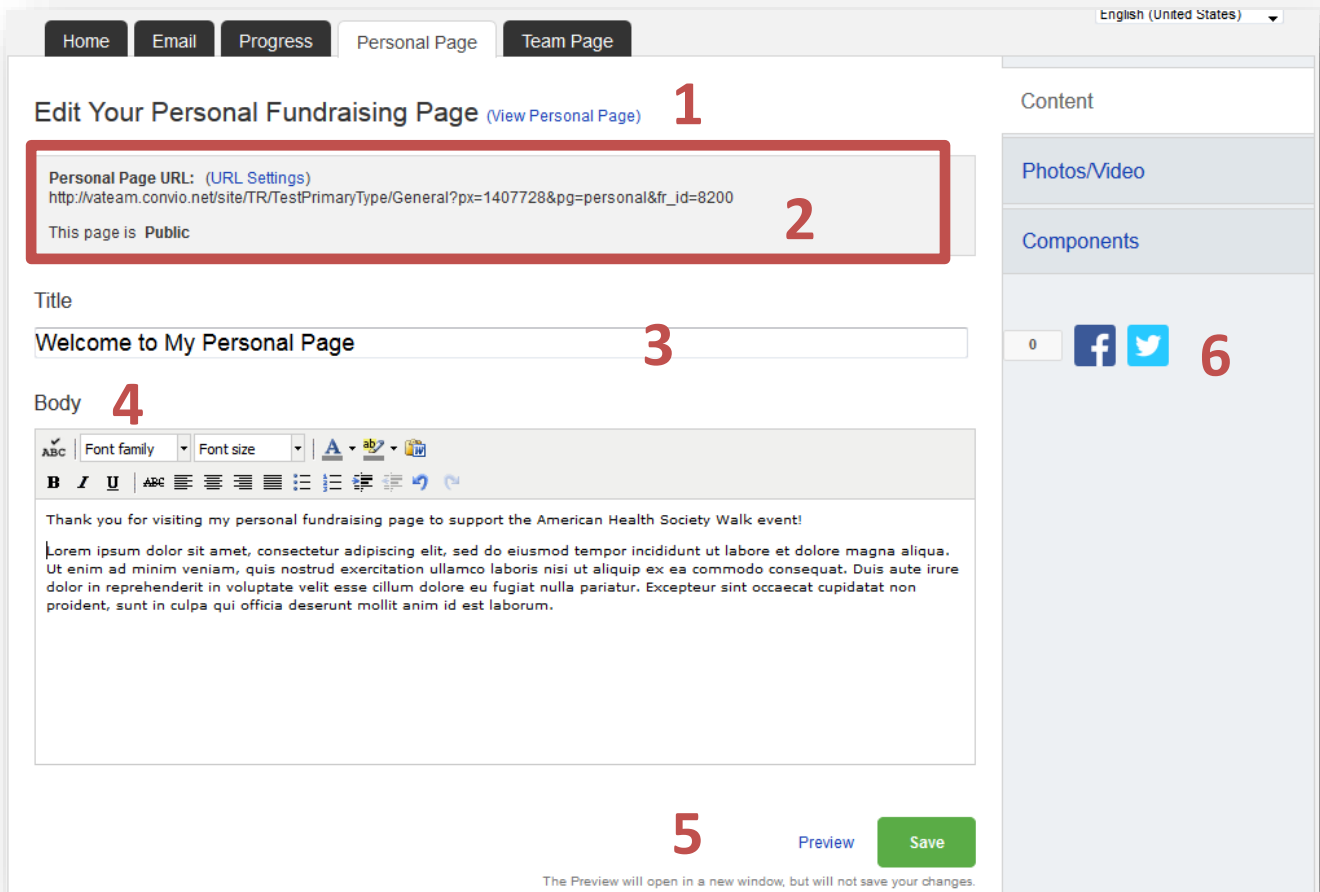
- Personal and Team Fundraising Pages have default content when you register. However, we highly recommend that you personalize your page(s) to tell your own (or your team's) story and why the Cycle of Life Tour is important to you.
- Only team captains will have access to edit the Team Fundraising Page from their Participant Centre. Please note you can have up to two captains for a team.

STEP 1- Log into your Participant Centre (see instructions on page 3)

STEP 2- Click "Personal Page" or "Team Page" depending on which page you want to edit (Remember if you are not a Team Captain, you will not see the Team Page tab.)



The Parts of the Page



The screenshot shows a web interface for editing a personal fundraising page. At the top, there are navigation tabs: Home, Email, Progress, Personal Page (selected), and Team Page. A language dropdown is set to 'English (United States)'. The main heading is 'Edit Your Personal Fundraising Page' with a link to 'View Personal Page'. A red box highlights the 'Personal Page URL' field, which contains a long URL and a 'Public' status. Below this is a 'Title' field with the text 'Welcome to My Personal Page'. The 'Body' section has a rich text editor with a toolbar and a paragraph of placeholder text. At the bottom, there are 'Preview' and 'Save' buttons. On the right side, there are sections for 'Content', 'Photos/Video', and 'Components', with the latter showing social media share icons for Facebook and Twitter.

1. Click to preview your page in a new window.
2. Click to edit your web address to share with others.
3. Edit the heading of your page – *while this won't change the text on your page, it will change the text seen when you share your page on Facebook!*
4. Edit your message/personal story that appears on the page. To add a photo, click on "Photos/Video" on the right hand side.
5. Click "Preview" to view your edits in a new window. Click "Save" to publish them and make them "live" on the website
6. Share your page link with friends on Facebook or Twitter



STEP 3-Edit your content

You can edit the **BODY** of your personal and/or team fundraising page content. Simply enter your text in the appropriate field.

STEP 4-Preview and save your changes

1. Click **PREVIEW** at the bottom of the page to view your edits in a new window.
2. Click **SAVE** to publish those changes and make them “live” on the webpage for the public to view.
3. Click **View Personal Page** at any time to view your current personal page – it will open in a new tab.

(Follow the same steps for your Team Page if you made changes there. Reminder: only Team Captains will see the link to “Team Page” in their Participant Centres.)

Home Email Progress Personal Page Team Page English (United States)

Edit Your Personal Fundraising Page

[View Personal Page](#)

Personal Page URL: ([URL Settings](#))
http://vateam.convio.net/site/TR/TestPrimaryType/General?px=1407728&pg=personal&fr_id=8200

This page is Public

Title

Welcome to My Personal Page

Body

Font family Font size

Thank you for visiting my personal fundraising page to support the American Health Society Walk event!

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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

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

Content

Photos/Video

Components

0 [f](#) [t](#)

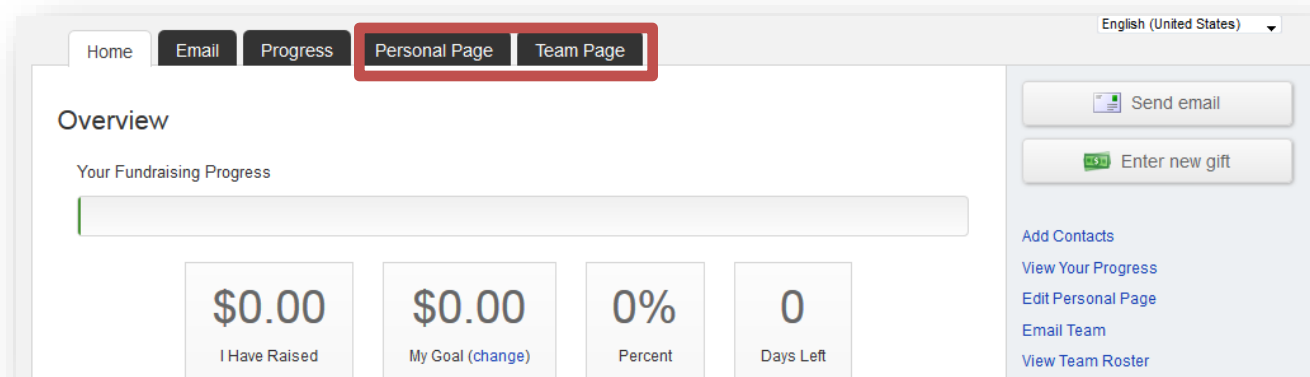
How to Upload a Photo or Video

Some things to consider:

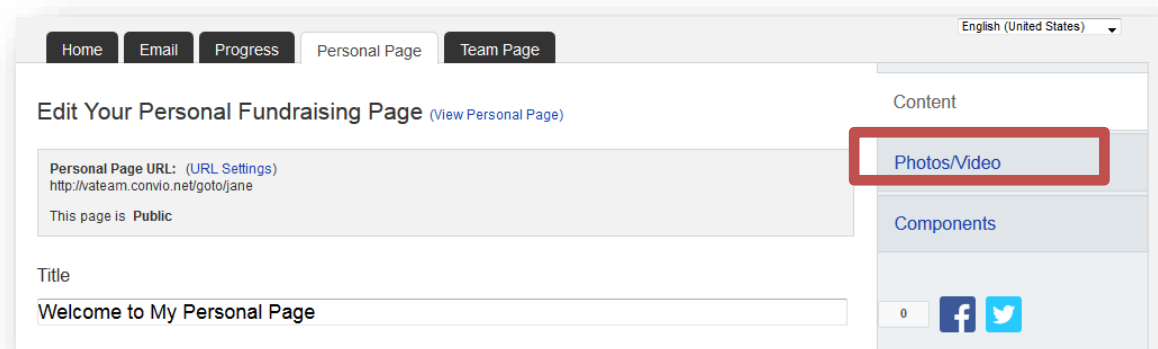
- Please be sure your photo is saved as a JPG, GIF, or PNG file type.
- Files must be smaller than 4 megabytes.
- Only YouTube video links are supported
- You may choose either a photo or a video link, but not both.
- You can add a different photo and video link on your Personal Fundraising Page, and if you're a team captain, on your Team Fundraising Page.

STEP 1- Log into your Participant Centre

STEP 2- Click "Personal Page" or "Team Page" depending on which page you want to edit.



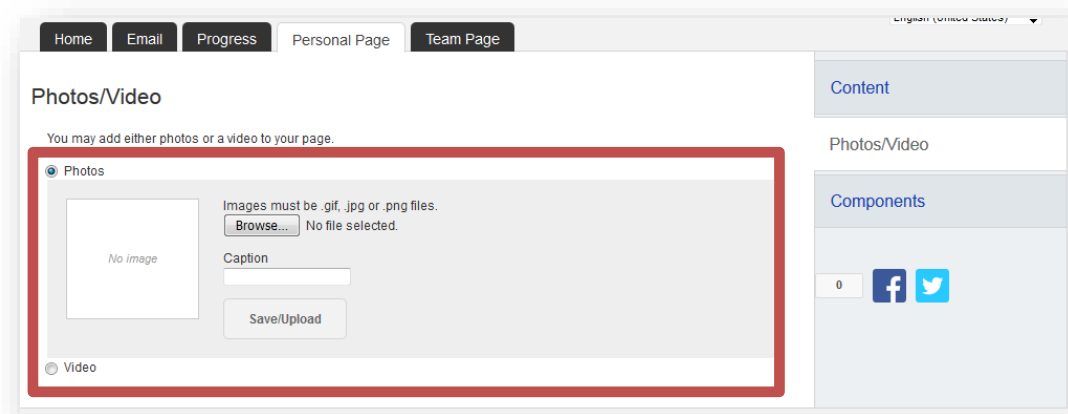
STEP 3- On the links on the right, click "Photo/Video"



For a PHOTO

1. Click the button next to **Photo**.
2. Click the **Browse** button.

Locate the file on your local computer or shared network resource and click it to display its name in the **Find/Open File** window. A green message saying, **"The Photo Information Was Updated"** will display across the top of the page if your photo successfully uploads.



Home | Email | Progress | Personal Page | Team Page

English (United States)

Photos/Video

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

☒ Photos

No image

Images must be .gif, .jpg or .png files.

[Browse...](#) No file selected.

Caption

[Save/Upload](#)

☐ Video

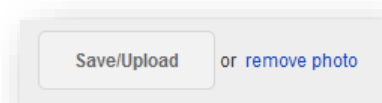
Content

Photos/Video

Components

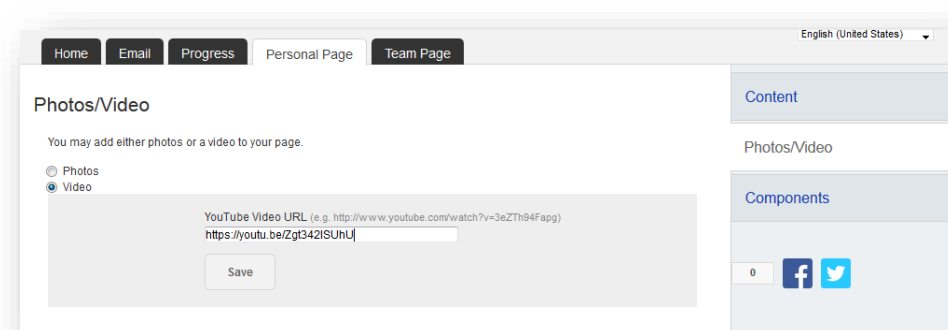
0 [f](#) [t](#)

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



[Save/Upload](#) or [remove photo](#)

For a Video



Home | Email | Progress | Personal Page | Team Page

English (United States)

Photos/Video

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

☐ Photos

☒ Video

YouTube Video URL (e.g. <http://www.youtube.com/watch?v=3eZTh94Fapg>)

<https://youtu.be/Zgt342iSUhU>

[Save](#)

Content

Photos/Video

Components

0 [f](#) [t](#)



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

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 tab (see red arrows in image on next page) with your Personal Page to review your changes on the site.

(If you are a team captain, follow the same steps for your Team Page if you made changes there.)

Home Email Progress Personal Page Team Page English (United States)

Edit Your Personal Fundraising Page (View Personal Page)

Personal Page URL: (URL Settings)
http://vateam.convio.net/goto/jane
This page is Public

Title
Welcome to My Personal Page

Body

Font family Font size ABC abc

B I U ABC [List Icons] [Link Icon] [Image Icon]

Thank you for visiting my personal fundraising page to support the American Health Society Walk event!

Preview Save

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

Content

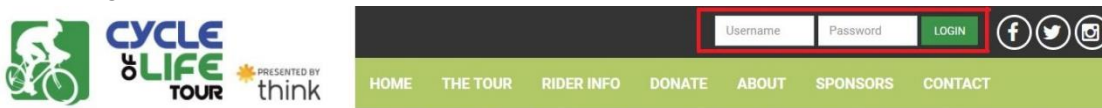
Photos/Video

Components

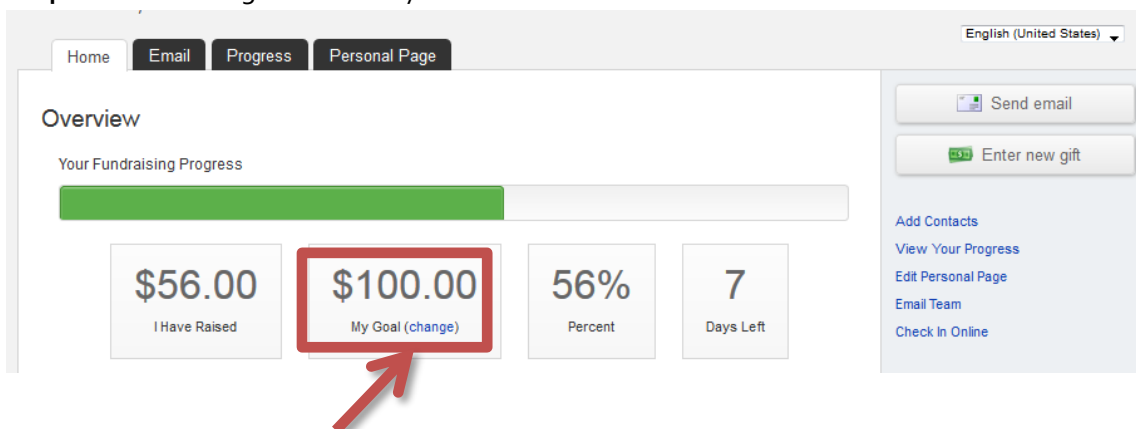
0 [Facebook Icon] [Twitter Icon]

How to Set or Adjust Your Fundraising Goal

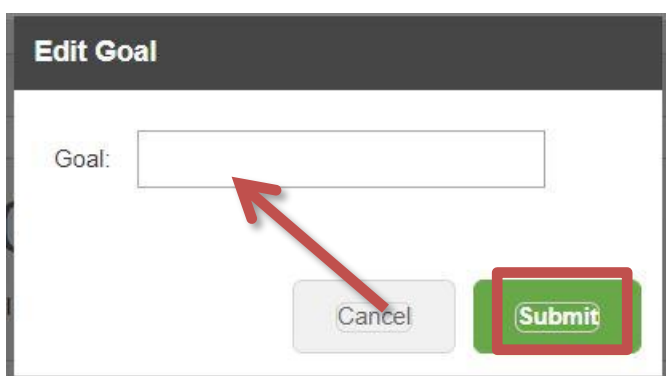
Step-1 Log into your Participant Centre



Step 2- Click "change" next to My Goal in the red outlined box



STEP 3- Enter your new goal and click submit!



STEP 4- To update your team goal, simply send an email to info@cycleoflifetour.ca or give Wendy a call at 250-519-1747.



How to Edit Your Unique Web Address

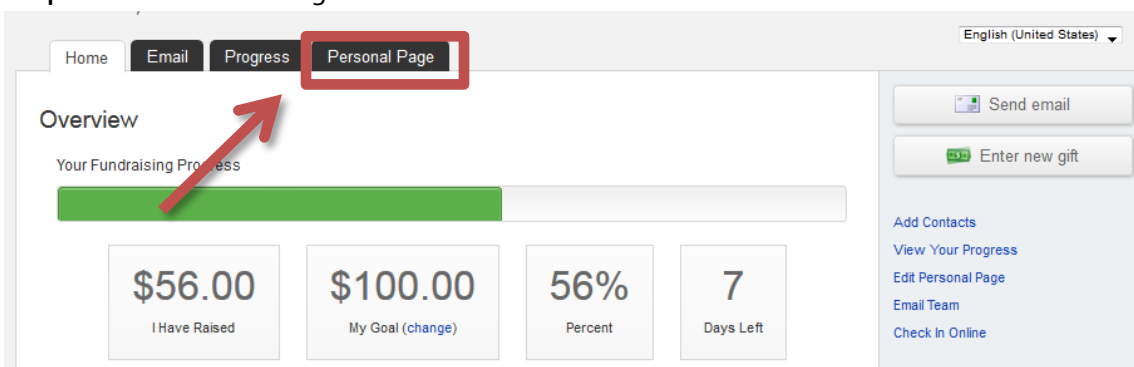
What is the Unique Web Address?

Once you've created your personal fundraising page, you have your very own URL address to get there. By default this can look quite lengthy, but there is a feature inside your Participant Centre that allows you personalize this URL which makes it easier to share with supporters. Paste the URL inside emails, on your Facebook and Twitter pages, or create business cards with this friendly URL to give supporters

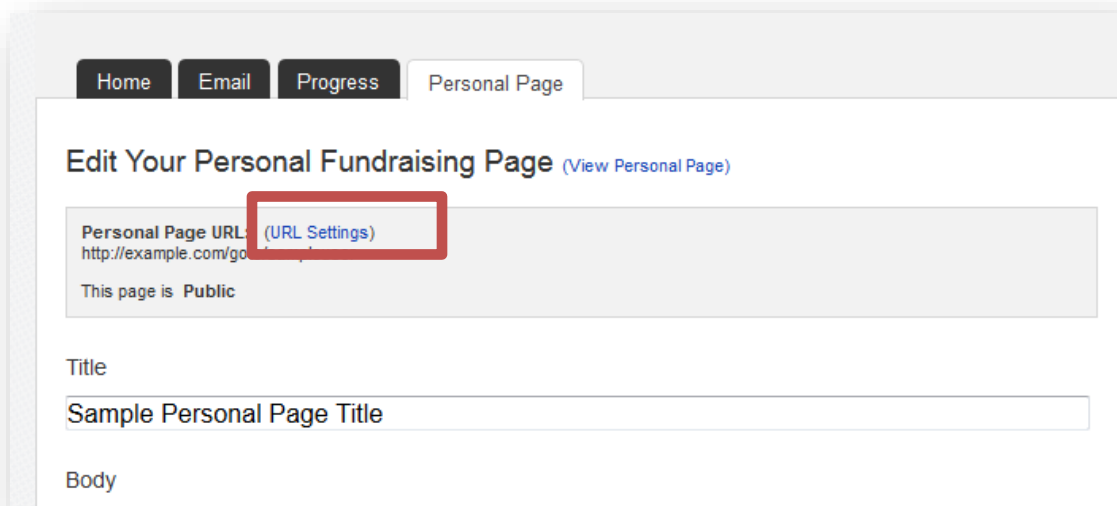
Step-1 Log into your Participant Centre



Step 2-Click "Personal Page"



STEP 3- Click "URL Settings" in the red outlined box



Home Email Progress Personal Page

Edit Your Personal Fundraising Page [\(View Personal Page\)](#)

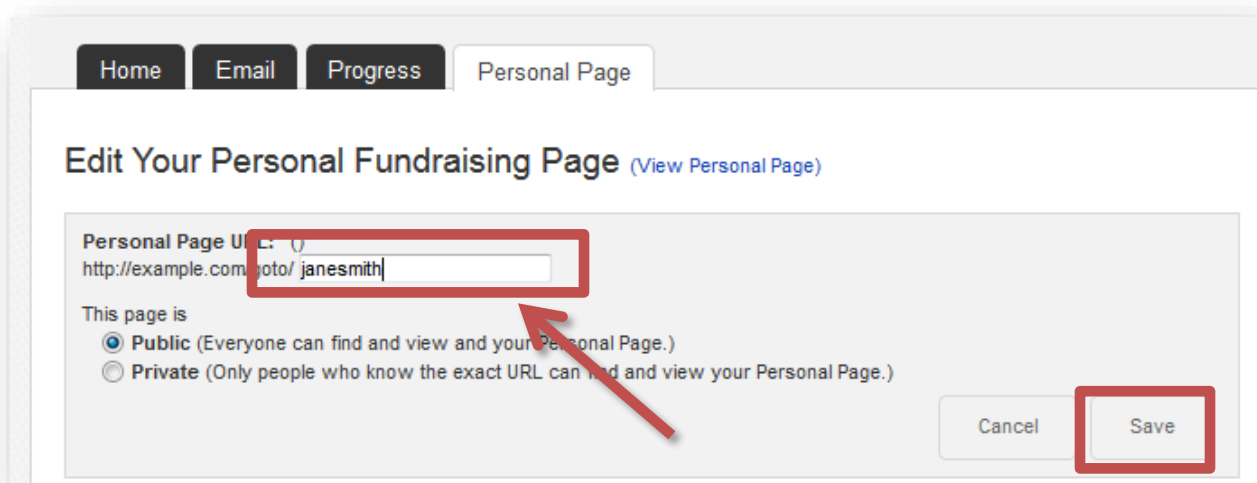
Personal Page URL: [\(URL Settings\)](#)
http://example.com/go/...

This page is Public

Title
Sample Personal Page Title

Body

STEP 3- Insert your desired address in the text box (your name, nickname) and click "Save" to confirm changes.



Home Email Progress Personal Page

Edit Your Personal Fundraising Page [\(View Personal Page\)](#)

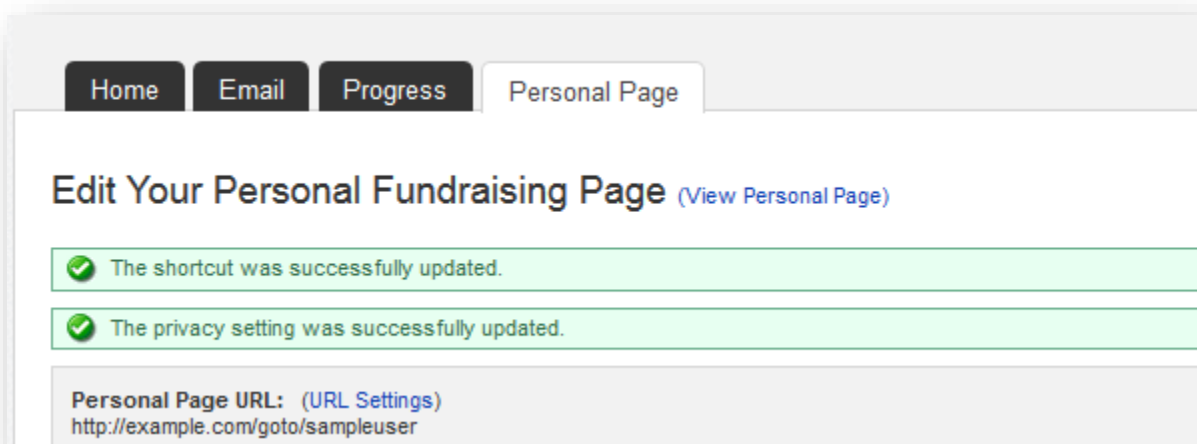
Personal Page URL:
http://example.com/go/...

This page is
☒ Public (Everyone can find and view and your Personal Page.)
☐ Private (Only people who know the exact URL can find and view your Personal Page.)

Cancel Save

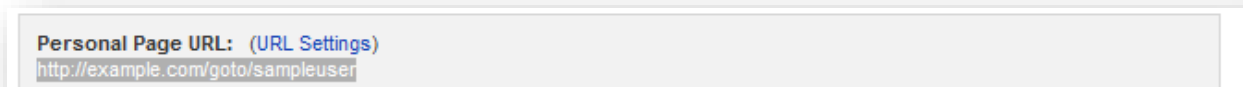


STEP 4- A green confirmation message will appear on the page if your change was successful.



NOTE: You may receive an error if your custom URL is already taken, so try a different word, phrase to create your address. Also avoid using spaces or special characters (e.g. %&^\$, etc.)

STEP 5- Copy and paste your new custom link to share with friends and family in your email messages or on social networks

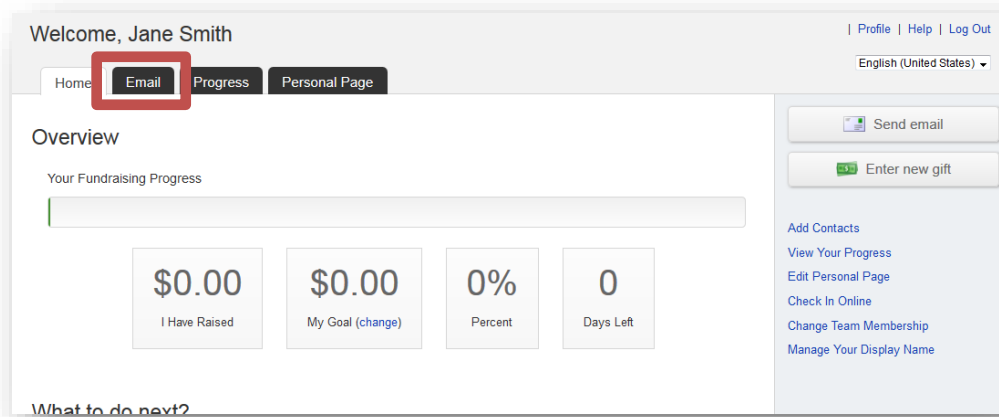


STEP 6- If you are a team captain, repeat these same steps but on the “Edit Your Team Page” tab so that you can customize your Team Fundraising Page’s website address.

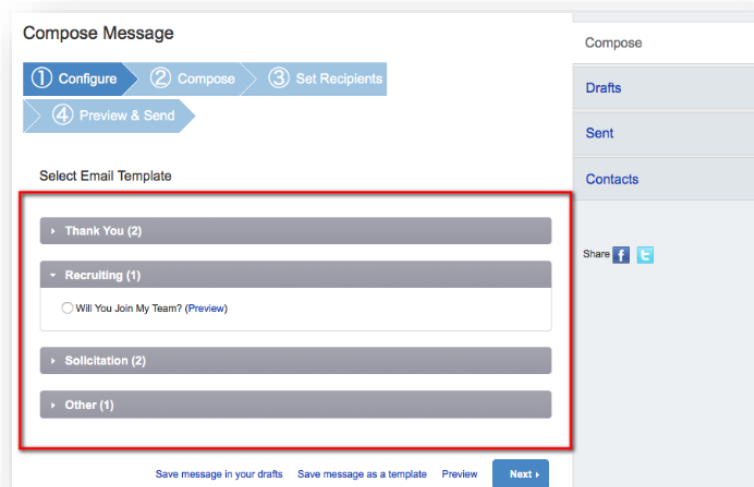
How to Send an Email from your Participant Centre

STEP 1- Log into your Participant Centre

STEP 2- On your Participant Centre home page and click “Email” tab to access the Email functionality.



STEP 3- Select an email message template and then click NEXT





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 before you're ready to send. Otherwise, feel free to start from scratch and change all of the message to meet your specific needs.

If you are 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 ② **Compose** ③ Set Recipients ④ Preview & Send

Subject: Will You Help Me Reach My Fundraising Goal?

☒ Include personalized greeting (What's this?)

Would you please consider making a gift to my fundraising page for the AHS Walk Event. This is an annual event that means a lot of me.

Below you'll find the link to visit my Personal Fundraising Page. Donating through this site is simple, faast and secure. It is also the most efficient way to make a contribution to my fundraising efforts.

Your contribution plays a critical role in helping people of all walks of life obtain healthcare resources to live a happy and prosperous life.

Sincerely,

Current layout: . Basic Template (responsive) (done selecting)

Compose

Drafts

Sent

Contacts

0 f t

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

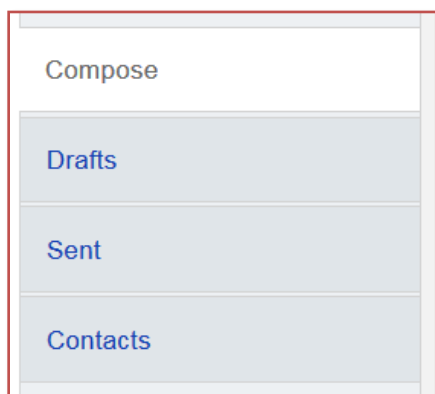


Click **NEXT** if you are ready to **SEND** your email message and select recipients.

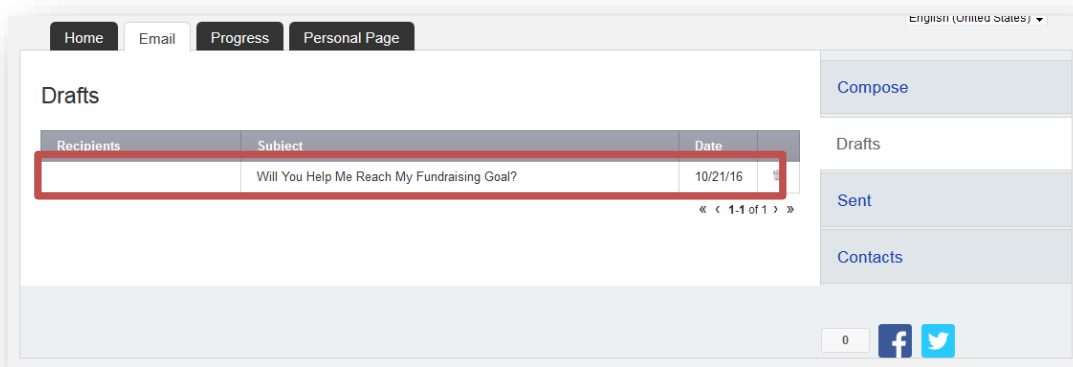


How to Access Your Saved Drafts

When you return to your Participant Centre, 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 more contacts, you can import them from your Gmail or Yahoo accounts, or from a file upload for all other email service providers.

Otherwise, 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

Contacts

Search

	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 Eve...	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	Edit X
Ella Fitzgerald	ella@email.com	Edit X
Katniss Eve...	mockingjay@distri...	Edit X
Peeta Mellark	mockingjay2@dist...	Edit X

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

Next

Compose

[Drafts](#)
[Sent](#)
[Contacts](#)

0

f

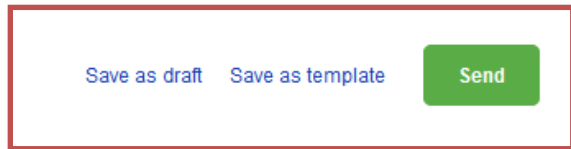
t

Then, click the "Next" button.

17 | Page

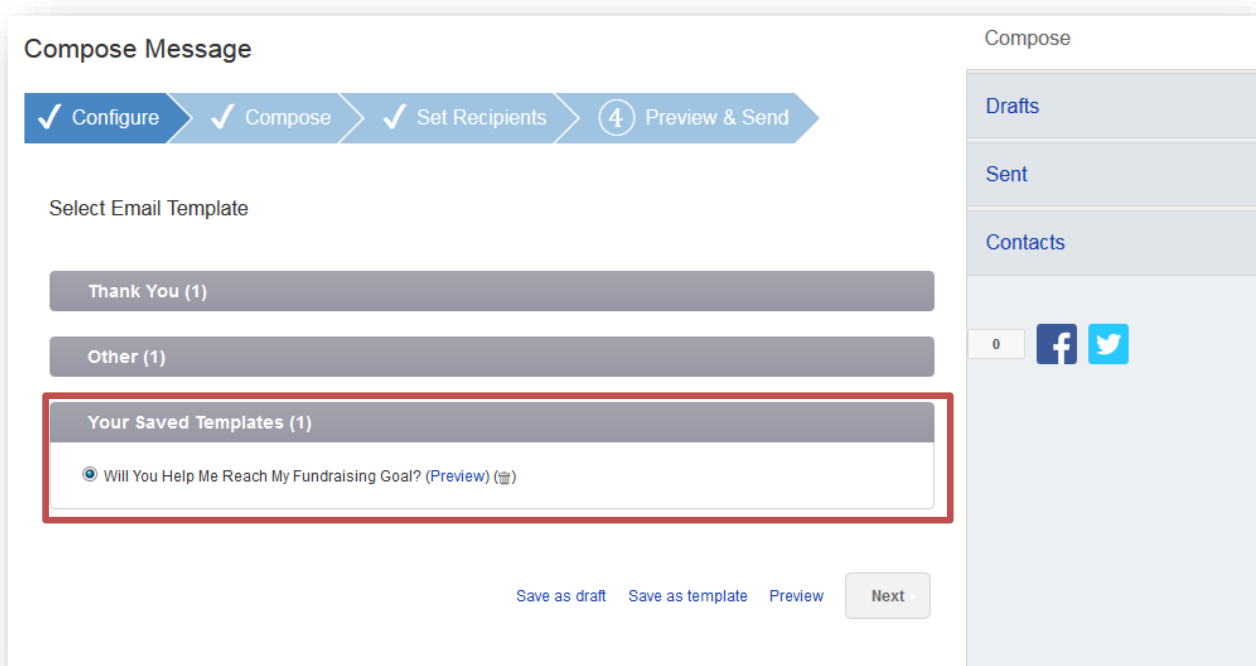


To create a **TEMPLATE**, click "Save message as a template" **BEFORE** you hit the SEND button.



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.





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.

Home **Email** Progress Personal Page

English (United States)

Sent

Search **sent messages** by name, email, or subject line

Search

Date	Subject	Recipients	Delete
10/21/16	Will You Help Me Reach My Fundraising Goal?	mockingjay2@district12.com	
10/21/16	Will You Help Me Reach My Fundraising Goal?	mockingjay@district12.com	
10/21/16	Will You Help Me Reach My Fundraising Goal?	ella@email.com	
10/21/16	Will You Help Me Reach My Fundraising Goal?	james@email.com	

« < 1-4 of 4 > »

Compose

Drafts

Sent

Contacts

0