

How do I set up my Participant Center?

If you've registered, you already have a Participant Center. All you need to do is log in! If you have not yet registered, please follow these instructions:

1. Once on the Hope in Motion page, click on the form a team button located on the right side of the page.

The screenshot shows the homepage for the 'Walk & Run June 5, 2016' event. The navigation bar includes links for Hope in Motion, Event Details, Donate, Fundraise, Impact, Sponsors, Teams, Volunteer, and Events Calendar. The main content area has a heading 'Get involved, take a stand, and make a difference!' and a paragraph about the event's history. Below this is a section titled 'Why do you walk or run?' with two quotes. On the right side, there is a 'Find a Participant or Team' section with input fields for First Name and Last Name. Below this is a 'Participate' section with three buttons: 'Click here to form a team' (circled in red), 'Click here to join an existing team', and 'Click here to register as an individual'. At the bottom right, there is a 'Campaign Progress' section showing 13% of goal and \$138,171 raised.

The screenshot shows the 'Returning Hope in Motion Participant or User Login' page. It has a heading 'Returning Hope in Motion Participant or User Login' and a subheading 'New Participant'. Below the subheading is a button 'Join as a New Participant' which is circled in red. To the right of this button is a 'Returning Participant' section with input fields for User Name and Password, and a 'Log In' button. At the bottom of the page, there is a 'Contact Us or Mail Donations to:' section with social media icons.

2. If you are new and do not have a username or password set up, click on the "Join as a New Participant". If you are a returning participant, login under "Returning Participant." You may need to click on "Email me my login information" if you participated last year.

3. Type in your Team Name and 'Fundraising Goal' for your team. Click Next Step

The screenshot shows the 'Create a New Team' page. It has a heading 'Create a New Team' and a subheading 'Returning users, log in first!'. Below this is a 'Team Name' input field with the text 'TEST' and a 'Team Fundraising Goal' input field with the text '\$500.00'. Below these fields is a 'Next Step' button. At the bottom of the page, there is a 'Contact Us or Mail Donations to:' section with social media icons.

Registration Summary

You have configured 1 registration.

Participant Type	Amount
Adult 10K Runner	\$50.00
Extra Gift:	\$0.00
Participant Total:	\$50.00

The current total cost is: **\$0.00**

Buttons: Cancel, Register 1 entry Member, **Complete Registration** (circled in red)

Contact Us or Mail Donations to:
 Stamford Hospital Foundation
 1201 Washington Blvd., Suite 200
 Stamford, CT 06904

Suggested Fund: \$500.00

Donation amount:

Buttons: Previous Step, Next Step

4. Select the Registration Type that appeals to you
5. Enter in a "Suggested Fundraising Goal"
6. If you would also like to donate to your own page, input an amount under "Donation amount"
7. Click "Next Step"

8. Under the "Participant Center Access Information", create a username and password that you will use to log in to your Participant Center to make changes to your Personal Page as well as send emails to your contacts. **Make sure to save this information!**
9. Under "Additional Information", select your shirt size and the day you will pick it up. Select the appropriate response to the next two questions
10. Click "Next Step."

Participant Center Access Information

* User Name:
 5 to 60 characters

* Password:
 5 to 20 characters

* Repeat Password:

Additional Information

1. What is your t-shirt size?
☐ Small
☐ Medium
☐ Large
☐ Extra Large
☐ 2 Extra Large
☐ Youth Large
☐ Saturday t-shirt pick-up
☐ Sunday t-shirt pick-up

2. Are you a survivor?
 Please select response ▾

3. Are you a Stamford Hospital Employee?
 Please select response ▾

Buttons: Previous Step, **Next Step** (circled in green)

particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,

3. I, intending to be legally bound, KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES, and assume full responsibility for my participation; and,

4. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself or the minor child from participation and bring such hazard to the attention of the nearest official immediately; and,

5. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin or for the minor child on behalf of his or her heirs, assigns, personal representatives and next of kin,

HEREBY RELEASE, [INDEMNIFY AND HOLD HARMLESS] STAMFORD HEALTH SYSTEM, STAMFORD HOSPITAL FOUNDATION AND THE CITY OF STAMFORD, and these entities' officers, officials, agents and/or employees, as well as other participants, sponsors, advertisers, volunteers, suppliers/vendors, and, if applicable, owners and lessees of premises used to conduct the event ("Releasees"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH or loss or damage to person or property, WHETHER OR NOT ARISING FROM THE NEGLIGENCE OF THE RELEASEES, resulting from participation in Hope in Motion events, to the fullest extent permitted by law; and,

6. This provision only applies to parents or guardians of any minor under the age of 14 who will be participating in the event; I, as parent or legal guardian of the minor participant under the age of 14, agree to participate alongside said minor for the duration of the course, and, if I am not participating in the event, I agree to have another qualified adult participate alongside said minor for the duration of the course; and,

7. I consent that any photographs and/or video taken by photographers/film crews shall remain the property of Stamford Hospital Foundation and grant permission for use of my name and/or picture or the minor participant's name and/or picture for the purpose of advertising, publicity, in-house publications, promotions or any other legitimate account of these events.

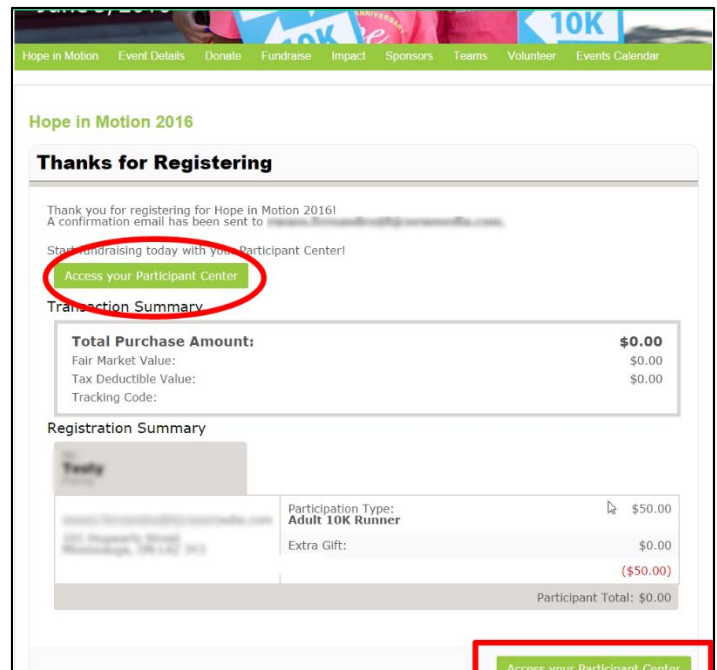
I HAVE READ THIS RELEASE OF LIABILITY, ASSUMPTION OF RISK, INDEMNITY AND CONSENT FORM, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS FORM, AND DO SO FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

☒ I agree with the terms and conditions above.

Buttons: Cancel, **Next Step** (circled in red)

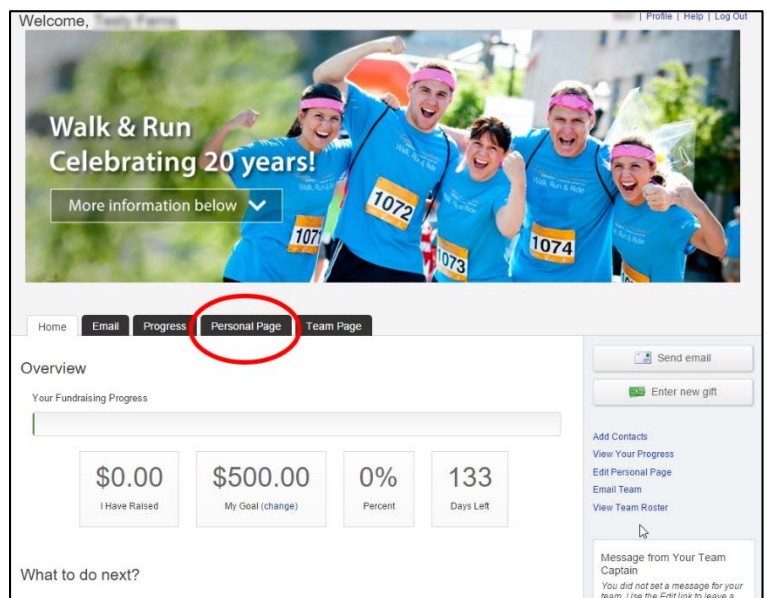
11. You will then be taken to the "Terms and Conditions". Kindly read the conditions and then select the "I agree with the terms" checkbox.
12. Click "Next Step."
13. Under the "Registration Summary", check the information to make sure the information and total cost is accurate. If correct, Click "Complete Registration."

14. On the “Thanks for Registering Page” you have the option to access your Participant Center”. Click on either of the two buttons at the front or bottom of the page.
15. You now have registered and accessed your Participant Center!



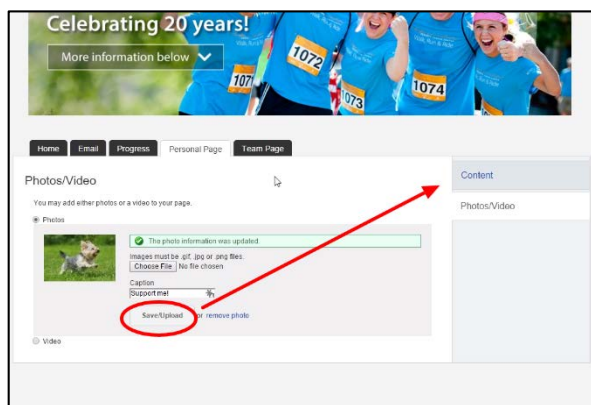
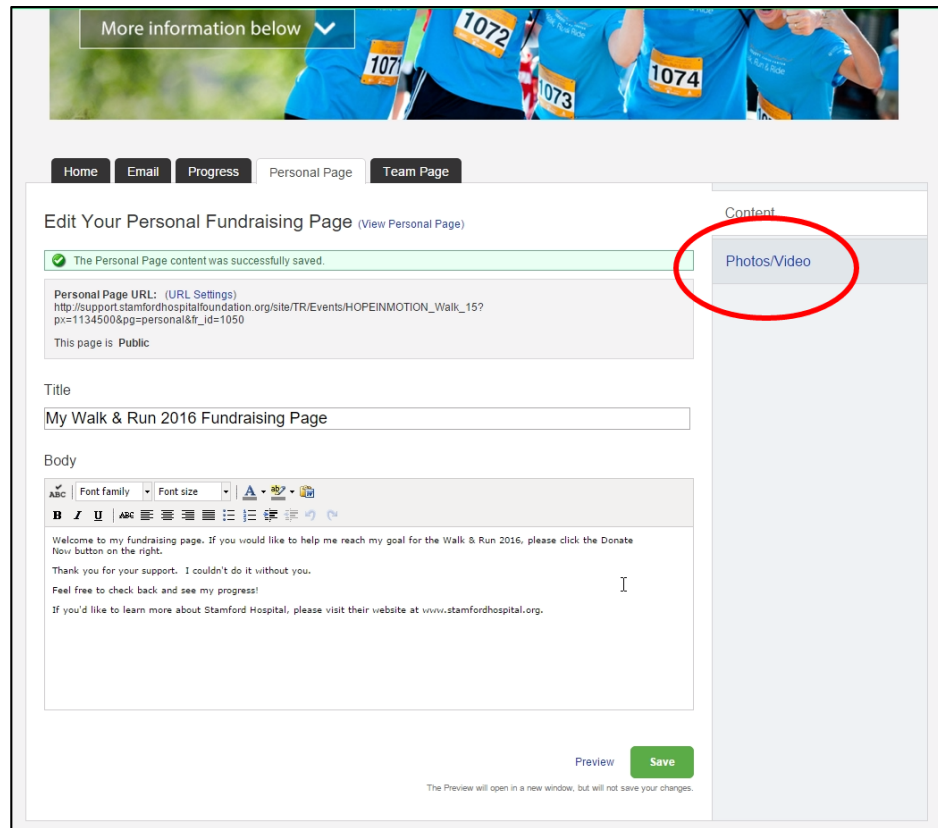
How do I set up my personal page?

1. Once on the Participant Center, click on the “Personal Page” tab.
2. Here you will have the ability to customize the content that will be displayed on your Personal page. Customize the “Title” and “Body” accordingly
3. Once finished, click “Save”
4. You’ve updated your personal page!
5. Once finished, click “Save”



How do I update my personal page photo?

1. From your Participant Center, click Personal Page.
2. Click on the “Photos/Video” at the top right of the page.
3. This is the place to upload a Profile Picture or a Video to your Personal Page.



4. Click on “Choose File” to find and select the image required.
5. Click “Save/Upload” to upload and save the image.
6. Likewise, if you would like to upload a video, click on the “Video” button and follow the same process. Make sure to click “Save.”
6. Click on “Content” to go back to your Personal Page and preview it.

How do I connect with my social media platforms?

1. Login to your Participant Center
2. In the left hand column, you will see a Facebook, Twitter, and Google + Icon. Click on the one you'd like to utilize.

Welcome, Testy Ferns

TEST | Profile | Help | Log Out

Walk & Run Celebrating 20 years!

More information below

Home | Email | Progress | Personal Page | Team Page

Overview

Your Fundraising Progress

\$0.00 I Have Raised | \$500.00 My Goal (change) | 0% Percent | 132 Days Left

What to do next?

- ✓ Set up your Personal Page
Customize your Personal Page with a story about why you are raising funds for this cause.
- ✓ Add Contacts to Your Address Book
Add contacts to email from your personal Address Book on our site.
- ✓ Send an Email
Ask your friends and family to support your fundraising effort.
- 4 Thank your Donors
Thank your donors!
- 5 Set up your Personal Page
Your last Personal Page update was 1 day ago. Consider updating it now with new information.
- 6 Set a Goal
You have reached 0% of your goal. Can you set a higher goal?
- 7 Reach Out
You have 10 contacts that you have not emailed. Consider contacting them about your fundraising effort.

Recent Activity




Date	Activity	Description	Additional Info
Jan 26	Message	Sent messages to Eivans Fernandes, ewans.fernandes@njnewsmedia.com	
Jan 25	Recruit	You joined Hope in Motion 2016	

Send email

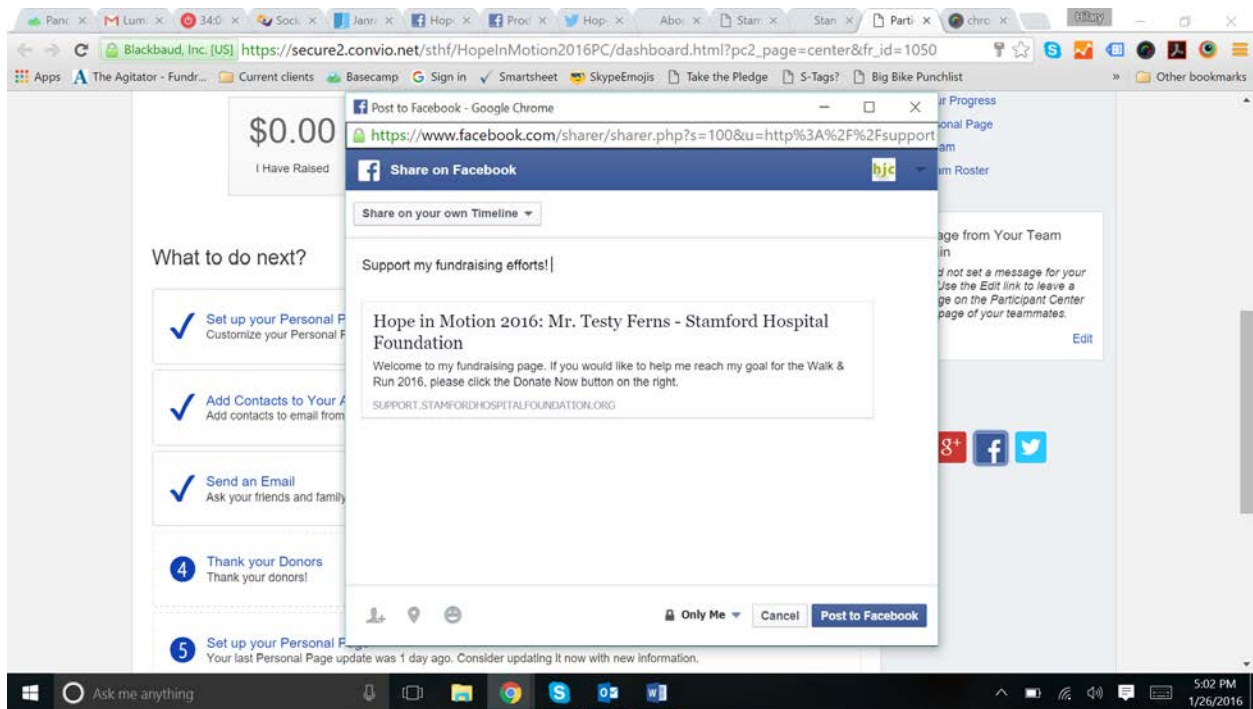
Enter new gift

Add Contacts
View Your Progress
Edit Personal Page
Email Team
View Team Roster

Message from Your Team Captain
You did not set a message for your team. Use the Edit link to leave a message on the Participant Center Home page of your teammates. [Edit](#)

0   

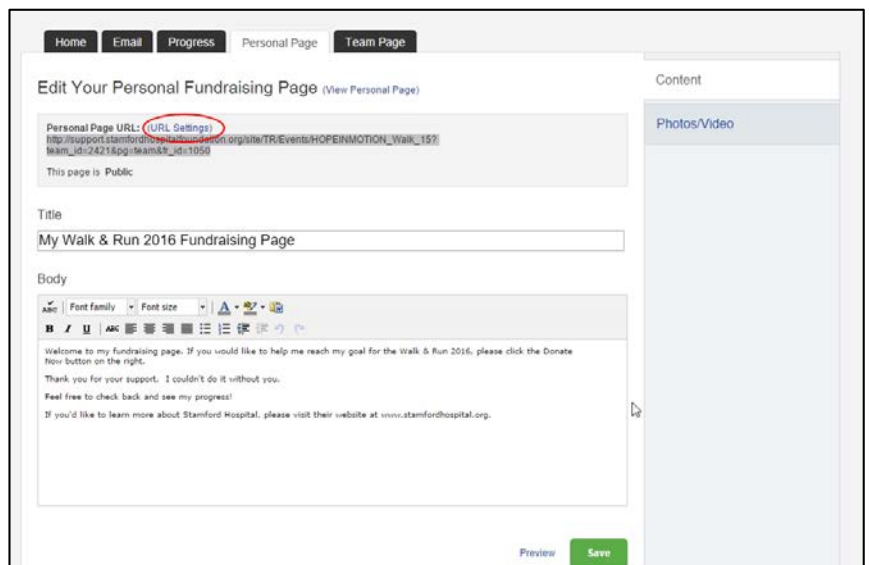
3. Type in the message that you would like to share:



4. Click "Post to Facebook."
5. You've not shared your personal page!

How do I create a 'friendly URL' for my page?

1. Go to the personal page tab.
2. At the top of the page, you will see "Personal Page URL"
3. Click on "URL Settings."



Walk & Run
Celebrating 20 years!

More information below

Home Email Progress Personal Page Team Page

Edit Your Personal Fundraising Page (View Personal Page)

Personal Page URL:

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

Cancel Save

Title
My Walk & Run 2016 Fundraising Page

Body

Welcome to my fundraising page. If you would like to help me reach my goal for the Walk & Run 2016, please click the Donate Now button on the right.

Thank you for your support. I couldn't do it without you.

Feel free to check back and see my progress!

If you'd like to learn more about Stamford Hospital, please visit their website at www.stamfordhospital.org.

Preview

4. You can customize/shorten the URL link of your Personal Page.

5. A best practice is to customize your URL link with your Name.

6. Once done, click the grey "Save" button.

7. The URL link to your Personal page has now been customized

Home Email Progress Personal Page Team Page

Edit Your Personal Fundraising Page (View Personal Page)

The shortcut was successfully updated.

The privacy setting was successfully updated.

Personal Page URL: (URL Settings)
<http://support.stamfordhospitalfoundation.org/goto/TEST>

This page is Public

Title
My Walk & Run 2016 Fundraising Page

Body

Welcome to my fundraising page. If you would like to help me reach my goal for the Walk & Run 2016, please click the Donate Now button on the right.

Thank you for your support. I couldn't do it without you.

Feel free to check back and see my progress!

If you'd like to learn more about Stamford Hospital, please visit their website at www.stamfordhospital.org.

Preview Save

How do I send an email? How do I upload my contacts?

1. Click on the "Email" tab or "Send email" from your Home page of the Participant Center.

Home Email Progress Personal Page Team Page

Overview

Your Fundraising Progress

\$0.00 I Have Raised

\$500.00 My Goal (change)

0% Percent

133 Days Left

What to do next?

Set up your Personal Page
Customize your Personal Page with a story about why you are raising funds for this cause.

Send email

Enter new gift

Add Contacts
View Your Progress
Edit Personal Page
Email Team
View Team Roster
Manage Your Display Name

Message from Your Team Captain
You did not set a message for your team. Use the Edit link to leave a message on the Participant Center Home page of your teammates.

Edit

2. Based on the type of email you wish to send, select the relevant template.
3. Click “Next.”
4. Here you can personalize the email (Subject and Body) accordingly
5. Once finished, click “Next”

Home | Email | Progress | Personal Page | Team Page

Compose Message

✓ Configure | ✓ Compose | ③ Set Recipients | ④ Preview & Send

Select Email Template

- Thank You (1)
- Recruiting (4)
- Solicitation (1)**
 - * Corporate Fundraising Email (Preview)
- Other (1)

Save as draft | Save as template | Preview | **Next**

Home | Email | Progress | Personal Page | Team Page

Compose Message

✓ Configure | ✓ Compose | ③ Set Recipients | ④ Preview & Send

Subject: Join my team!

☐ Include personalized greeting (Placeholder)

Dear [NAME],

I am reaching out to you, my fellow co-workers, to join our [COMPANY TEAM NAME] team in support of Hope in Motion, the fundraising arm of the Burnett Cancer Center at Stanford Hospital. We will be walking and running alongside thousands of others on the streets of downtown Stanford on Sunday, June 5, 2016 to show our support for area cancer patients. I am proud to say that 100% of the funds raised go directly to sustain programs and services that directly impact the patients and their families. Nutritional counseling, massage therapy and patient transportation are just a few of these important programs.

I hope you will join me in this important endeavor by visiting the website www.hopemovement.org and joining our team [INSERT TEAM NAME].

Your team captain,

Current layout: H3M General Stationary

Save as draft | Save as template | Preview | **Next**

Home | Email | Progress | Personal Page | Team Page

Compose Message

✓ Configure | ✓ Compose | ③ Set Recipients | ④ Preview & Send

Add Contact | **Import Contacts**

Available Contacts

Contacts | Search

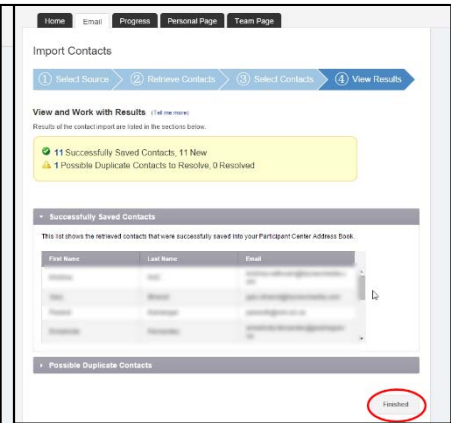
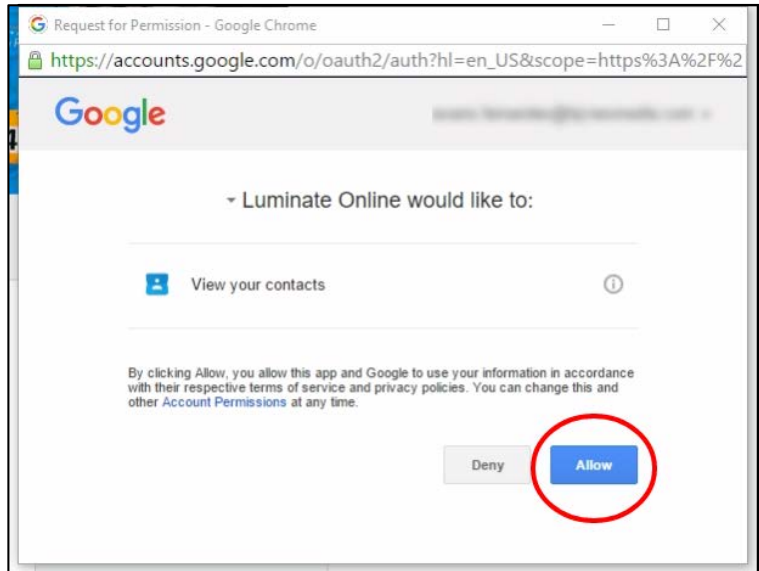
Name	Email

Recipient List

Name	Email	Actions

Save as draft | Save as template | Preview | Next

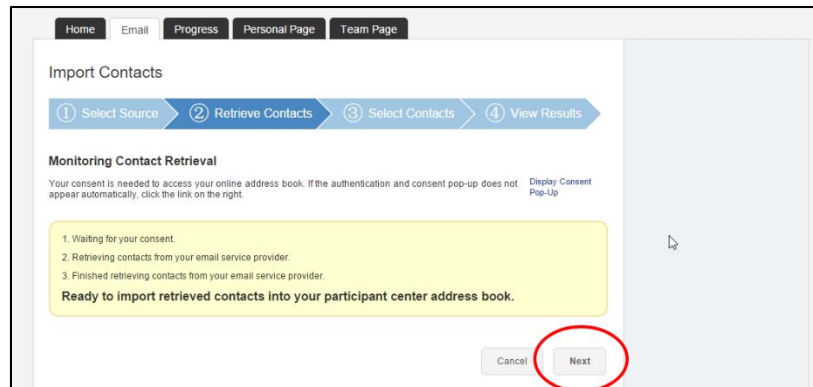
6. Here you can choose between manually entering one contact (“Add Contact”) or importing a list of contacts from your personal email (“Import Contacts”).
7. To import, click on the “Import Contacts” button.



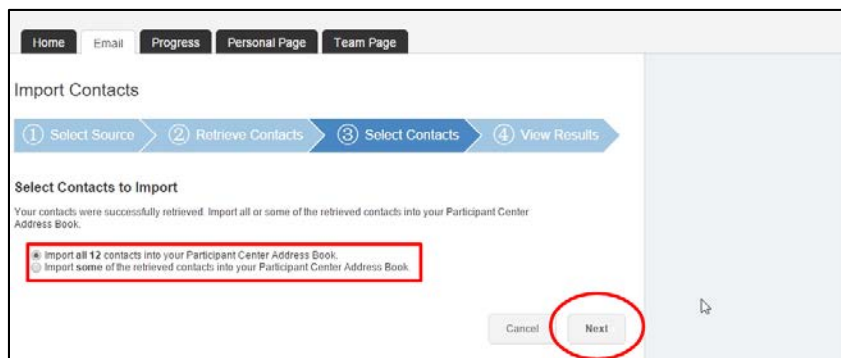
8. Here, you have the choice to import either your Gmail or Yahoo mail contacts.
9. Click "Next."

10. A notification will pop-up asking to view your contacts. Click "Allow"

11. Once successfully imported, the message will say Ready to Import.
12. Click "Next"



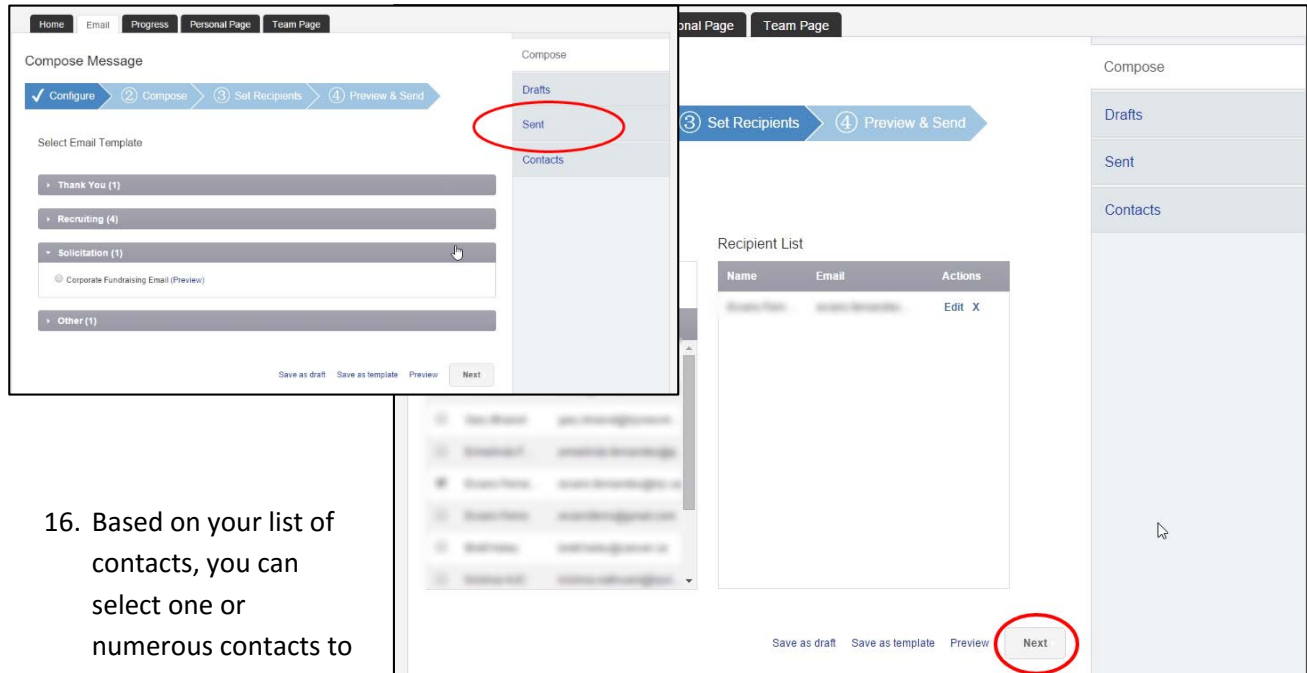
13. Based on your list of contacts, this process may



take a few minutes

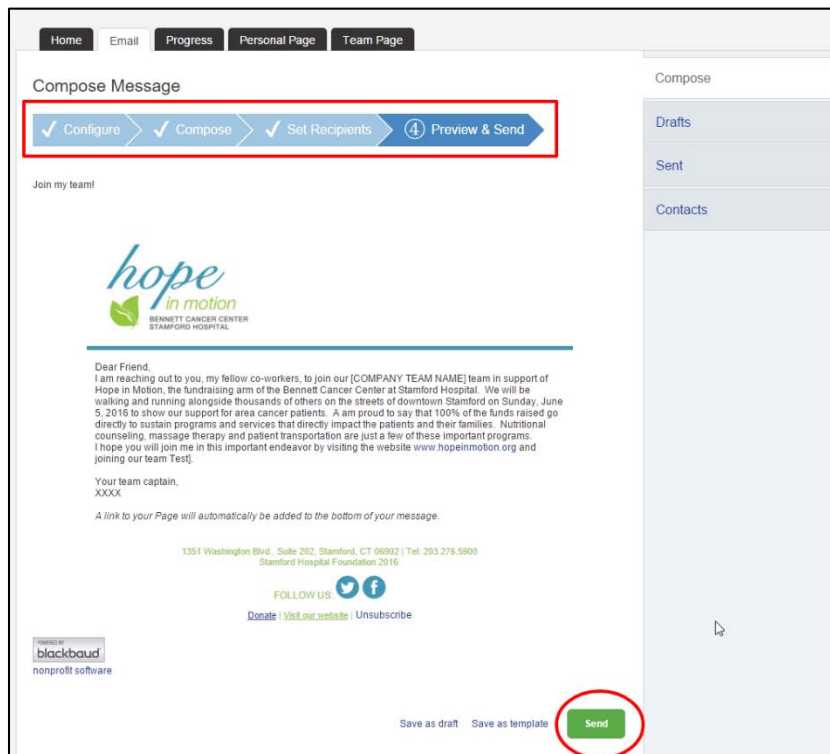
14. You can choose to import all or some of your contacts. Once picked, click "Next"

15. A list with all your contacts will be shown. Click "Finished"



16. Based on your list of contacts, you can select one or numerous contacts to email.

17. Once selected, click “Next.”

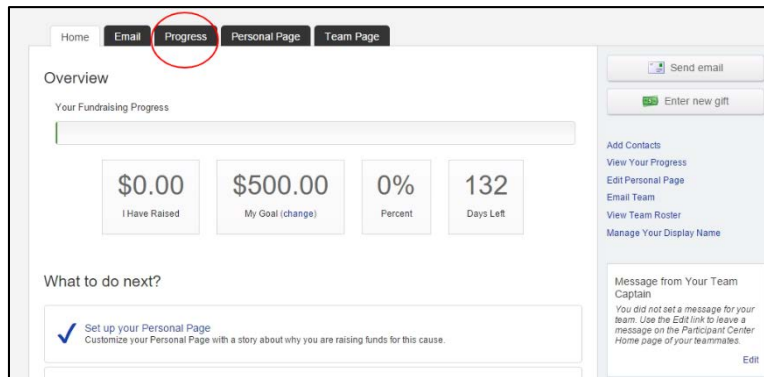


18. You can preview your email here. If you would like to make edits, click on the “✓Compose” on the top which will then take you to the customize email template.

19. If you are satisfied with your email, click “Send.”

20. You can view your sent emails by clicking on the “Sent” button located on the right

How do I run reports to get my team stats?



1. On the home page of your Participant Center, click on the "Progress" tab.

1. Click on the "Team" button to view your Team's progress
2. Click on the "Team" button to view your Team's progress
3. To download your team's statistics, click on the "Download team statistics" link at the bottom of the page. An excel document will be exported to your computer.
4. Click on the "Team" button to view your Team's progress
5. To download your team's statistics, click on the "Download team statistics" link at the bottom of the page. An excel document will be exported to your computer.

