

# Friends for Life! Walk

## PARTICIPANT GUIDE

### GUIDE CONTENTS

How to login	2
Participant Centre	3
Personalization	4
Walk Teams	7
Send an Email	9
Offline Gifts	13



**FRIENDS**  
FOR LIFE! WALK™



# Login to your Participant Centre

- \* The Participant Centre is your ultimate resource centre where you can access all the tools you need:
  - \* Your fundraising page
  - \* Email templates for solicitation
  - \* Tips and tricks for fundraising
  - \* Donation history
  - \* Offline gifts
  - \* Team information

**Step 1:** log in by visiting [www.friendsforlifewalk.ca](http://www.friendsforlifewalk.ca) using your username and password

Login using: [f](#) [G](#) [t](#) [w](#) [i](#) [n](#) [k](#) [i](#) [n](#) [g](#) [i](#) [n](#) [g](#) [?](#) [Forgot Password?](#)

[About Us](#)

[Why Walk?](#)



**FRIENDS**  
FOR LIFE! WALK™

[Get Involved](#)

[Resources](#)



# Participant Centre

**Step 2:** If you are registered for multiple events with us, the below will show up. Please choose the Friends for Life! Walk to proceed to your Participant Centre

The screenshot shows the website's navigation bar with links for "About Us", "Why Walk?", "Get Involved", and "Resources". The "FRIENDS FOR LIFE! WALK" logo is centered. Below the navigation, the heading "My Personal Fundraising Centre" is displayed. A message states: "Please select a TeamRaiser event before visiting your participant center. You are registered for these events:". A table lists two events: "2018 Cupcake Day Ontario SPCA PEAC" (February 26, 2018) and "2018 Friends for Life! Walk", which is highlighted with a red box.

**Step 3:** Explore your Participant Centre and all the features it has!

Click on the buttons on the top menu bar or the listed out items on the page and test out some tools you can use.

## My Personal Fundraising Centre

The screenshot shows the "My Personal Fundraising Centre" dashboard. At the top, a navigation bar includes "Home", "Email", "Progress", and "Personal Page", with "Personal Page" highlighted and boxed in red. The "Overview" section displays fundraising progress with a green bar and four key metrics: "\$300.00 I Have Raised", "\$250.00 My Goal (change)", "100% Percent", and "145 Days Left". Below this is a "What to do next?" section, also boxed in red, containing a list of seven tasks: 1. Set up your Personal Page, 2. Add Contacts to Your Address Book, 3. Send an Email, 4. Thank your Donors, 5. Set up your Personal Page, 6. Set a Goal, and 7. Reach Out. The right sidebar contains options like "Send email", "Enter new gift", and "Add Contacts". At the bottom right, there is a "Company" section with "No Company Association" and an "Edit" button, and social media icons for Facebook and Twitter.



# Personalization

**Step 4:** From your Participant Centre, click on “Personal Page” on the top menu bar or “Set up your personal page” under What do I do next?

## My Personal Fundraising Centre

Home | Email | Progress | **Personal Page**

Overview

Your Fundraising Progress

\$300.00 I Have Raised	\$250.00 My Goal (change)	100% Percent	145 Days Left
---------------------------	------------------------------	-----------------	------------------

What to do next?

**1** 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  
Change Team Membership  
Manage Your Display Name

Company  
No Company Association  
Edit

**Step 5:** Update the content on your Page Title and the content visible on your page to ensure you tell your story of why you are Walking for animals in need.

Make sure to preview your changes and then press the green “Save” button to finalize it!

## My Personal Fundraising Centre

Home | Email | Progress | Personal Page

Edit Your Personal Fundraising Page (View Personal Page)

Personal Page URL: (URL Settings)  
http://support.ontariospca.ca/site/TR/FriendsForLife2017/FriendsForLife?px=1583688&pg=personal&fr\_id=2120  
This page is Public

Title  
Welcome to My Friends for Life! Walk Fundraising Page!

Body

Thank you for visiting my Personal Fundraising Page!  
I am raising funds for the Friends for Life! Walk™ presented by Pedigree in support of SPCA's and Humane Societies across Ontario.  
This event is much more than just a walk in the park, as it raises awareness and urgently-needed funds to support animals that are abused, abandoned, neglected or no longer wanted.  
Please make a donation today and help me to reach my fundraising goal.  
Together, we can improve Animal Welfare for animals everywhere!

Preview Save

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



# Personalization

**Step 6:** Not only can you personalize the content on your page, you can also add a new photo!

First, click on Photo/Video on the right hand side of the page.

Then, upload your photo and provide it a caption by choosing a file compatible with your system. Then press Save/Upload!

## My Personal Fundraising Centre

1.

Home | Email | Progress | Personal Page

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

Personal Page URL: (URL Settings)  
[http://support.ontariospca.ca/site/TR/FriendsforLife2017/FriendsForLife?px=1583689&pg=personal&fr\\_id=2120](http://support.ontariospca.ca/site/TR/FriendsforLife2017/FriendsForLife?px=1583689&pg=personal&fr_id=2120)  
This page is Public

Title  
Welcome to My Friends for Life! Walk Fundraising Page!

Content  
Photos/Video

2.

## My Personal Fundraising Centre

Home | Email | Progress | Personal Page

Photos/Video

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

Photos

Images must be .gif, .jpg or .png files.  
Choose file | No file chosen

Caption

Save/Upload or remove photo

Content  
Photos/Video



# Personalization

**Step 7:** You can also create your own personal URL to make it easier for you to send it out to your family, friends, coworkers etc. to donate to your page!

First, click on (URL Settings) beside **Personal Page URL**

Then, type in what you would like the end of the link to say for your page. Don't forget to click save once you are ready!

Please note: you can make your URL public or private – making your URL private will only allow the individuals you send the link to, to access your page.

## 1.

### My Personal Fundraising Centre

Home | Email | Progress | Personal Page

Edit Your Personal Fundraising Page (View Personal Page)

Personal Page URL: (URL Settings)

[http://support.ontariospca.ca/site/11/R/FriendsForLife2017/FriendsForLife?px=1583689&pg=personal&fr\\_id=2120](http://support.ontariospca.ca/site/11/R/FriendsForLife2017/FriendsForLife?px=1583689&pg=personal&fr_id=2120)

This page is Public

## 2.

### My Personal Fundraising Centre

Home | Email | Progress | Personal Page

Edit Your Personal Fundraising Page (View Personal Page)

Personal Page URL: ()

<http://support.ontariospca.ca/goto/>

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



# Join or Create a Team

**Step 8:** From your Participant Centre, you can join a team!

Click on “Change Team Membership” on the right hand side of the page.

Search for a team by typing in the Team Name, Company Name or Team Captain’s First or Last name and then press on “Search”.

Click on the team once it pops up and you have now joined their team!

## My Personal Fundraising Centre

Home Email Progress Personal Page

Overview

Your Fundraising Progress

\$300.00 I Have Raised

\$250.00 My Goal (change)

100% Percent

145 Days Left

Send email

Enter new gift

Add Contacts

View Your Progress

Edit Personal Page

**Change Team Membership**

Manage Your Display Name

## My Personal Fundraising Centre

Home Email Progress Personal Page

Change Team Membership

I want to:

Join a team

**Search for team**

Enter information into one or more of the inputs then press the Search button.

Team Name:

Team Company:

Captain's First Name:

Captain's Last Name:

Cancel Search



# Team Captain Tools



## Are you a team captain? Here are some useful tools for you!

Whether you are a Family, Friend or Corporate Team, your next step will be to start recruiting! Below are some tips and tricks to help you build your purr-fect team:

- \* Create a list of names of people you know to invite to join your walk team.
- \* Communicate! Let people know the Friends for Life! Walk is important to you and they can help put an end to animal cruelty in Ontario by participating with you! Your Online Participant Centre offers great tools to share information with this group including an email that has a link to join your team.
- \* Encourage all members on your team to register online.
- \* Set a goal – how much do you plan to fundraise? Be sure to aim high. Donors will be motivated to support your team's success.
- \* Promote your team's fundraising page through online social networks such as Facebook or Twitter. This can help your team recruit new members and accelerate your fundraising success
- \* Most importantly, have fun! This is a great opportunity to spend some time with loved ones or colleagues, to raise funds for a great cause and enjoy every step along the way!

Remember that when you ask someone for a donation to a cause, you are giving them an opportunity to be a part of the solution to a cause you care deeply about!

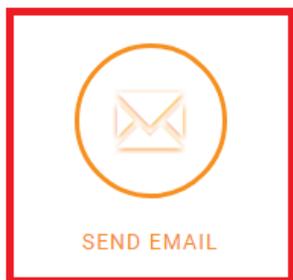


# Send an Email

**Step 9:** Your Participant Centre has the great feature of sending out solicitation and thank you emails! We have versions drafted already for you but if you would like to write your own, you have that option too!

Invite your friends to join you in the Walk and thank them after through this feature in your Participant Centre.

First, click on “Send an email” in your Participant Centre.



# Send an Email

Next, choose what type of email you would like to send:

The screenshot shows an email composition interface. At the top, there is a dark grey header with a home icon, a back arrow, and the text "Email". Below this is a white area with the text "Compose Message". A progress bar consists of four steps: "CONFIGURE" (underlined), "COMPOSE", "SET RECIPIENTS", and "PREVIEW & SEND", each with a right-pointing arrow. Below the progress bar is the section "Select Email Template". This section has a white background and contains three expandable categories: "Thank You (1)" (highlighted in orange), "Solicitation (1)" (grey), and "Other (1)" (grey). Under "Thank You (1)", there is a radio button and the text "Thank you for Supporting me in the Friends for Life! Walk (Preview)". At the bottom right, there are four buttons: "Save as draft", "Save as template", "Preview", and "Next" (highlighted in orange).

🏠 < Email

Compose Message

CONFIGURE ▶ COMPOSE ▶ SET RECIPIENTS ▶ PREVIEW & SEND

### Select Email Template

- ▾ Thank You (1)
  - Thank you for Supporting me in the Friends for Life! Walk (Preview)
- Solicitation (1)
- Other (1)

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



# Send an Email

Add your recipients by clicking on add contact or import contacts. Once your list of emails is complete and transferred over to the recipient list, click next.

Preview your email and then press send!

[Add Contact](#) [Import Contacts](#)

## Available Contacts

Contacts ▾

Search

Name	Email
------	-------

## Recipient List

Name	Email	Actions
------	-------	---------

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

[Next](#)

# Offline Gifts

**Step 10:** For any gifts you would like to enter from cash or credit card donations you received through your fundraising, you can enter these gifts from your Participant Centre!

Hover over the progress button at the bottom of the page. “Enter Gift will appear above it, click on Enter Gift.

My Progress

\$300.00 / \$250.00

100% Complete



SEND EMAIL



UPDATE YOUR  
PERSONAL PAGE



UPDATE  
YOUR GOAL

Welcome to your Participant Centre, Vanessa!



HOME



EMAIL



PROGRESS



PERSONAL  
PAGE



EDIT  
PROFILE



# Offline Gifts

Fill out the information on the page and click “Add” or “Save and Add Another” if you have multiple gifts.

Enter New Gift

Enter the details for a gift that someone gave you or promised to give you. Note: tax receipts will only be issued for donations of \$10 or greater, from donors with a complete mailing address. Please DO NOT use your mailing address or email address as the donor's information - this will result in processing errors.

\*First Name

\*Last Name

Email

Additional gift entry fields

\*Amount

\*Payment Type

- Cash
- \*Cheque
- Credit

Cancel

Add

Save and Add Another

