

# Sweat FOR PETS

## PARTICIPANT GUIDE

### GUIDE CONTENTS

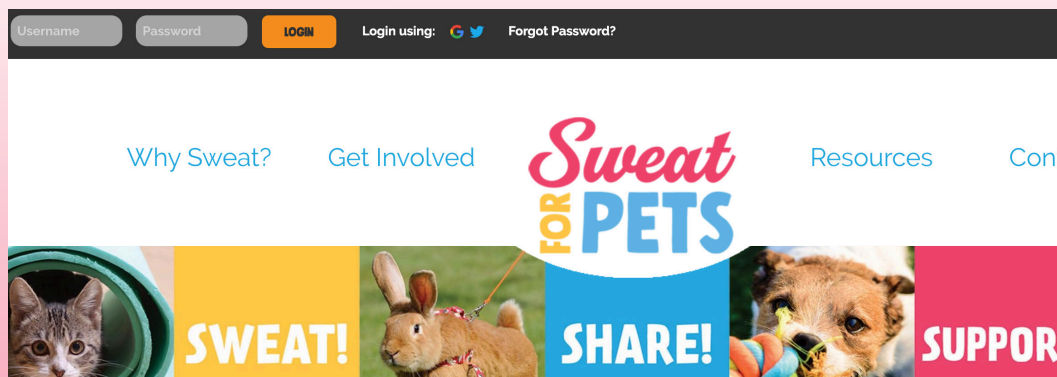
How to login .....	2
Participant Centre .....	3
Personalization .....	4
Walk Teams .....	7
Send an Email .....	9
Offline Gifts .....	13

# 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 [sweatforpets.ca](https://sweatforpets.ca) using your username and password



# How to Enable Challenge Badges on your Personal Fundraising Page:

Once logged in to your participant centre, you can update your Registration questions to enable the challenge badges:

Send email

Enter new gift

[Add Contacts](#)

[View Your Progress](#)

[Edit Personal Page](#)

[Update Question Responses](#)

[Change Team Membership](#)

[Manage Your Display Name](#)

**Company**

No Company Association

[Edit](#)

0

Home Email Progress **Personal Page**

### Edit Survey Responses

1. Have you completed your first challenge yet?

2. Have you completed 5 challenges?

3. Have you completed 10 challenges?

[Cancel](#) [Save](#)

**Survey Responses**

0

# PARTICIPANT CENTRE

**Step 2:** If you are registered for multiple events with us, please choose the Sweat for Pets to proceed to your Participant Centre.

**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, there is a navigation bar with links: Home, Email, Progress, and Personal Page. The 'Personal Page' link is highlighted with a red box. Below the navigation bar, the 'Overview' section displays 'Your Fundraising Progress' with a green progress bar. Below the bar, there are four boxes showing: '\$300.00 I Have Raised', '\$250.00 My Goal (change)', '100% Percent', and '145 Days Left'. To the right of the progress bar, there are buttons for 'Send email' and 'Enter new gift'. Below these buttons, there are links for 'Add Contacts', 'View Your Progress', 'Edit Personal Page', and 'Change Team Membership'. Further down, there is a 'Company' section showing 'No Company Association' with an 'Edit' button. At the bottom, there is a 'What to do next?' section with a list of tasks: 1. Set up your Personal Page, 2. Add Contacts to Your Address Book (checked), 3. Send an Email, 4. Thank your Donors, 5. Set up your Personal Page, 6. Set a Goal, and 7. Reach Out. The 'What to do next?' section is highlighted with a red box.

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

Company

No Company Association

Edit

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.
- 2 Add Contacts to Your Address Book  
Add contacts to email from your personal Address Book on our site.
- 3 Send an Email  
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
- 4 Thank your Donors  
You have 2 unthanked donations. Thank your donors!
- 5 Set up your Personal Page  
Your last Personal Page update was 4 days ago. Consider updating it now with new information.
- 6 Set a Goal  
You have reached 100% of your goal. Can you set a higher goal?
- 7 Reach Out  
You have 7 contacts that you have not emailed. Consider contacting them about your fundraising effort.

# 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?

**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.

## 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

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

Title

Welcome to my Sweat for Pets Page

Body

Font family | Font size | [Rich Text Editor Icons]

I am getting active with the Ontario SPCA and Humane Society this summer, by participating in Sweat for Pets, a virtual fundraiser raising money for animals in need across Ontario. As you know, animals are a cause I am very passionate about and I hope you will support me in reaching my fundraising goal, by making a donation to my personal page.

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!

## Photos/Video

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

☒ Photos



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

No file chosen

Caption

or [remove photo](#)

☐ 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 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.

[Home](#)[Email](#)[Progress](#)[Personal Page](#)

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

Personal Page URL: ([URL Settings](#))

[http://support.ontariospca.ca/site/TR/SweatforPets/SweatforPets?px=1785540&pg=personal&fr\\_id=2470](http://support.ontariospca.ca/site/TR/SweatforPets/SweatforPets?px=1785540&pg=personal&fr_id=2470)

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

**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 team.**
- **Communicate! Let people know Sweat for Pets is important to you and they can help animals in need 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 and thank them after through this feature in your Participant Centre.

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



SEND EMAIL



UPDATE YOUR  
PERSONAL PAGE



UPDATE  
YOUR GOAL

# SEND AN EMAIL

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



## Select Email Template

- ▶ Thank You (1)
- ▶ Solicitation (1)
- ▼ Other (1)
  - ☐ Blank Message ([Preview](#))

[Save as draft](#)

[Save as template](#)

[Preview](#)

[Next](#)

Compose

Drafts

Sent

Contacts

## SEND AN EMAIL

**Then, edit your subject line and text you would like to include in your messaging. Ensure you click on “Include Personalized Greeting” so your name will appear at the end of your message.**

## Compose Message



**Subject:**

☐ Include personalized greeting ([What's this?](#))

✓  
ABC

Font family

Font size

AabW

**B**

*I*

U

ABC

▼ **Current layout:** Sweat for Your Pet - Autoresponder 2020 RESPONSIVE (done selecting)

# 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!

The screenshot displays a web interface for sending emails. At the top, there are two orange buttons: 'Add Contact' and 'Import Contacts', which are highlighted with a red rectangular box. Below these buttons, the interface is split into two main sections. The left section, titled 'Available Contacts' in orange, contains a dropdown menu labeled 'Contacts', a search input field, and a table with columns 'Name' and 'Email'. The right section, titled 'Recipient List' in orange, contains a table with columns 'Name', 'Email', and 'Actions'. At the bottom of the interface, there are four links: 'Save as draft', 'Save as template', 'Preview', and 'Next'. The 'Next' button is highlighted with a red rectangular box.

Available Contacts	
Name	Email

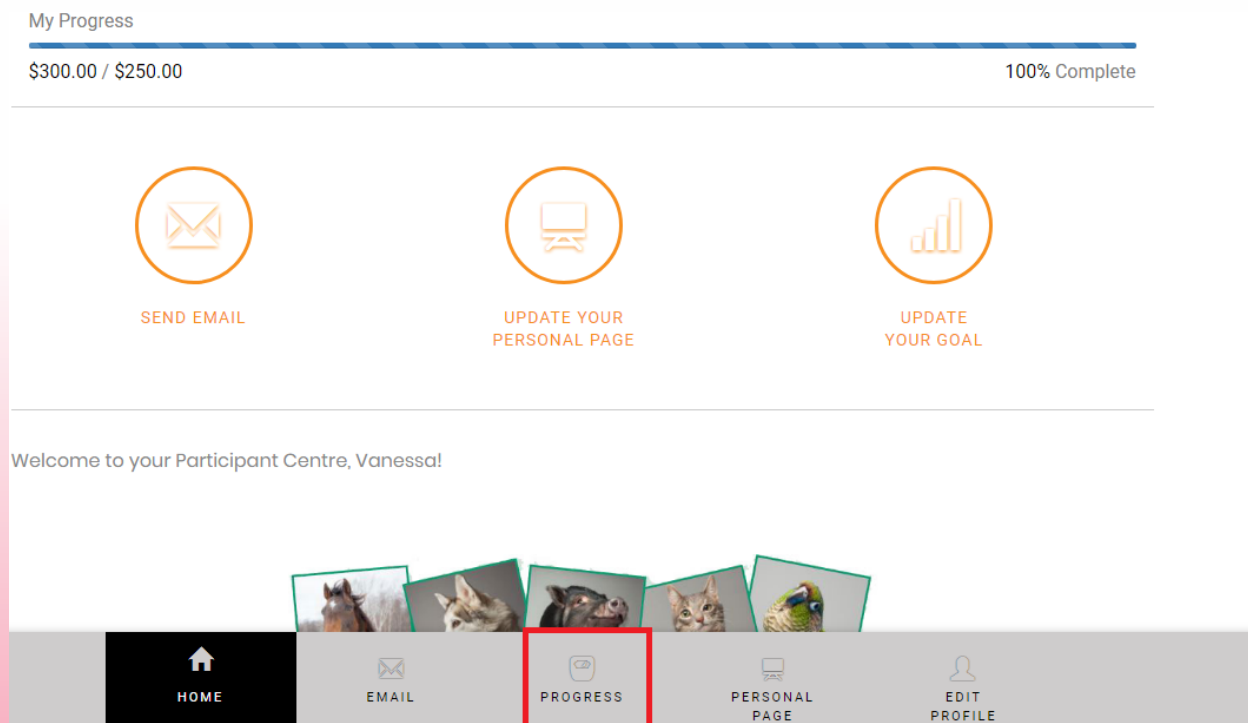
Recipient List		
Name	Email	Actions

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.



# 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