

## How to Access Participant Center Guide

### What is the Participant Center?

The Participant Center is the online portal where you can check your fundraising progress, send email solicitations and thank you's, and update your Personal Fundraising Web Page.

On your Personal Fundraising Web Page, you can share your personal story, add a photo or a link to a YouTube video, and even add a blog. Then, you can share your webpage address with family and friends asking them to join you at the event or support your fundraising effort through a generous gift. For our team captains, the Participant Center is a great place to send encouragement to your team members by emailing them reminder emails and best practices as the event date draws closer.

### Logging In From the Main Website

Step-1 Visit your event's main website: <http://events.curechildhoodcancer.org/ctam2018>

2018 Lendmark CLIMB TO A MILLION

EVENT HOME ABOUT DONATE SPONSORS CONTACT

LOGIN

Join us REGISTER INDIVIDUAL

START A TEAM  
*become a team captain*

JOIN A TEAM  
*Raise Funds Together*

REGISTER  
*as an individual*

DONATE  
*to make a difference*

### SEARCH PARTICIPANTS

First Name

Last Name

### Lendmark Climb to a Million

#### What is Lendmark Climb to a Million?

Lendmark Financial has committed to raise \$500,000 and to walk 5 million steps

#### CAMPAIGN PROGRESS

0% of Goal \$500,000.00 Raised \$0

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**STEP 2-** Click on the LOGIN Button and Enter your username and password in the login pop-up box

The screenshot shows the website's header with a navigation menu: EVENT HOME, ABOUT, DONATE, SPONSORS, CONTACT. A red box highlights the LOGIN button in the top right corner, with two red arrows pointing to it. Below the header is a large banner image of two children on a track. A red button labeled 'Join us REGISTER INDIVIDUAL' is overlaid on the image. Below the banner is a row of four buttons: START A TEAM (become a team captain), JOIN A TEAM (Raise Funds Together), REGISTER (as an individual), and DONATE (to make a difference). Below this is a search section for participants with input fields for First Name and Last Name. To the right is a 'What is Lendmark Climb to a Million?' section with a progress bar showing 0% of a \$500,000 goal raised.

**STEP 3-** Once you login, you'll see a welcome message at the top. Then, click "Participant Center."

The screenshot shows the website after login. The user is logged in as 'Janel'. The navigation menu now includes LOG OUT and PARTICIPANT CENTER. The PARTICIPANT CENTER button is highlighted with a red box. The rest of the page content is partially obscured by a grey bar.

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**STEP 4-Viola!** Your Participant Center will open and you can begin to access its features.

The screenshot displays the 'Overview' section of a fundraising participant center. At the top, there are navigation tabs for 'Home', 'Email', 'Progress', 'Personal Page', and 'Team Page', with 'Personal Page' selected. A language dropdown menu is set to 'English (United States)'. The main content area is titled 'Overview' and features a 'Your Fundraising Progress' section with a progress bar and four key metrics: 'I Have Raised' (\$0.00), 'My Goal (change)' (\$0.00), 'Percent' (0%), and 'Days Left' (0). Below this is a 'What to do next?' section with four tasks: 'Set up your Personal Page' (checked), 'Add Contacts to Your Address Book' (checked), 'Send an Email' (checked), and 'Thank your Donors' (4 tasks remaining). On the right side, there are buttons for 'Send email' and 'Enter new gift', a list of links including 'Add Contacts', 'View Your Progress', 'Edit Personal Page', 'Email Team', 'View Team Roster', and 'Check In Online', and a 'Message from Your Team Captain' section with an 'Edit' link. At the bottom right, there are social media icons for Facebook and Twitter.

Please see additional guides for instructions

- **How to Upload a Photo or a Video to your Personal Page**
- **How to Edit Personal/Team Fundraising Page Content**
- **How to Edit Your Unique Web Address**
- **Add your contacts from Yahoo.**  
or
- **Upload other email contacts via CSV file.**