



# ACCEPT THE CHALLENGE



## MY PARTICIPATION CENTER

- Set up your personal web page
- Upload your email address book
- Send emails to solicit donations
- Send emails to thank your donors
- Track emails sent and actions taken
- Track your fundraising progress

## ACCESSING MY PARTICIPATION CENTER

**STEP 1:** From the Bike MS: Valero homepage, select My Participant Center.

**STEP 2:** Enter Username and password to access the center

## SETTING UP YOUR PERSONAL WEB PAGE

**STEP 1:** From My Participant Center select the Personal Page button.

**STEP 2:** Utilize this page to change the template or edit the font and color scheme. To upload photos and change the text for your personal page, select #2 and open the page for editing. Save your changes before you log out.

**STEP 3:** All photo images must be JPEG files smaller than 200KB. To pick a photo from your picture library, click on the browse button to begin your search. After you have selected your photo, click on the upload image button to complete the selection.

**STEP 4:** To edit the text on your personal page, click in the text box and begin typing. After you have made your changes, save them.

## UPLOADING YOUR ADDRESS BOOK

From My Participant Center select the Address Book button. You can upload your address book from Outlook, Yahoo, AOL or a generic CVS file. To search for the file you're adding, select the browse button. Once you have selected the correct file, click on the Upload Now button.

## TRACKING YOUR PROGRESS

From My Participant Center, select the My Progress button.

## SENDING EMAILS

From My Participant Center, select the Email button. From this section of the center you can send emails to potential donors to solicit donations and send thank you emails to those that have already donated. You can use the template emails or draft your own personal message. You can also send emails to teammates.

## TEAM CAPTAINS (for Team Captains only)

**STEP 1:** From My Participant Center, select the My Team button. From this section of the center, you can set up your team's web page, track your team's progress, review and maintain your team roster and email your team members.

**STEP 2:** Utilize this page to edit text and upload pictures to your Team Webpage. All photo images must be JPEG files smaller than 200KB. To pick a photo from your picture library, click on the browse button to begin your search. After you have selected your photo, click on the upload image button to complete the selection. Save your changes before you log out.

**STEP 3:** The Gift Summary and the Team Progress sections provide detailed information and charts regarding your team's fundraising reports. Review them frequently.

**STEP 4:** The Team Roster allows you to maintain a detailed listing of registered team members and their fundraising efforts. From this section you can print your team roster, download the team roster to an outside source and email individuals or the entire team.