



BP MS 150 Participant Center How to Guide



National
Multiple Sclerosis
Society

*Individually we can move.
Together WE'RE A MOVEMENT.*

*Individually we make a difference.
Together WE'RE UNSTOPPABLE!*

Participant Center How to Guide

The overview page of the Participant Center acts as a “landing page” and provides a quick look at your fundraising progress.

At your participant center you can:

- Set up your personal webpage
- Upload email address book
- Send emails to solicit donations and to than your donors
- Track emails sent and actions taken
- Track your fundraising progress
- Access your team information (only team captains have this icon)

Navigation Tools

Your current fundraising progress is readily accessible. Update your fundraising goal by clicking “change” located under the current goal.

The screenshot shows the Participant Center Overview page for 'Team Audrey's Heroes'. At the top, there is a navigation bar with 'HOME', 'EMAIL', 'PROGRESS', 'PERSONAL PAGE', and 'TEAM PAGE'. The 'PROGRESS' tab is active. Below the navigation bar, the 'Overview' section displays fundraising progress: a progress bar, '\$560.00 I HAVE RAISED', '\$3,500.00 MY GOAL (change)', '16% PERCENT', and '131 DAYS LEFT'. A yellow box highlights the 'What to do next?' section with the message: 'You have not sent any messages. You should email your contacts.' Below this, there are several informational sections: 'Welcome to your 2013 BP MS 150 Participant Center', 'Personalize Your Web Page', and 'Start Fundraising Online:'. The 'Start Fundraising Online' section includes a list of tasks and a 'fundraise with facebook' button. A 'Send email' button is located on the right side. At the bottom, there is a section for 'Need to cancel your registration?' and 'Need to change your team or team name?'. Orange callout boxes provide additional context: 'Navigation Tools' points to the top navigation bar; 'Your current fundraising progress is readily accessible...' points to the progress bar and goal; 'Use social media to fundraise' points to the Facebook button; and 'The helpful tips section provides ideas on effectively utilizing your Participant Center' points to the bottom informational section.

Use social media to fundraise

The helpful tips section provides ideas on effectively utilizing your Participant Center



Setting Up Your Personal Webpage

From the Navigation Toolbar, select the Personal Page button. This section is comprised of three sections - content, photos/videos and components.

CONTENT

STEP 1: Utilize the “Content” section to customize your Personal Page text. Add your personal story or motivation for participating in the event or use the stock message. Preview your page and “Save” (at the bottom).

Welcome, Aaron Jacks | Profile | Log Out Team Audrey's Heroes [Help](#)

HOME EMAIL PROGRESS **PERSONAL PAGE** TEAM PAGE

Content [View Personal Page](#)

Personal Page URL and Settings <http://main.nationalmssociety.org/goto/ajax> [Edit](#)
This page is **Public**

Title
2013 BP MS 150 * April 20-21, * Houston to Austin

Body

Font family Font size

B I U ABC [List Icons]

Why I'm Moving Forward

I have a personal connection to MS - my Mom was diagnosed in the 70's. She is using some of the medicines that were developed with the support of considerate donors like you. This year, I will complete my 17th MS150 Tour, and I'd like your help.

Recently, the FDA approved the second oral medication available to treat MS symptoms. There are several more exciting new medications under review, and the money we raise through the bike tours is directly responsible for funding the research that makes these new drugs possible.

In order to remember why I ride, I pledge to personally donate 10 cents for every mile I ride this year (about 4000 miles). I am dedicating my effort to my pedal partner (Mom), the 20,000 Texans, and 400,000 Americans who are living with MS. I firmly believe that there is a cure to Multiple Sclerosis just over the horizon. The money we raise funds local programs and ground-breaking research that are helping to mitigate the symptoms of and halt the progression of multiple sclerosis. It is through the generosity of people like you that a cure will be found, and I hope that within 10 years the MS150 tour will be a celebration tour, not a fundraiser.

Save [Preview](#)

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

Content
[Photos/Video](#)
[Components](#)

STEP 2: Create an easy to remember URL for your Personal Page.

STEP 3: Ensure that your Personal Page is made “Public”. Private pages do not show up on the Team Roster and are not easily accessible for donors.

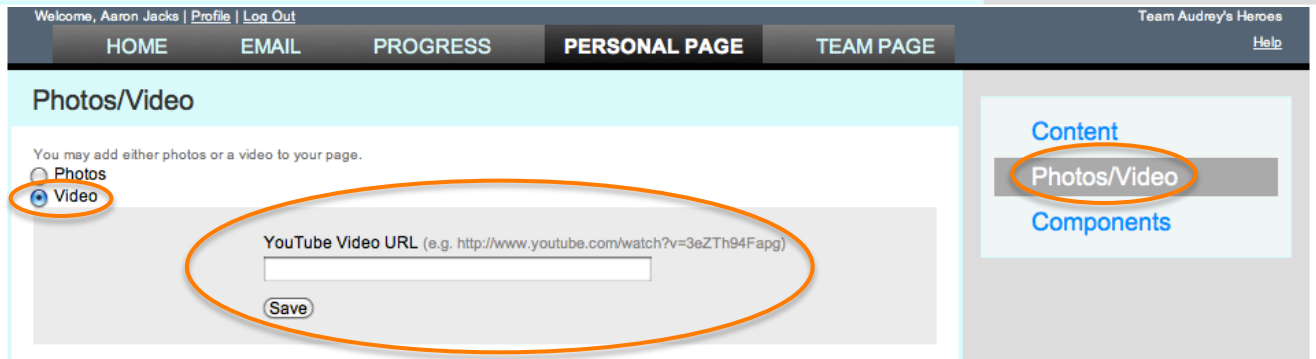
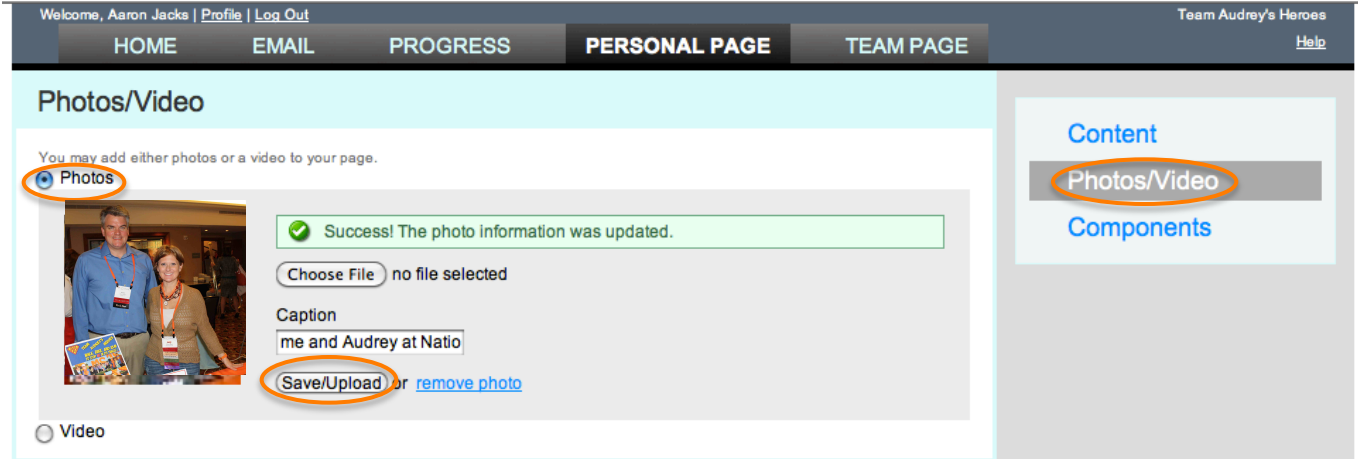
Setting Up Your Personal Webpage

PHOTOS/VIDEO

STEP 1: Utilize the “Photo/Video” section to personalize webpage with pictures of you, your family or team. Images must be JPEG files and smaller than 200KB.

STEP 2: Upload a video of your Bike MS efforts or a personal thanks to your donors

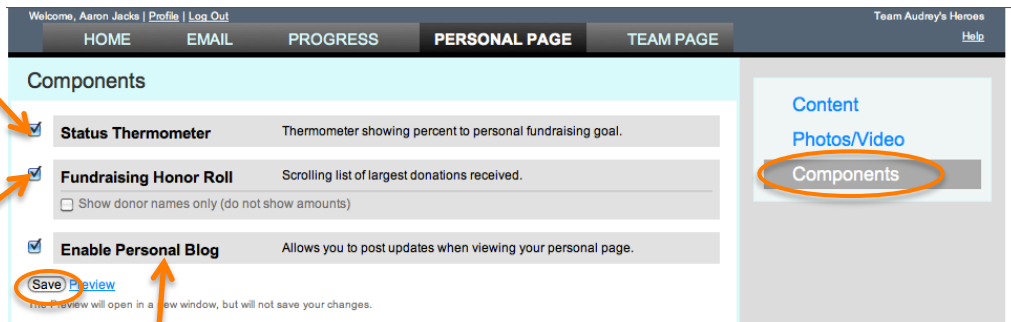
**** You may upload either photos or a video.**



STEP 1: The “Components” section allows you to choose which options will appear on your Personal Page. You must hit “Save” to activate your choices

The **Thermometer** allows donors to see how close you are reaching your goal.

The **Fundraising Honor Roll** is an excellent way to honor top donors on your page.



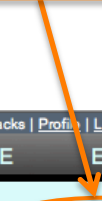
Keep your page current by posting updates to your Personal Blog about your training and fundraising

Blogging on Your Personal Webpage

Keep your personal page fresh by adding a Blog to your personal webpage. Update your personal blog frequently with your training or fundraising progress or Just with your daily thoughts. Encourage your friends to bookmark it and check It frequently to see your latest updates.


STEP 1: Enable the Personal Blog feature in the “Components” section of the “Personal Page”. See *previous page for more details*.

STEP 2: Access to your Blog is available only through your Personal Page. Choose “View Personal Page” to open your Blog.




STEP 3: Your Personal Page will display in a second window. Scroll to the Bottom of the page and choose “Post New Topic” (see next page).

Blogging on Your Participant Center Page



BP MS 150

APRIL 20-21, 2013 | HOUSTON-AUSTIN
STOP MS IN ITS TRACKS



Home | Why We Ride | Event Details | Fundraising | Training and Safety | Teams | Volunteer | Official Bike Stores | Marketing Tools | About Us

2013 BP MS 150 * April 20-21, * Houston to Austin

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What is MS?

Multiple Sclerosis is a progressive neurological disorder that affects people in many different ways. It could be paralysis one day, loss of vision the next or impaired memory the day after that. Some symptoms of the disease include visual deficits (double vision), fatigue, muscle spasticity, difficulty walking, and sensory deficits, including facial numbness or pain. Living with MS means living with uncertainty.

When it comes to MS, only two things are certain:
Another American is diagnosed every hour of every day
Many people are joining the movement toward a world free of MS including me.


To date, there is no cure for MS, although several drugs exist whose purpose is to prevent further progression of the neurodegenerative process. We are confident that with your help, researchers will find a cure in the next ten years.

Let's Move Forward Together

The National MS Society's chapters organize 100 Bike MS events nationwide. The BP MS 150 ride is the largest non-profit event of its kind in North America with over 13,000 cyclists, 3,000 volunteers and countless supporters and spectators. The rides are challenging but also great fun and the funds they raise go toward research aimed at treating and eventually curing MS. The funds raised also provide education, information, direct financial aid and scholarships to individuals and families living with MS.

I'm helping the National MS Society create a world free of MS.

Please join me!




Aaron and Audrey at National Leadership Conference - National MS Society

[Donate to Aaron!](#) | [Join Aaron's Team!](#)

View Team Audrey's Heroes

Fundraising Honor Roll	
Anonymous	\$500.00
Mr. Aaron A Jacks	\$50.00
Cash Donation	\$10.00

Mr. Aaron A Jacks



Goal: \$3,500.00
Achieved: \$560.00

[Donate to Participant!](#)


[\[Stop\]](#) [\[Start\]](#)

My Personal Web Log


[Topics](#)

[Post a New Topic](#)

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STEP 4: Your Participant Center page will display in a second window. Scroll to the bottom of the page and choose "Post A New Topic"



Blogging on Your Personal Webpage

My Personal Web Log

Post a New Topic

Text only; no HTML. URLs and email addresses will automatically be converted to links.

* = Required Fields

* Subject:

* Your Message:

* Please enter the code shown:
  **acising**
[Change image](#)

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STEP 5: Once you have entered your information, click “Post your topic” to submit you blog. This will now appear on your personal page.



Uploading Your Address Book

STEP 1: Click on “Email” in the navigation toolbar, then choose “Contacts”.

Welcome, Aaron Jacks | Profile | Log Out

Team Audrey's Heroes

HOME **EMAIL** PROGRESS PERSONAL PAGE TEAM PAGE Help

Contacts

Compose Message Add to Group Delete Email All Search contacts by name or email

Individuals Groups

	Name	Groups	Email		Page Visits	Donations	
			Sent	Opened		Amount	Previous
<input type="checkbox"/>	<no name> anyname@mail.com		0	0	0	\$0.00	\$0.00
<input type="checkbox"/>	<no name> anyname@mail.com		0	0	0	\$0.00	\$0.00
<input type="checkbox"/>	<no name> anyname@mail.com		0	0	0	\$0.00	\$0.00
<input type="checkbox"/>	<no name> anyname@mail.com		0	0	0	\$0.00	\$0.00
<input type="checkbox"/>	<no name> anyname@mail.com		0	0	0	\$0.00	\$0.00
<input type="checkbox"/>	<no name> anyname@mail.com		0	0	0	\$0.00	\$0.00
<input type="checkbox"/>	<no name> anyname@mail.com		0	0	0	\$0.00	\$0.00
<input type="checkbox"/>	<no name> anyname@mail.com		0	0	0	\$0.00	\$0.00
<input type="checkbox"/>	<no name> anyname@mail.com		0	0	0	\$0.00	\$0.00
<input type="checkbox"/>	<no name> anyname@mail.com		0	0	0	\$0.00	\$0.00

Compose
Drafts
Sent
Contacts

+ Import contacts
+ Add a contact

STEP 2: Click “Import Contacts” and follow the instructions to upload your address book from Outlook, Yahoo, Gmail, AOL or a generic CSV file. Or click “Add a contact” to manually add contacts.

Uploading Your Address Book

STEP 3: Once imported, contacts can be filtered by donor status, teammate status (team captains only) or the follow up needed.

Welcome, Aaron Jacks | Profile | Log Out

HOME **EMAIL** PROGRESS PERSONAL PAGE TEAM PAGE Team Audrey's Heroes Help

Contacts

[Compose Message](#) [Add to Group](#) [Delete](#) [Email All](#) Search **contacts** by name or email [Search](#)

[Individuals](#) **Groups**

	Name
<input type="checkbox"/> Donors	Any Name anyname@mail.com
<input type="checkbox"/> Non-Donors	Any Name anyname@mail.com
<input type="checkbox"/> Teammates	Any Name anyname@mail.com
<input type="checkbox"/> Non-Teammates	Any Name anyname@mail.com
<input type="checkbox"/> Past Donors	Any Name anyname@mail.com
<input type="checkbox"/> Past Donors Who Have Not Donated This Time	Any Name anyname@mail.com
<input type="checkbox"/> Past Teammates (Band Against MS Bike Team)	Any Name anyname@mail.com
<input type="checkbox"/> Past Teammates Not Registered for This Event (Band Against MS Bike Team)	Any Name anyname@mail.com
<input type="checkbox"/> Never Emailed	Any Name anyname@mail.com
<input type="checkbox"/> Needs follow-up	Any Name anyname@mail.com
<input type="checkbox"/> Unthanked Donors	Any Name anyname@mail.com

[Compose](#)
[Drafts](#)
[Sent](#)
Contacts

[+ Import contacts](#)
[+ Create Group](#)

Sending Emails

STEP 1: Select “Email” in the navigation toolbar. From this section you can send emails to potential donors to solicit donations and send thank you emails to those that have donated. You can also send emails to teammates.

STEP 2: You can use the template emails or draft your own personal message.

Welcome, Aaron Jacks | Profile | Log Out

Team Audrey's Heroes

HOME **EMAIL** PROGRESS PERSONAL PAGE TEAM PAGE Help

Compose Message

(Send) Save Draft Preview Save as template

To:

As you enter the name of a person or group, contacts from your Address Book will display above this area. Press Enter or click the contact to place the email address in the To field. [choose from your contacts list](#)

Subject:

▼ Hide templates

- Thank You (1) [Team Building](#)
- Recruiting (1) [Create Your Own Message](#)
- Solicitation (1)
- Other (2)

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

Font family Font size

Current layout: 2012 Bike MS (done selecting)

- 2012 Bike MS
- 2012 Bike MS - Blitz Day: Fundraising Week
- 2012 Bike MS - Blitz Day: World MS Day
- 2012 Bike MS - Shifting Gears
- 2012 Bike MS - Team Captain Week
- 2012 Bike MS - Team Week

STEP 3: You have several options available for the layout or “stationary” of your email. Choose the one that works best for your audience.

Tracking Your Progress

STEP 1: Choose “Progress” from the navigation tools.

STEP 2: The helpful tools allows you to easily track your fundraising progress. The “Progress” section gives a quick overview of your fundraising to date, your Current goal (can be updated on the “Home” page), percentage to your goal and The number of days left until the event.

Welcome, Aaron Jacks | [Profile](#) | [Log Out](#) Team Audrey's Heroes [Help](#)

HOME EMAIL **PROGRESS** PERSONAL PAGE TEAM PAGE

View Personal Report

Progress

\$560.00 I HAVE RAISED | **\$3,500.00** MY GOAL ([change](#)) | **16%** PERCENT | **131** DAYS LEFT

● Gift Amount

\$1.00
\$0.5
\$0.00

11-26-2012 12-10-2012

Donation History

Gift Notifications: On ([turn off](#))

([View all personal donations](#) or [Download personal donation list](#))

Donor	Amount	Notes	Date		Actions
Any Name	\$200.00 (check) (View receipt!)		Nov 20	Offline Confirmed	

STEP 3: The “Donation History” section provides you with a complete list of donors. In this section, you can choose to receive or not to receive email notifications when a donation is made. You can also download your personal donation list for your future records.

Fundraise with Facebook

Linking your personal page to your Facebook page

If the Facebook application has been activated for your event, the logo will appear on the Home page.

STEP 1: After accessing your Participant Center Home page, click on the “Fundraise with Facebook” logo.

The screenshot shows the Participant Center Home page for Aaron Jacks. The navigation bar includes HOME, EMAIL, PROGRESS, PERSONAL PAGE, and TEAM PAGE. The main content area displays fundraising progress: \$560.00 raised, \$3,500.00 goal, 16% progress, and 131 days left. A yellow box highlights the 'What to do next?' section, which includes a link to 'Send out suggested e-mails'. The 'Fundraise with Facebook' logo is circled in orange, and an orange arrow points from the text in Step 1 to this logo. The right sidebar contains links for 'Send email', 'Add contacts to Address Book', 'View your progress page', 'Work with Personal Page', 'Email Team', 'View team roster', 'Update question responses', and 'Manage Your Display Name'. A message from the team captain is also visible.

STEP 2: Enter your login information into the fields displayed. Follow the instructions that appear on the displayed Facebook page.

Highlight your fundraising efforts to all of your Facebook friends and watch your donations grow!

Fundraise with Facebook

STEP 1: Click “Texas, Houston, - 2012 BP MS 150” on the drop down menu

facebook Search for people, places and things

Texas, Houston - 2013 BP MS 150

bike MS

Home Share Your Story Scheduled Newsfeeds

Help spread the word by donating your picture and letting your friends know you're lending your support!

Let Your Friends Know

Share with Friends I am starting to raise funds to support Texas, Houston - 2013 BP MS 150. Please support this great organization.

Donate Your Profile Picture

Click the above photo to use it as your profile picture.

Get the Word Out

1. I am participating in Texas, Houston - 2013 BP MS 150! Please support me with a donation by clicking this link.
2. Please join me in supporting National MS Society by clicking this link!
3. I have raised \$0 toward my goal of \$1000 for Texas, Houston - 2013 BP MS 150. Please support me with a donation by clicking this link, and join the movement toward a world free of MS!
4. Write your own message.

Share with Friends

Your Progress Indicator

Refresh Facebook is no longer allowing applications to add tabs. You can help raise funds for National MS Society by using the other features on this page. [Need some technical help?](#) (Opens new window)

bike MS

Raised: \$0
My Goal: \$1000
April 20, 2013

MY ACCOUNT

boundless UNRAISING charity DYNAMICS

STEP 2: You have the option to choose the “Bike MS” logo as your profile picture

STEP 4: You can refresh your Progress indicator which will show up in the newsfeed

STEP 3: Select an option To “Get the Word Out” or Write your own message. Click on “Share with Friends”

Fundraise with Facebook

STEP 1: Click “Share Your Story” to help spread the word about your fundraising efforts by sharing your story through your news feed and with others participating in this event.

STEP 2: Fill in a Title and Content (Your story) and click “Share” to post on your newsfeed

facebook Search for people, places and things

Texas, Houston - 2013 BP MS 150

bike MS

Home Share Your Story Scheduled Newsfeeds

Share Your Story

Help spread the word by sharing your story through your news feed and with others participating in this event!
Fields marked with an asterisk (*) are required.


* Title

* Content

3000


Share

Recent Stories



Is it MS?
[Theresa Thaggard](#)

Several years ago I started experiencing numbness and tingling in different areas of my body. I started losing sensitivity in the bottom of my feet. I stopped wearing heels. Then the tingling was in the right side of my face and lip. Since my grandmother ultimately passed from a stroke I decided to see if I could find out what was happening. Started going to neurologists and researching possible causes. Through that research, I learned a lot about MS. I never did get a definite diagnosis and the symptoms have not subsided but have not gotten worse or debilitating. They do tend to show up worse when I'm hot or stressed but the brain MRI's have show nothing unusual. Since the symptoms were mild I decided I would get active and strengthen the muscles and body in case later on I may not be able to. Since I am healthy I want to do what I can for this misunderstood and often unnoticed disease. The MS 150 ride seemed like the next obvious choice.



My MS 150 Training Update

Fundraise with Facebook

STEP 1: Click “Scheduled News Feeds” to remind your friends of your Participation and fundraising for the BP MS 150.

The screenshot shows the Facebook interface for the event "Texas, Houston - 2013 BP MS 150". The "Scheduled News Feeds" tab is selected and circled in orange. Below it, a list of news feed options is shown, each with a checkbox and a preview of the message. The "Save Updates" button at the bottom of the list is also circled in orange. An orange arrow points from the "Scheduled News Feeds" tab to the "Save Updates" button.

facebook Search for people, places and things

bike MS

Texas, Houston - 2013 BP MS 150

Home Share Your Story **Scheduled News Feeds**

Schedule Newsfeeds to Remind Your Friends of Your Participation & Fundraising for Texas, Houston - 2013 BP MS 150

Scheduled News Feeds

- Countdown (Sent 30 days before the event)
30 days and counting until this year's Texas, Houston - 2013 BP MS 150. Support me with a donation today!
- Countdown (Sent 15 days before the event)
Just 15 more days until this year's Texas, Houston - 2013 BP MS 150. Can I count on your support?
- Countdown (Sent 5 days before the event)
Texas, Houston - 2013 BP MS 150 is 5 days away. Plenty of time for you to support my fundraising efforts!
- Eve of Event (Sent 1 day before the event)
Texas, Houston - 2013 BP MS 150 is tomorrow ... Last call for donations!
- Thank you (Sent the day after the event)
Thank you to everyone who donated to me for Texas, Houston - 2013 BP MS 150. And for everyone else, it's not too late!
- Progress Update (Sent every Tuesday leading up to the event)
I have raised \$0 for the Texas, Houston - 2013 BP MS 150 toward the goal of \$1000. Please help me by making a donation.

Save Updates

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STEP 2: Select which “Scheduled News Feeds” you would like to appear by placing a check in the box and then clicking “Save Updates”.