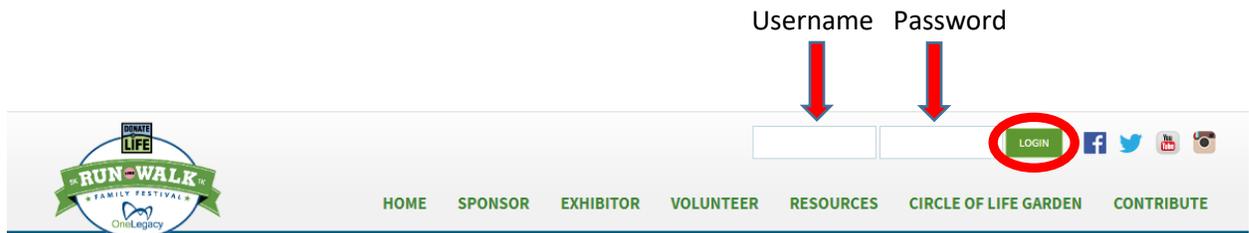


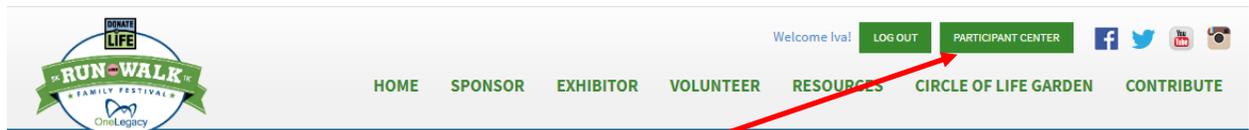
Navigating Your Team and Personal Pages as Team Captain

Here are step-by-step instructions on how to use your Team and Personal fundraising pages and make them uniquely yours. Please note, only the team captain is able to access the Team Page.

1. Log in to the Run/Walk site with your username and password at www.donateliferrunwalk.org
2. Click on “Already Registered?” on the left of the screen
3. Enter your username and password then click “Login”



The top of the page will then look like this:



4. Click on the green “Participant Center” button
5. Click the event name.

Please select a TeamRaiser event before visiting your participant center.
You are registered for these events:

19th Annual Donate Life Run/Walk

You are now in your Participant Center!

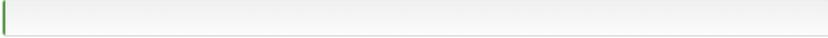
The Home screen gives you many options of things you can do to modify your Personal Page and Team Page, monitor your fundraising and team member progress, as well as compose and send out recruiting and fundraising emails.

Step 1: click on "Set up your Personal Page"

Home **Email** Progress **Personal Page** Team Page

Overview

Your Fundraising Progress



\$0.00 I Have Raised	\$0.00 My Goal (change)	0% Percent	52 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.
- 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 Contributors**
Thank your contributors!
- 5 Set up your Personal Page**
Your last Personal Page update was 43 days ago. Consider updating it now with new information.



[Send email](#)

[Enter new gift](#)

[Add Contacts](#)

[View Your Progress](#)

[Edit Personal Page](#)

[Email Team](#)

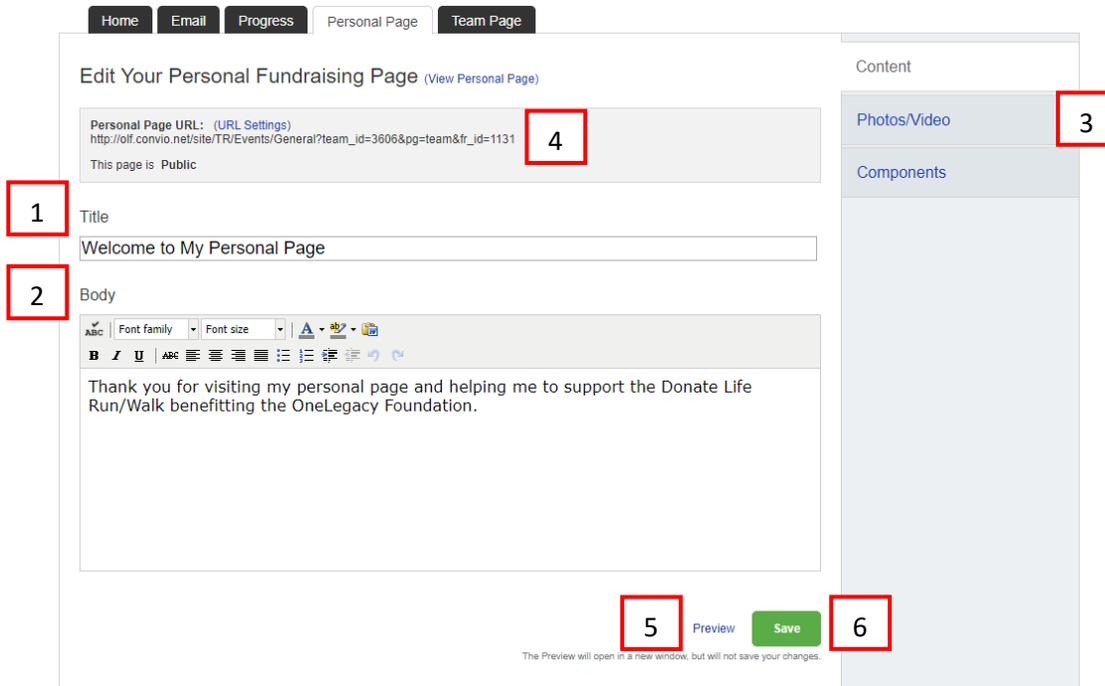
[View Team Roster](#)

[Manage Your Display Name](#)

Message from Your Team Captain

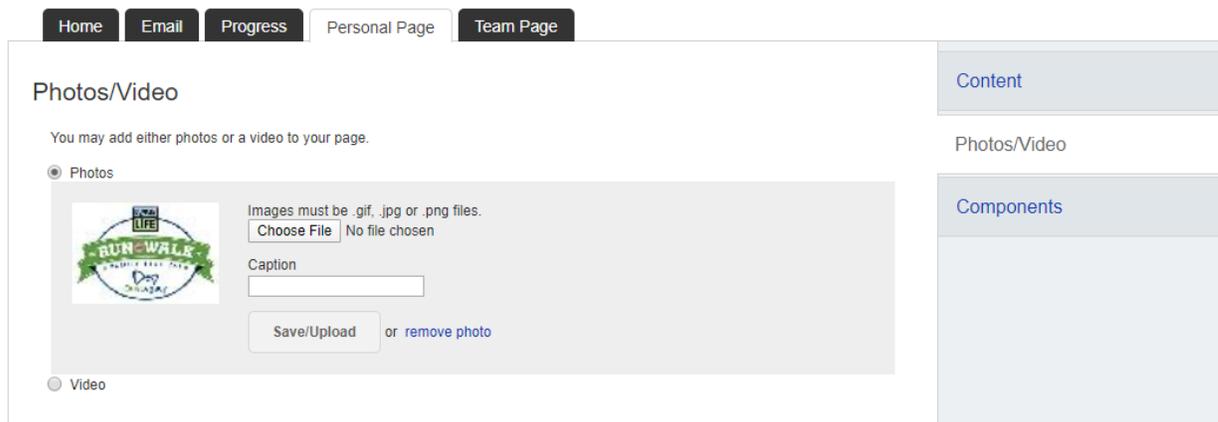
You did not set a message for your team. Use the [Edit link](#) to leave a message on the Participant Center Home page of your teammates.

[Edit](#)



Here you can change the title **1** of your page and enter any special messaging you would like into the body. **2**

You may change the image that appears on your Personal Page by clicking on “Photos/Video” and adding your own photo or video from YouTube. **3**



You can even personalize the URL **4** by clicking on “URL Settings”; you now have a short, vanity URL you can share with friends and family.



Preview your changes by clicking “Preview.” **5**

If you like what you see, click “Save.” **6**

Step 2: click on “Add Contacts to Your Address Book”

Home | Email | Progress | Personal Page | Team Page

Overview

Your Fundraising Progress

\$0.00 I Have Raised | \$0.00 My Goal (change) | 0% Percent | 51 Days Left

What to do next?

- ✓ 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 Contributors
Thank your contributors!

Send email | Enter new gift

Add Contacts
View Your Progress
Edit Personal Page
Email Team
View Team Roster
Manage Your Display Name

Message from Your Team Captain
You did not set a message for your team. Use the Edit link to leave a message on the Participant Center Home page of your teammates. [Edit](#)

Home | Email | Progress | Personal Page | Team Page

Contacts

Compose Message | Add to Group | Delete | Email All

Individuals | Groups

Search Contacts

Name	Groups	Email		Page Visits	Contributions	
		Sent	Opened		Previous	Current
No records found						

(Select all or none) | Contacts/Page: 25 | « < 0-0 of 0 > »

Compose | Drafts | Sent

Contacts

Import contacts (7) | Add single contact (8)

You can import contacts from your own email server **7** or upload them one at a time. **8**

Once your email contacts are uploaded, you can begin to send out emails.

Add Contact

First

Last

*Email

Cancel Add

Home Email Progress Personal Page Team Page

Compose Message

1 Configure 2 Compose 3 Set Recipients 4 Preview & Send

Select Email Template

- 9 Recruiting (5)
 - Ask for a Contribution (Preview)
 - Join My Team (Preview)
 - Donor Thank You (Preview)
 - Post Event Email To Donors (Preview)
 - Post Event Email to Non-Donors (Preview)
- Other (1)
 - Blank Message (Preview)

Compose

Drafts

Sent

Contacts

There are templates already set up for you to use based on the type of email you would like to send as well as a blank template that you can customize entirely. Preview the email to see its contents. Click on the round button **9** in front of the email template you would like to use and then click “next” from the bottom of the page.

Home Email Progress Personal Page Team Page

Compose Message

✓ Configure ✓ Compose 3 Set Recipients 4 Preview & Send

Subject: Please support me in the Donate Life Run/Walk

Include personalized greeting (What's this?)

Font family Font size

B *I* U ABC [List Bulleted] [List Numbered] [List Disc] [List Square] [List Circle] [List Triangle] [List Diamond] [List Square] [List Circle] [List Triangle] [List Diamond]

I'm writing to ask for your support for a very meaningful cause.

This year, I'll be taking part along with 12,000 other people in the 18th Annual Donate Life Run/Walk benefiting the OneLegacy Foundation on April 25, 2020. I'm asking you to help support my efforts with a contribution. The gift of donation is rare and precious and nearly 18 people die each day waiting for a lifesaving organ. Your tax-deductible gift will help to save and heal lives by inspiring and advancing donation and transplantation of organs and tissues through research, public education, and honoring donors whose legacies live on.

Please visit my Personal Page for more information. (Insert your Personal Page link or your Team Page link, which ever you prefer)

It is faster and easier than ever to contribute. Simply click on the link at the bottom of this message to contribute online. If you prefer, you can mail a contribution supporting me to the address listed below. Please make the check payable to Donate Life Run/Walk and include my name in the "Memo" section.

Donate Life Run/Walk
221 S Figueroa Ave, Suit 500 Los Angeles, CA 90012

Current layout: (done selecting)

Save as draft Save as template Preview Next

Make any updates you wish to the text. Once satisfied, click “next” from bottom of the page.

Compose Message

✓ Configure ✓ Compose **③ Set Recipients** ④ Preview & Send

Add Contact Import Contacts

Available Contacts

Contacts Search

Name	Email
<input checked="" type="checkbox"/>	Best Friends mybestfriend@buddies.c...

Recipient List

Name	Email	Actions
Best Friends	mybestfriend@bud...	Edit X

Select the people you would like to receive your email from the list of contacts. Then click “next” from the bottom of the page. Finally, if everything looks good, click “send” from the bottom of the page.

Home Email Progress Personal Page Team Page

Compose Message

✓ Configure ✓ Compose ✓ Set Recipients **④ Preview & Send**

Please support me in the Donate Life Run/Walk

A message from Iva Cook nolansautie@yahoo.com.
I'm writing to ask for your support for a very meaningful cause.
This year, I'll be taking part along with 12,000 other people in the 18th Annual Donate Life Run/Walk benefiting the OneLegacy Foundation on April 25, 2020. I'm asking you to help support my efforts with a contribution. The gift of donation is rare and precious and nearly 18 people die each day waiting for a lifesaving organ. Your tax-deductible gift will help to save and heal lives by inspiring and advancing donation and transplantation of organs and tissues through research, public education, and honoring donors whose legacies live on.
Please visit my Personal Page for more information. (Insert your Personal Page link or your Team Page link, which ever you prefer)
It is faster and easier than ever to contribute. Simply click on the link at the bottom of this message to contribute online. If you prefer, you can mail a contribution supporting me to the address listed below. Please make the check payable to Donate Life Run/Walk and include my name in the "Memo" section.
Donate Life Run/Walk
221 S Figueroa Ave, Suit 500 Los Angeles, CA 90012
Sincerely,
SIGN YOUR NAME HERE

A link to your Page will automatically be added to the bottom of your message.

Save as draft Save as template **Send**

You can access your ability to email two ways, either from the “Email” tab or under “What to do next?” then “Send an Email.”

Home **Email** Personal Page Team Page

Overview

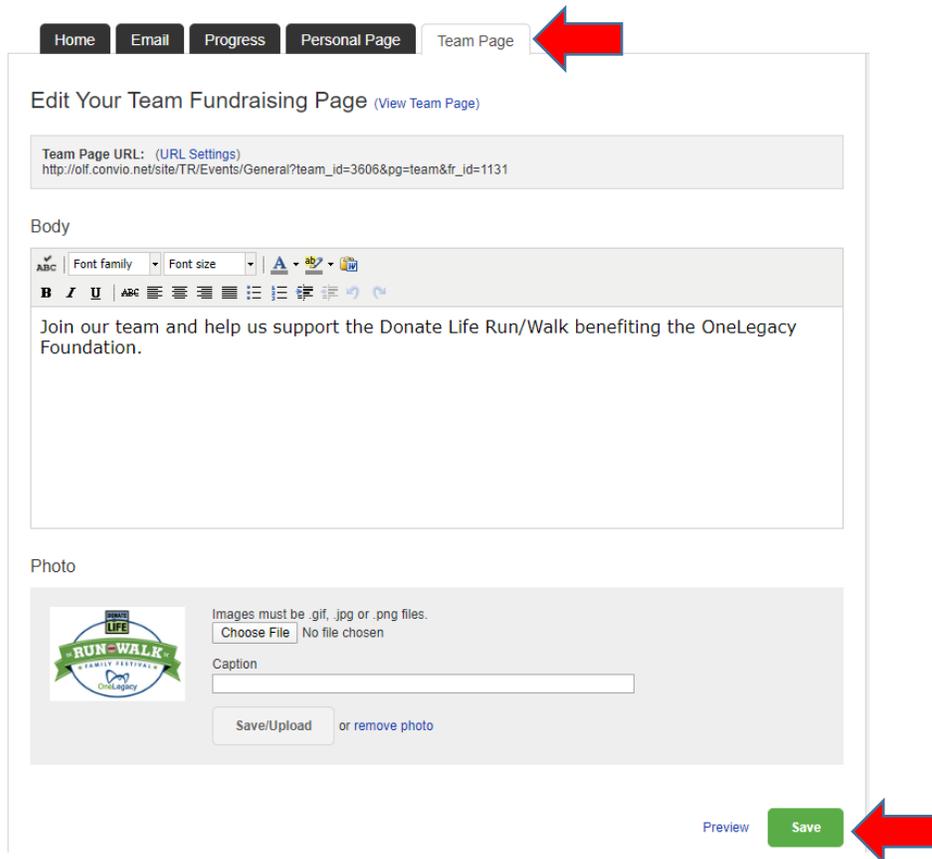
Your Fundraising Progress

\$0.00 I Have Raised	\$0.00 My Goal (change)	0% Percent	51 Days Left
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What to do next?

- ✓ Set up your Personal Page
Customize your Personal Page with a story about why you are raising funds for this cause.
- ✓ Add Contacts to Your Address Book
Add contacts to email from your personal Address Book on our site.
- ✓ **Send an Email**
Ask your friends and family to support your fundraising effort.

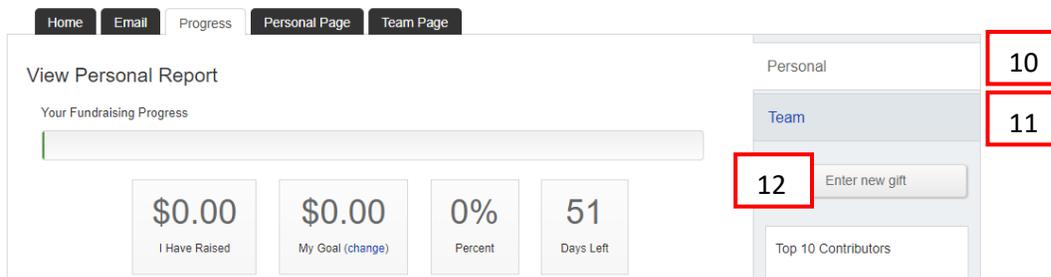
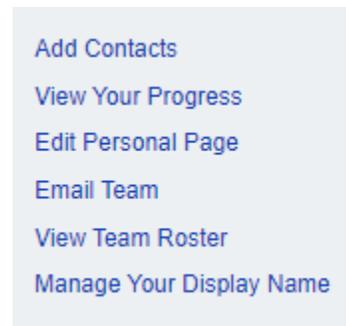
As Team Captain, you also have the ability to modify and personalize the Team page. This works exactly as it does for your Personal page. Click the “Team Page” tab at the top.



As before, you can preview the page before hitting “Save” to lock in your changes.

From your “Home” page you have a few more pages you’ll want to utilize:

- Add Contacts
 - Another way to upload email addresses
- View Your Progress
 - Personal 10 and Team 11 pages
 - Shows you how much money you have raised
 - Shows you who has contributed to your fundraising
 - Allows you to enter a gift from a contributor 12



- Edit Personal Page
 - Another way to personalize your page
- Email Team
 - Another way to Email
- View Team Roster
 - Another way to see who has joined your team
 - This can also be found under the “Progress” tab then the “Team” button to the right.
- Manage Your Display Name
 - This allows you to make your page public.

As you can see, your Personal and Team pages are useful tools to help your participation in the Donate Life Run/Walk be a success! If there are any questions you might have about these pages that aren't explained here, please feel free to reach out to us at donateliferunwalk@onelegacy.org.

We will see you at the Run/Walk!