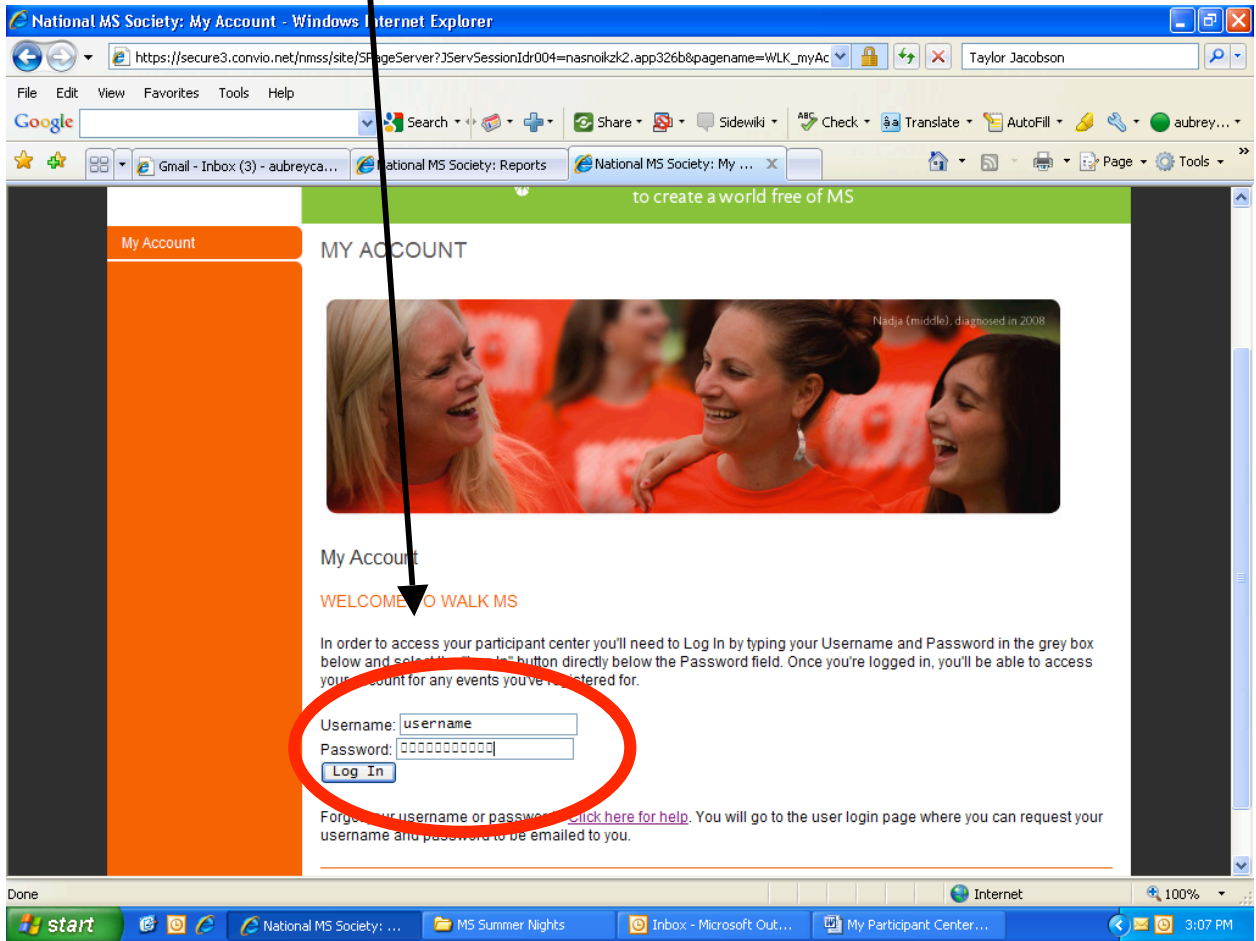


My Participant Center Tools

Step1: From the Walk MS Homepage, select **My Account** from the left navigation bar.

The screenshot shows the National MS Society Walk MS 2011 homepage. The browser window title is "National MS Society: Homepage Walk MS 2011 - Windows Internet Explorer". The address bar shows the URL: http://walkmdm.nationalmssociety.org/site/PageServer?pagename=WLK_MDM_homepage. The page features the "walk MS" logo with the tagline "walk to create a world free of MS". A navigation bar on the left contains several links, with "My Account" highlighted by a red circle. An arrow points from the text "Step1: From the Walk MS Homepage, select My Account from the left navigation bar." to the "My Account" link. The main content area displays "April 2" and "April 3" in large orange text, followed by a "walk MS Maryland Walk 2011" logo. Below this, a grid of location names is shown: Annapolis, Cambridge, Columbia, Cumberland, Frederick, Hagerstown, Havre de Grace, Ocean City, Towson, and Westminster. The page footer includes "MDM Walk MS Campaign 2011". The Windows taskbar at the bottom shows the Start button and several open applications, including "National MS Society: ...", "MS Summer Nights", "Inbox - Microsoft Out...", and "My Participant Center...". The system tray shows the time as 3:03 PM.

Step 2: Enter username and password to access My Account



National MS Society: My Account - Windows Internet Explorer

https://secure3.convio.net/nmss/site/SPageServer?35servSessionIdr004=nasnoikzk2.app326b&pagename=WLK_myAc

File Edit View Favorites Tools Help


Google Search Share Sidewiki Check Translate AutoFill aubrey...

Gmail - Inbox (3) - aubreyca... National MS Society: Reports National MS Society: My ...

to create a world free of MS

My Account

MY ACCOUNT



Nadia (middle), diagnosed in 2008

My Account

WELCOME TO WALK MS

In order to access your participant center you'll need to Log In by typing your Username and Password in the grey box below and selecting the **Log In** button directly below the Password field. Once you're logged in, you'll be able to access your account for any events you've registered for.

Username:

Password:

Forgot my username or password? [Click here for help.](#) You will go to the user login page where you can request your username and password to be emailed to you.

Done Internet 100%

start National MS Society: ... MS Summer Nights Inbox - Microsoft Out... My Participant Center... 3:07 PM

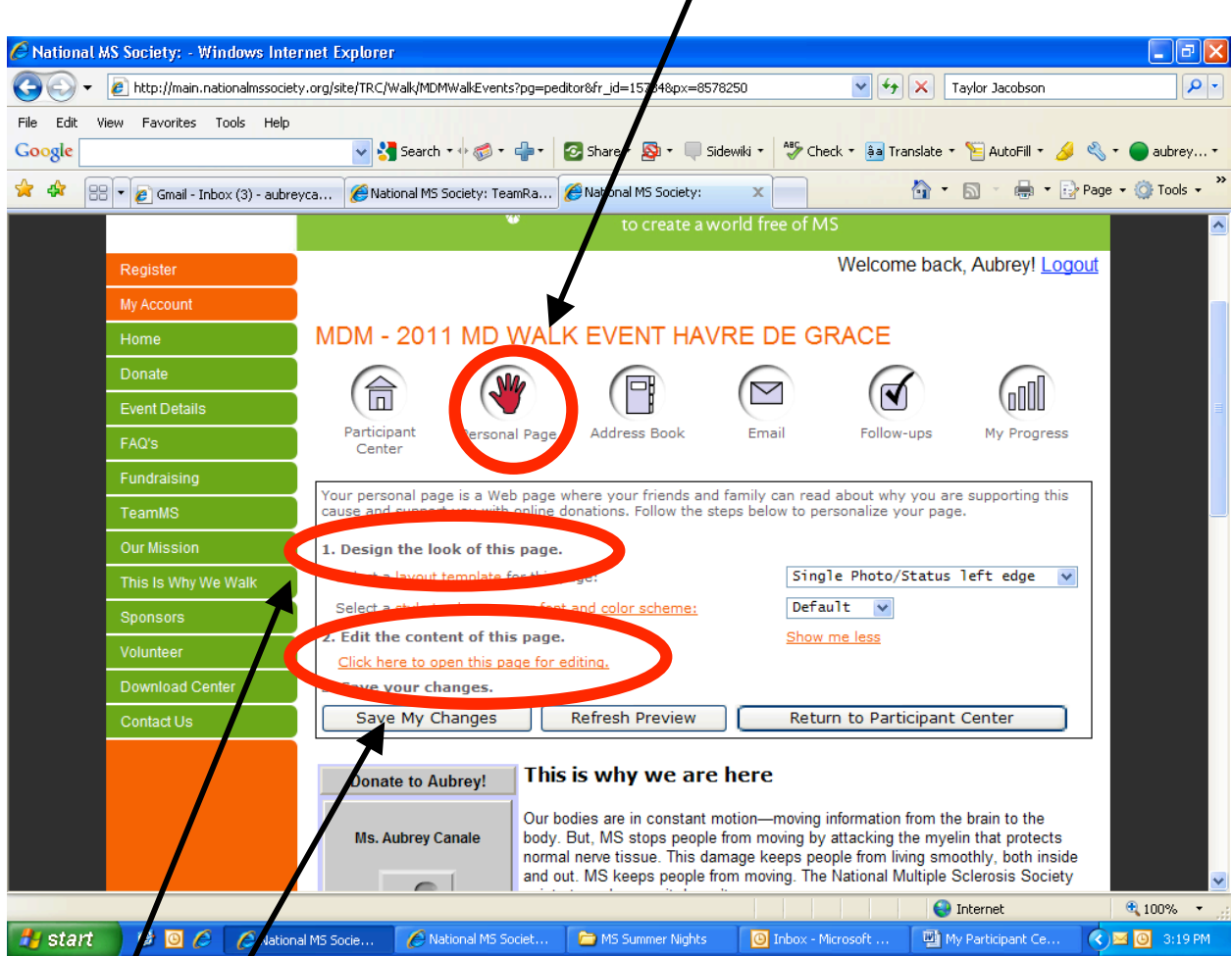
Step 3: At My Participant Center you can:

1. Set up your personal webpage
2. Upload your email address book
3. Send emails to solicit donations and to thank your donors
4. Track emails sent and actions taken
5. Track your fundraising progress

The screenshot shows a web browser window titled "National MS Society: - Windows Internet Explorer". The address bar displays the URL "http://main.nationalmssociety.org/site/TR?pg=center&fr_id=15734". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains various icons for search, share, and navigation. The browser tabs show "Gmail - Inbox (3) - aubreyca...", "National MS Society: TeamRa...", and "National MS Society:". The website content includes a green header with the slogan "to create a world free of MS" and a welcome message "Welcome back, Aubrey! Logout". A navigation menu on the left lists options like "Register", "My Account", "Home", "Donate", "Event Details", "FAQ's", "Fundraising", "TeamMS", "Our Mission", "This Is Why We Walk", "Sponsors", "Volunteer", "Download Center", and "Contact Us". The main content area is titled "MDM - 2011 MD WALK EVENT HAVRE DE GRACE" and features icons for "Participant Center", "Personal Page", "Address Book", "Email", "Follow-ups", and "My Progress". Below this, a section titled "WELCOME TO YOUR PARTICIPANT CENTER!" includes a thank you message and instructions on what to do next. A "What should I do next?" box provides a link to "Help me get started". A fundraising goal section shows a goal of \$125.00 and an "Update Goal" button. A "fundraise with facebook" button is also present. The browser's status bar at the bottom shows the Windows start button, taskbar icons, and the system clock at 3:14 PM.

Setting up your Personal Webpage

Step 1: From **My Participant Center** select the personal page button

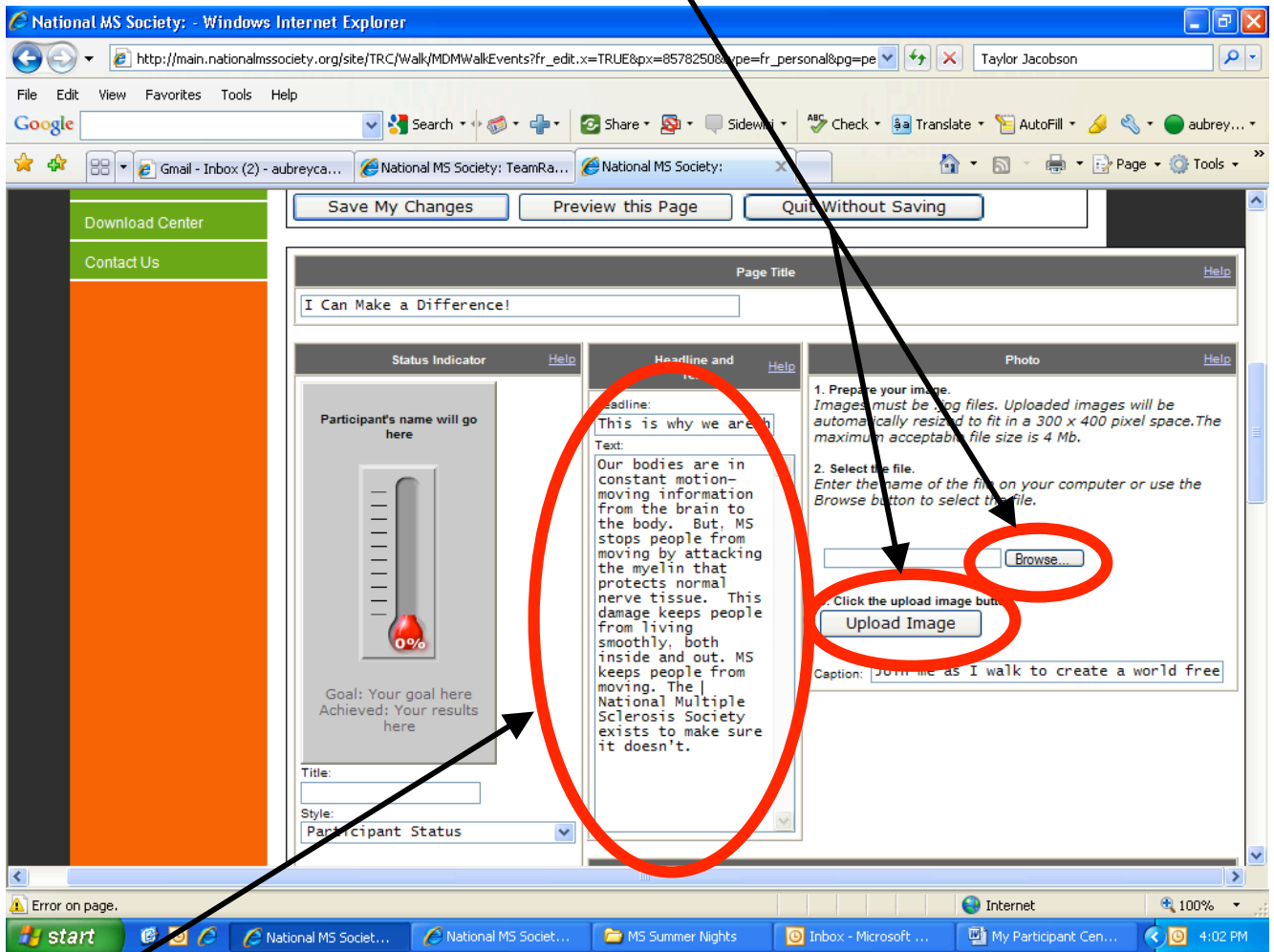


Step 2: From here you can customize your personal webpage using these easy tools.

1. Design the look of this page.
 - a. change the template
 - b. edit the font and color scheme.
 - c. upload pictures
2. Open the page for editing. Be sure to **save your changes** before you log out!

In this screen shot we have opened the webpage for editing

Step 3: All photo images must be JPEG files and smaller than 200 kilobytes. 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 webpage, click in the text box and begin typing. After you have made changes, **please be sure to save them!**

Uploading your Address Book

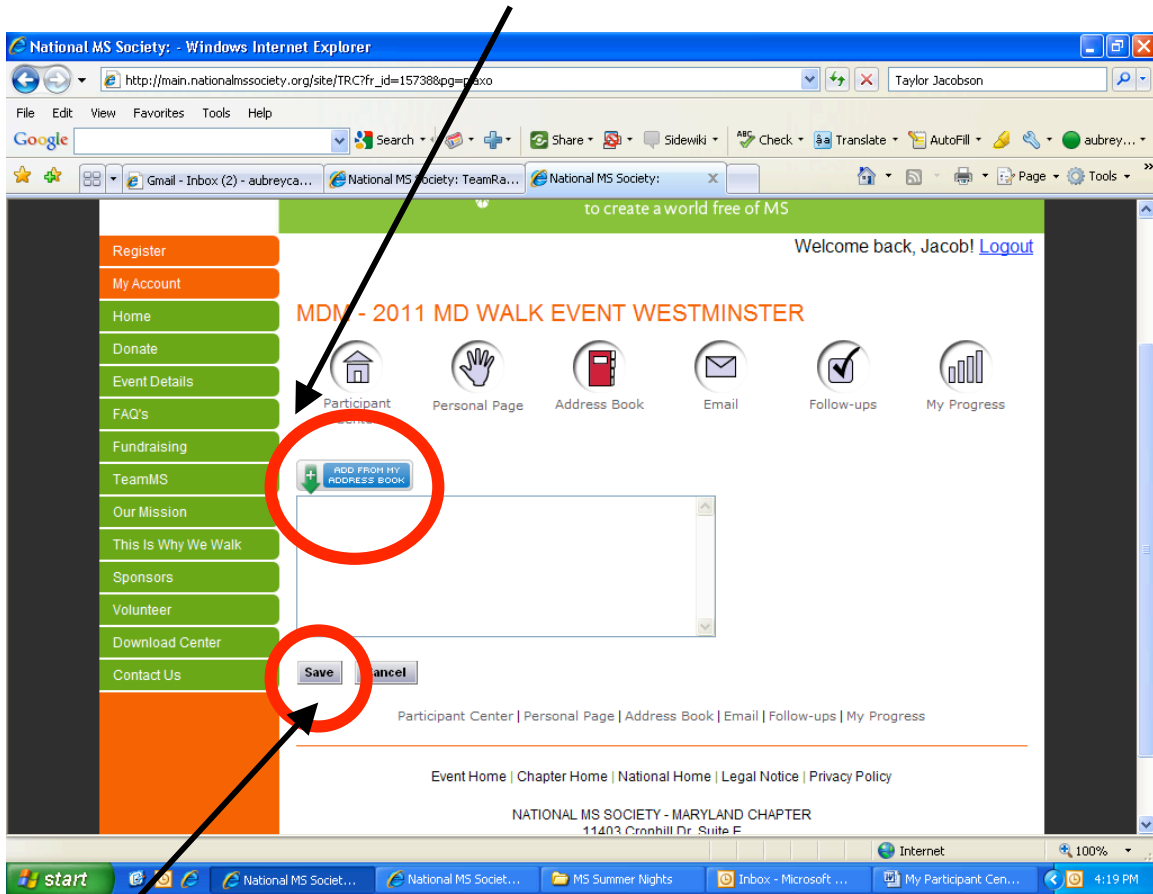
Step 1: From **Address Book**, there are three different ways to add contact to your address book.

- You can upload your address book from Outlook, Gmail, Yahoo, AOL or Plaxo.
- You can import a generic CSV file
- You can manually type in your contacts one at a time.

To import an address book, click **Import Other Address Book**.

The screenshot shows a web browser window displaying the National MS Society website. The page title is "MDM - 2011 MD WALK EVENT WESTMINSTER". The navigation bar includes links for "Participant Center", "Personal Page", "Address Book", "Email", "Follow-ups", and "My Progress". The "Address Book" link is circled in red. Below the navigation bar, there is a section titled "Address Book" with a warning message: "The information you enter on this page is private and available only to you. It will not be used to send unsolicited email and will not be sold to a 3rd party." Below this message are three buttons: "Import Other Address Book", "Import .csv File", and "Add Contacts". The "Import Other Address Book" button is circled in red. A black arrow points from the text above to this button. Below the buttons is a table with columns for "Name", "Email", and "Action". The table is empty, and the text "There are no contacts." is displayed. At the bottom of the page, there are links for "Participant Center", "Personal Page", "Address Book", "Email", "Follow-ups", and "My Progress".

Step 2: Click on Add From My Address Book.



Step 3: From the pop up, select the source of your address book.

Step 4: Follow through the prompts of the pop up to select your contacts, click NEXT. Don't forget to click save when the pop up closes.

Tracking Your Progress

Step 1: From **My Participant Center**, select the **My Progress** button.

The screenshot shows a web browser window displaying the National MS Society website. The page title is "MDM - 2011 MD WALK EVENT WESTMINSTER". The navigation menu includes Home, Donate, Event Details, FAQ's, Fundraising, TeamMS, Our Mission, This Is Why We Walk, Sponsors, Volunteer, Download Center, and Contact Us. The main content area features a "My Progress" button circled in red. Below it, a "Gift Summary" table shows "Your Number of Gifts" and "Your Dollar Amount Raised" for Online, Offline, and Total categories. A "My Progress" section includes a goal meter showing \$125.00 goal and \$0.00 achieved, and a line graph showing progress from July 2010 to September 2010. The "Enter Gifts Received Offline" link is also circled in red.

| | Online | Offline | Total |
|----------------------------|--------|---------|--------|
| Your Number of Gifts: | 0 | 0 | 0 |
| Your Dollar Amount Raised: | \$0.00 | \$0.00 | \$0.00 |

Goal: \$125.00
Achieved: \$0.00
0%

Jul 2010 Aug 2010 Sep 2010

Step 2: There are several tasks you can complete in this section.

- Enter gifts received offline. This means cash and checks you receive that you will send in to the National MS Society, Maryland Chapter. **Please be sure to enter donations exactly how the name appears on the check.**
- Review and print donation history.
- Refer to the downloadable guidelines for entering offline gifts.

Sending Emails

Step 1: From **My Participant Center**, select the **Email** button. From here, you can send emails to potential donors as well as thank you emails to those who have already donated. You can use the template emails provided or draft your own personal message.

The screenshot shows a Windows Internet Explorer browser window displaying the National MS Society website. The address bar shows the URL: http://main.nationalmssociety.org/site/TRC/Walk/MDMWalkEvents?pg=entry&fr_id=15738. The page title is "National MS Society: - Windows Internet Explorer".

The website content includes a navigation menu on the left with items like "Register", "My Account", "Home", "Donate", "Event Details", "FAQ's", "Fundraising", "TeamMS", "Our Mission", "This Is Why We Walk", "Sponsors", "Volunteer", "Download Center", and "Contact Us". The main content area features a header "to create a world free of MS" and a welcome message "Welcome back, Jacob! [Logout](#)". Below this is the event title "MDM - 2011 MD WALK EVENT WESTMINSTER" and a row of icons for "Participant Center", "Personal Page", "Address Book", "Email", "Follow-ups", and "My Progress". The "Email" icon is circled in red.

A "Suggested Messages" section is also circled in red, containing the following text:

Suggested Messages [Help](#)

This list shows email message templates that contain suggested content to help you get started and the Blank message for creating your own message templates. Click the name of a template to view the existing content and work with it to send it as a message to the appropriate email addresses. If you customize content within a message, you can save the content as another message template to use later.

Solicit Gifts

[Support Me](#)

Thank You

[Thank You for Sponsoring Me](#)

Other

[Team Message](#)

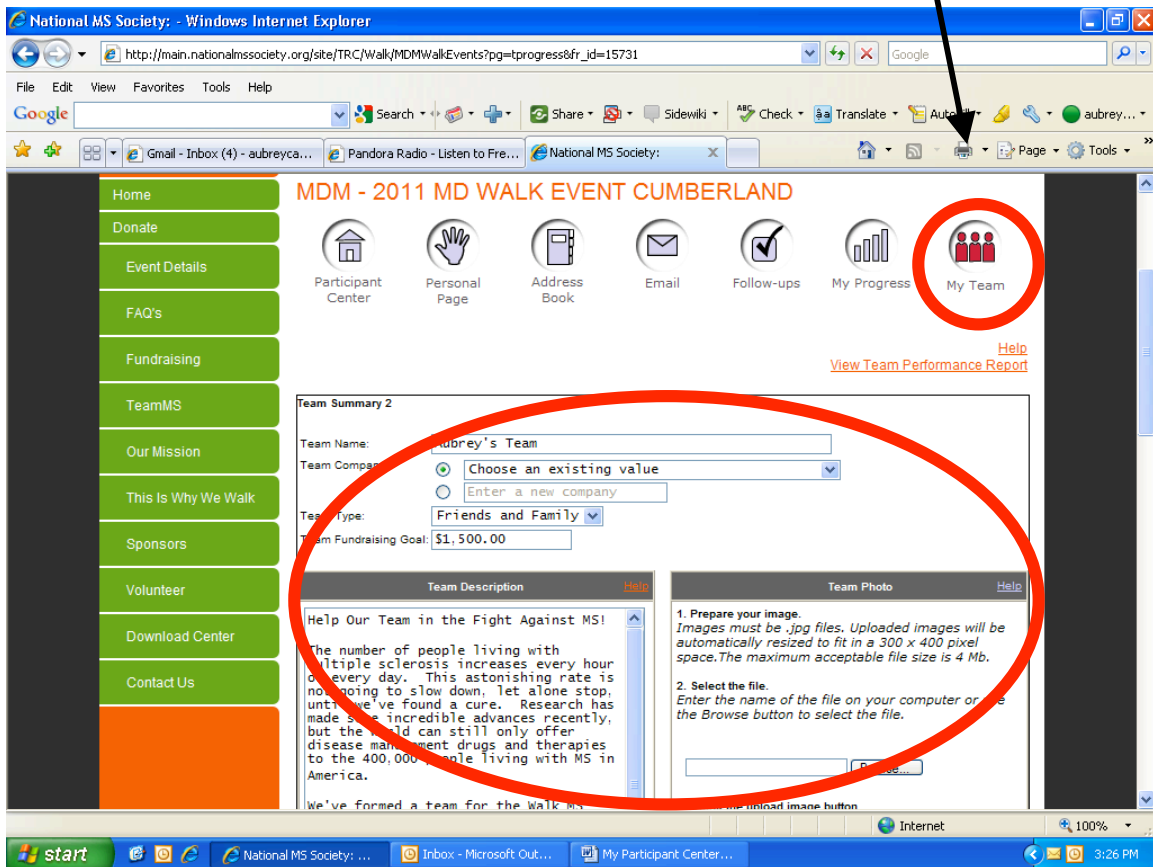
[Create Your Own Message](#)

Participant Center | Personal Page | Address Book | Email | Follow-ups | My Progress

The Windows taskbar at the bottom shows the Start button, several open applications (National MS Society, Microsoft Outlook, My Participant Center), and the system tray with the time 3:19 PM.

Team Captains (Only available to team captains)

Step 1: From **My Participant Center** select the **My Team** button. From this section of **My Participant Center**, you can set up your team's webpage, track your team's progress, review and maintain your team roster, change your team name and fundraising goal and email your team members.



The screenshot shows a Windows Internet Explorer browser window displaying the National MS Society website. The page title is "MDM - 2011 MD WALK EVENT CUMBERLAND". The navigation menu on the left includes: Home, Donate, Event Details, FAQ's, Fundraising, TeamMS, Our Mission, This Is Why We Walk, Sponsors, Volunteer, Download Center, and Contact Us. The main content area features several icons: Participant Center, Personal Page, Address Book, Email, Follow-ups, My Progress, and My Team. The "My Team" icon is circled in red. Below the icons, there is a "View Team Performance Report" link. The "Team Summary 2" form is also circled in red and contains the following fields: Team Name (Aubrey's Team), Team Company (Choose an existing value), Team Type (Friends and Family), and Team Fundraising Goal (\$1,500.00). Below the form, there are two sections: "Team Description" and "Team Photo". The "Team Photo" section includes instructions: "1. Prepare your image. Images must be .jpg files. Uploaded images will be automatically resized to fit in a 300 x 400 pixel space. The maximum acceptable file size is 4 Mb." and "2. Select the file. Enter the name of the file on your computer or use the Browse button to select the file." The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 3:26 PM.

Step 2: The **Gift Summary** and the **Team Progress** section provide detailed information and charts regarding your team's fundraising successes. This is similar to the **My Progress** tab, but this will track the progress of your team.

The screenshot shows a Windows Internet Explorer browser window displaying the National MS Society website. The address bar shows the URL: http://main.nationalmssociety.org/site/TRC/Walk/MDMWalkEvents?pg=tprogress&fr_j...=15731. The page content includes a "Gift Summary" table and a "Team Progress for Aubrey's Team" section. The "Gift Summary" table is as follows:

| | Online | Offline | Total |
|----------------------------|--------|---------|--------|
| Team Number of Gifts: | 0 | 0 | 0 |
| Team Dollar Amount Raised: | \$0.00 | \$0.00 | \$0.00 |

The "Team Progress" section features a progress meter showing a goal of \$1,500.00 and an amount achieved of \$0.00, with a 0% completion indicator. Next to it is a line chart showing fundraising progress from July 2010 to September 2010, with the y-axis ranging from 0 to 10. The "Team Roster" section is circled in red and contains a table with the following data:

| Name | Email | # of Gifts | Amount Raised |
|-------------------------|--|------------|---------------|
| Aubrey Canale (captain) | aubreycanale@nmss.org | 0 | \$0.00 |

Step 3: The team roster allows you to maintain the detailed listing of registered team members and their fundraising successes. From this section you can print your team roster, download the team roster to an outside source, and email individuals or the entire team.

Thank you so much for reading the My Participant Center Tools Guide!

Good Luck Fundraising!