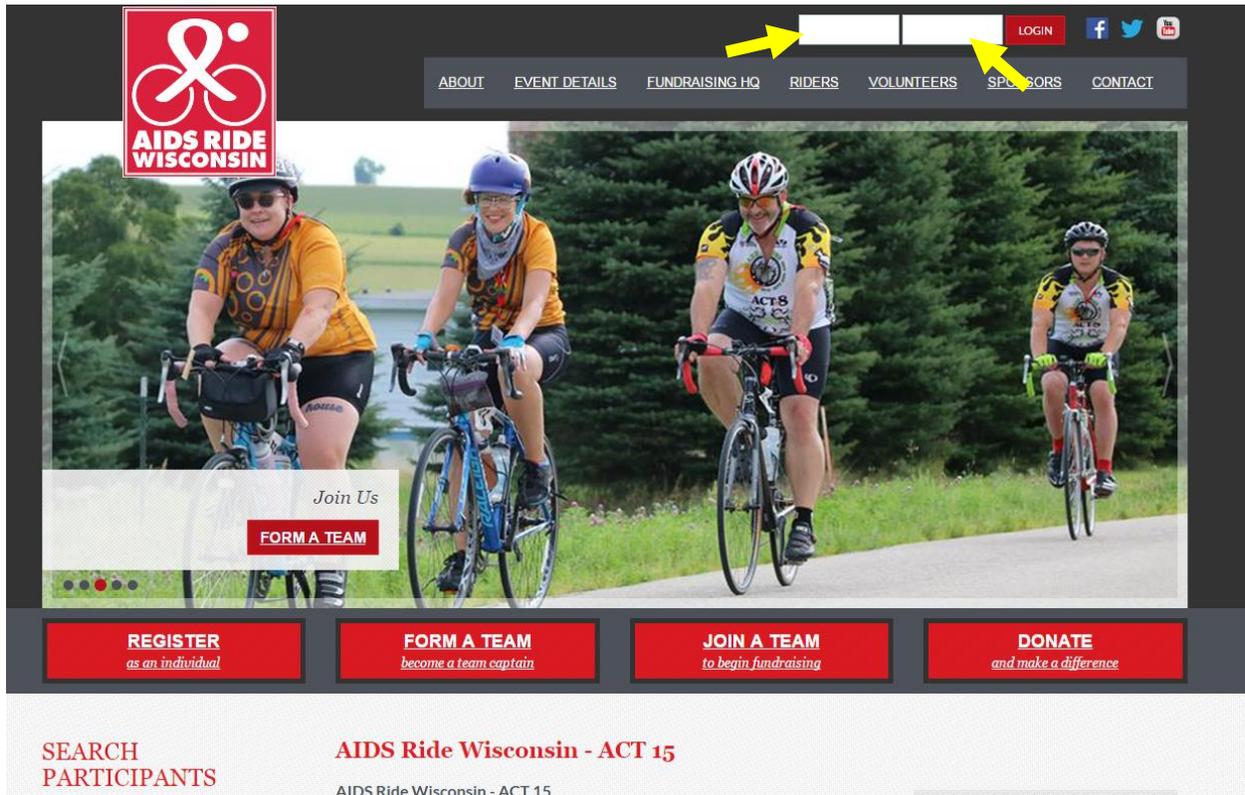


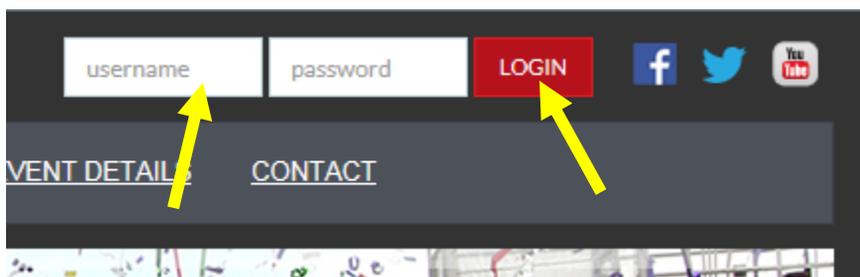
Using your Participant Center

Step 1:

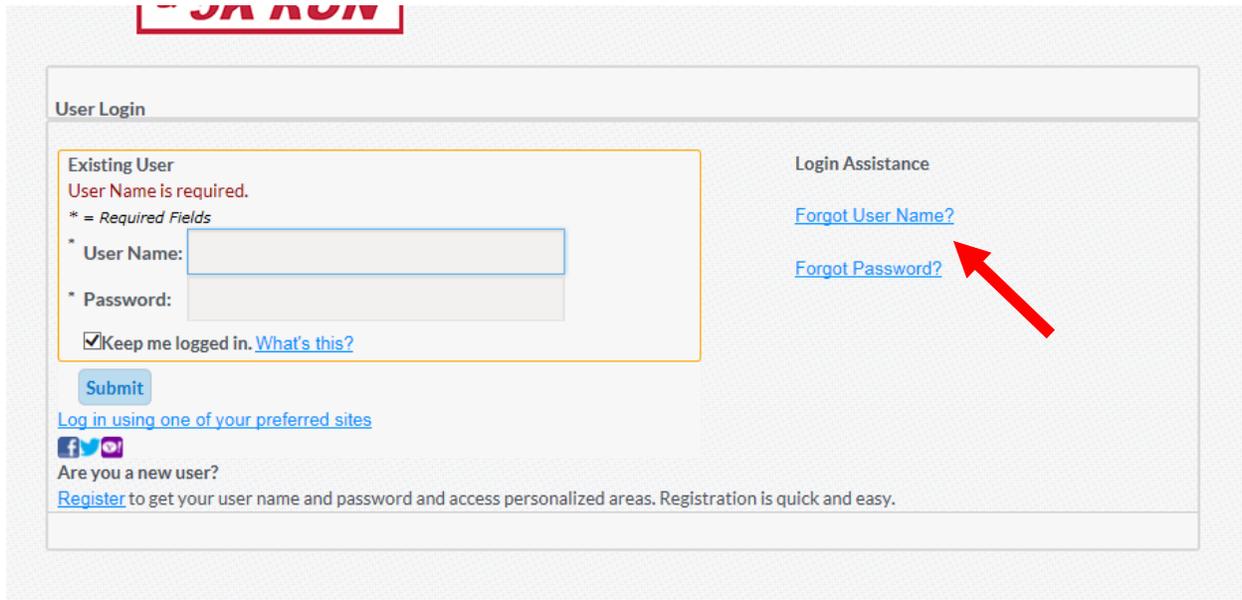
After registering, log-in to your AIDS Ride Wisconsin account by entering your username and password.



The login is located in the top right corner of the website.



If you do not remember your username or password, do not enter anything and click “LOGIN.” You will be taken to the page pictured below:



The screenshot shows a web page titled "User Login". At the top, there is a red banner with the text "ON NOW". Below the banner, the page is divided into two main sections. On the left, under the heading "Existing User", there is a message "User Name is required." followed by "* = Required Fields". Below this, there are two input fields: "User Name:" and "Password:". A checkbox labeled "Keep me logged in." is checked, with a link "What's this?" next to it. A blue "Submit" button is located below the input fields. Below the "Submit" button, there is a link "Log in using one of your preferred sites" followed by social media icons for Facebook, Twitter, and Google+. Below the icons, there is a question "Are you a new user?" and a link "Register" with the text "to get your user name and password and access personalized areas. Registration is quick and easy." On the right side of the page, under the heading "Login Assistance", there are two blue links: "Forgot User Name?" and "Forgot Password?". A red arrow points to the "Forgot Password?" link.

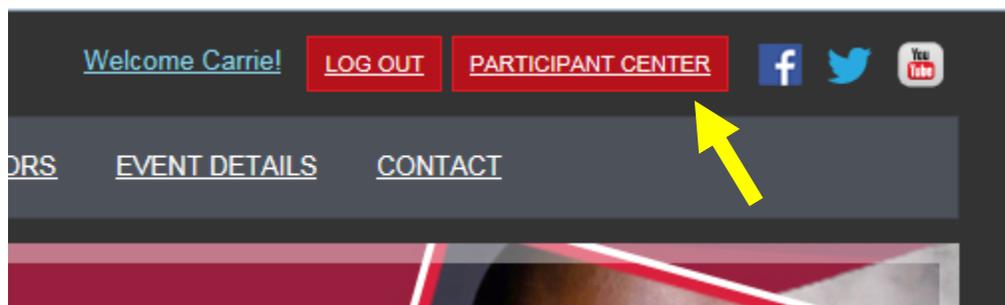
From this page, click on “Forgot User Name?” or “Forgot Password?” (whichever applies to you). You will then be prompted to enter your email address (use the same email you registered with), and further instructions will be emailed to you. If you mistakenly entered the wrong username and/or password, you can enter it again under “Existing User.”

Step 2:

Once you have logged in, the home page will reappear. Click on “Participant Center.” Your Participant Center is your personal web page for all your potential donors to see. You can customize it with a description, pictures, and your goals to assist you in your fundraising.

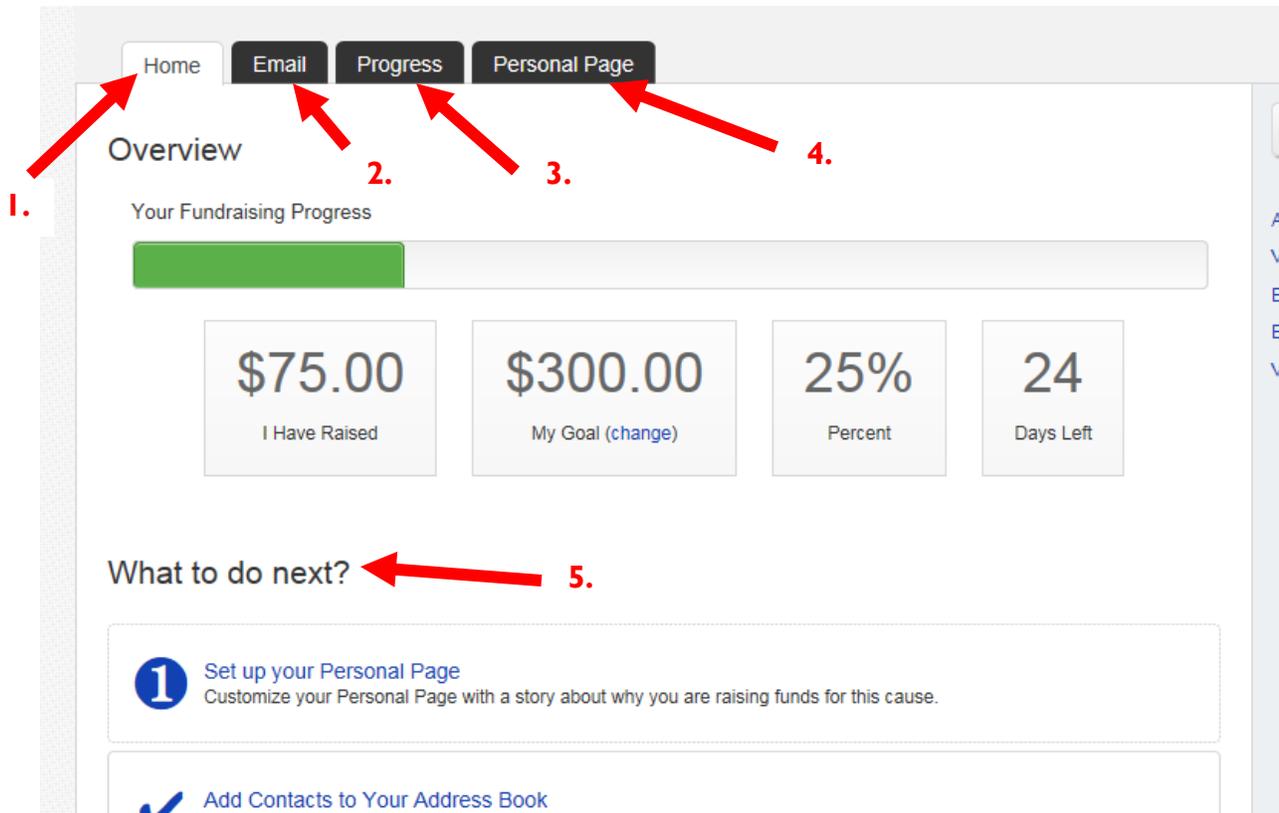


The “Participant Center” button is located in the top right corner of the website.



Step 3:

You are now in your Participant Center. Below is an example of your participant center home page.

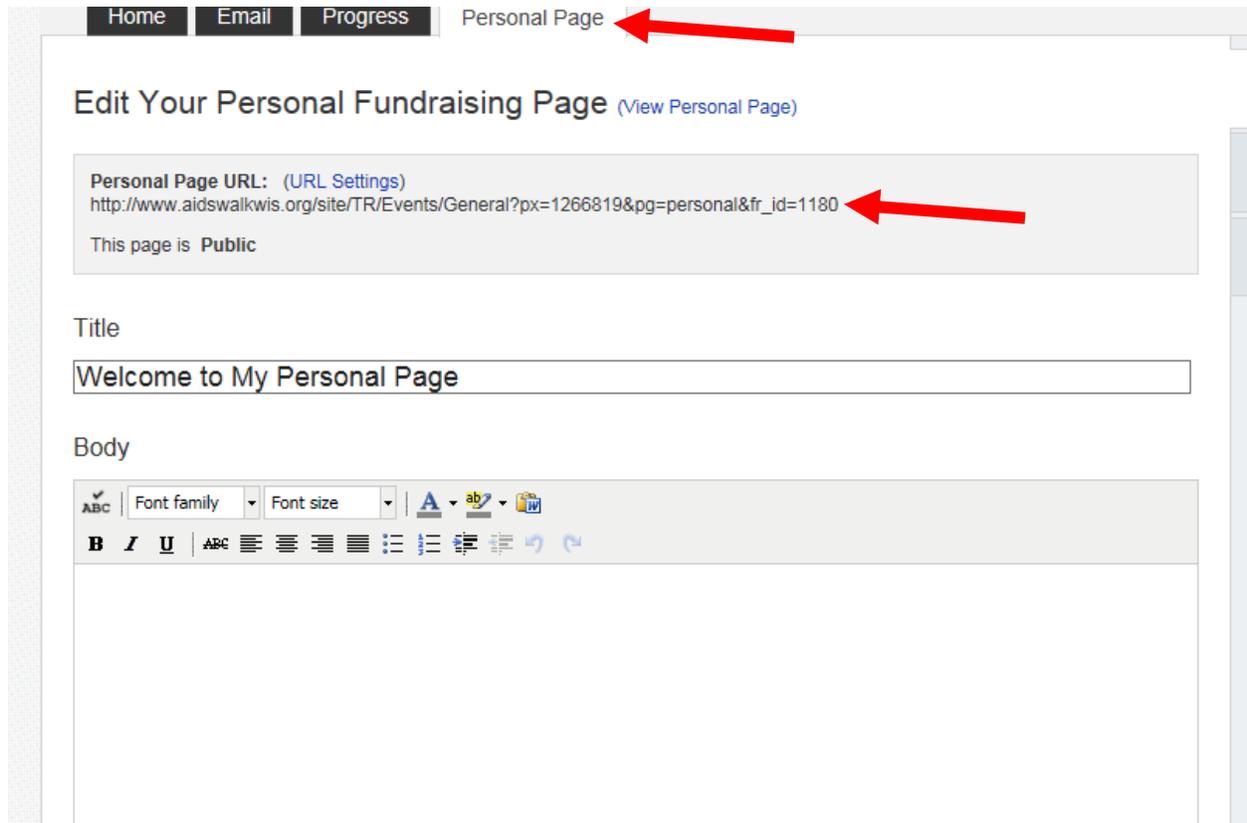


Components of your Participant Center:

1. Home. This contains a dashboard that displays your current progress.
2. Email. You can compose and send email messages to ask for support.
3. Progress. This shows how far along you are in reaching your fundraising goal.
4. Personal Page. This is where you can edit your personal page.
5. What to do next? A list of steps you can follow to get started.

Personalizing your Page

Click on the tab “Personal Page” to personalize your fundraising page. You can enter a title for your fundraising page, such as “Carrie’s AIDS Ride Wisconsin Page.” In the “Body” section, you can write about why you ride, explain the importance of the funds you are raising, etc.



Home Email Progress **Personal Page**

Edit Your Personal Fundraising Page [\(View Personal Page\)](#)

Personal Page URL: [\(URL Settings\)](#)
http://www.aidswalkwis.org/site/TR/Events/General?px=1266819&pg=personal&fr_id=1180

This page is **Public**

Title

Welcome to My Personal Page

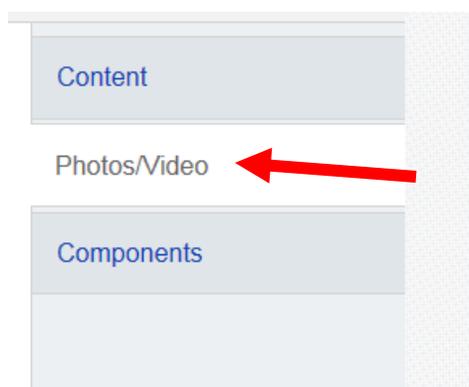
Body

Font family Font size

B *I* U ABC [List Icons]

Copy the URL address under “Personal Page URL,” and paste it on social media, in emails, etc., to direct people to your personalized fundraising page.

You can also upload videos or photos by clicking “Photos/Video” on the side of the page.



Content

Photos/Video

Components

When you click on “Components,” you can decide what will be displayed on your page. Check or uncheck the boxes to display or hide the options, and then save.

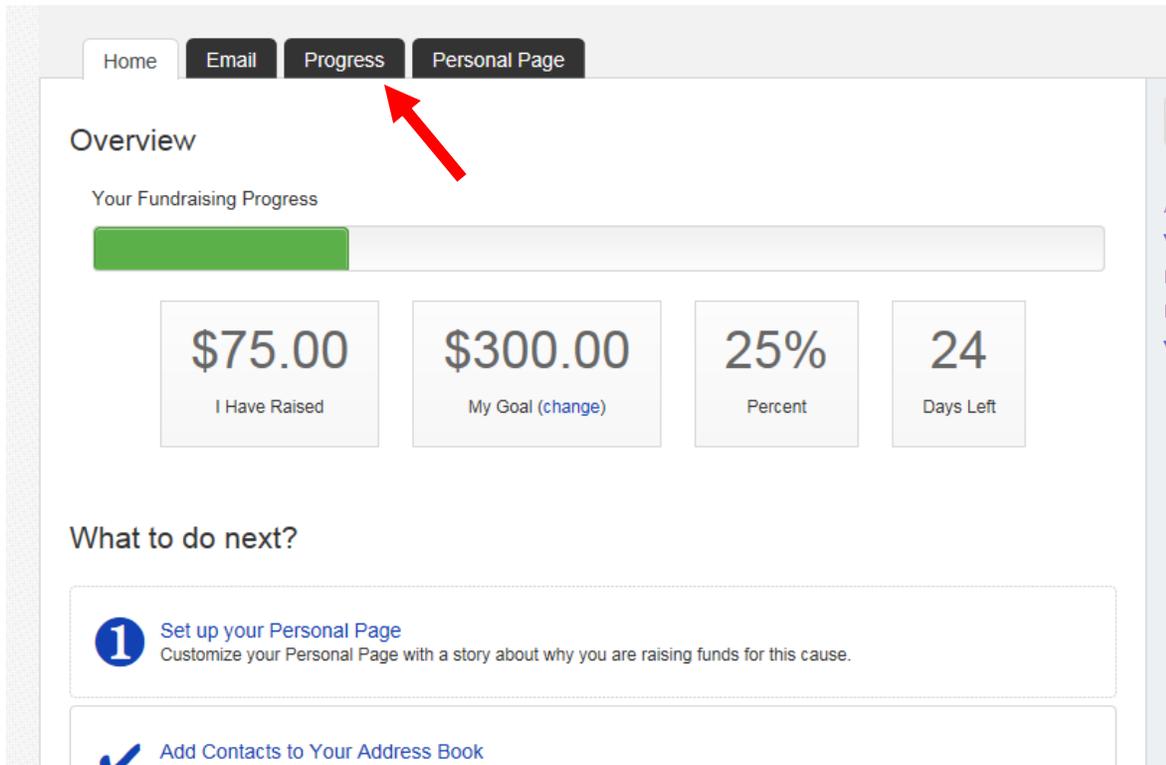
The screenshot shows a web interface with a navigation bar at the top containing tabs for "Home", "Email", "Progress", and "Personal Page". Below the navigation bar is a "Components" section. This section contains two main components, each with a checked checkbox on the left:

- Status Thermometer**: Thermometer showing percent to personal fundraising goal.
- Fundraising Honor Roll**: Scrolling list of largest donations received. Below this is an unchecked checkbox labeled "Show donor names only. Do not show amounts."

At the bottom right of the "Components" section, there are two buttons: a blue "Preview" button and a green "Save" button. A red arrow points to the "Save" button. Below the buttons, a small note reads: "The Preview will open in a new window, but will not save your changes."

Managing your progress and fundraising goal

To check and manage your fundraising progress, click the “Progress” tab.

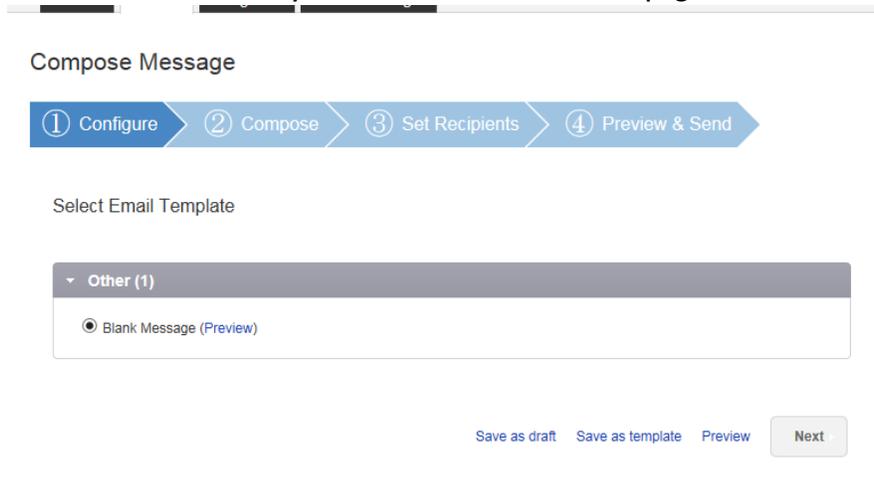


The screenshot shows a navigation bar with four tabs: Home, Email, Progress, and Personal Page. A red arrow points to the 'Progress' tab. Below the navigation bar is an 'Overview' section titled 'Your Fundraising Progress'. It features a green progress bar and four summary cards: 'I Have Raised' (\$75.00), 'My Goal (change)' (\$300.00), 'Percent' (25%), and 'Days Left' (24). Below this is a 'What to do next?' section with two tasks: '1 Set up your Personal Page' (Customize your Personal Page with a story about why you are raising funds for this cause.) and 'Add Contacts to Your Address Book'.

Here you will find details on your fundraising progress and your donation history (for example, details and notes from those who’ve made donations on your behalf).

Sending Emails

When you click on the “Email” tab, you will be directed to the page shown below.

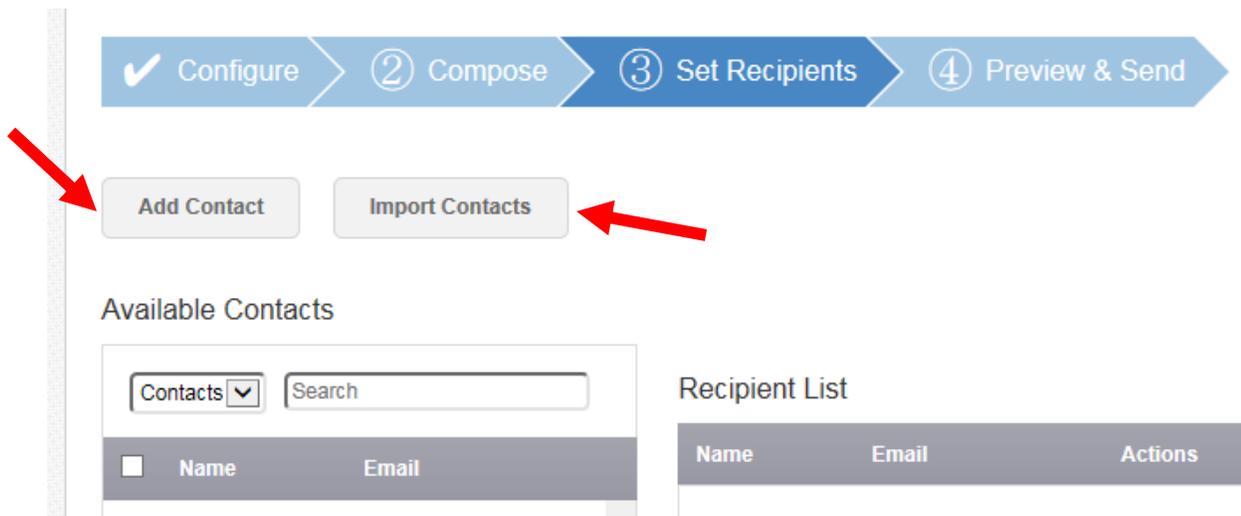


The screenshot shows the 'Compose Message' page. At the top, there is a progress indicator with four steps: 1 Configure, 2 Compose, 3 Set Recipients, and 4 Preview & Send. Below this is a 'Select Email Template' section with a dropdown menu showing 'Other (1)' and a radio button selected for 'Blank Message (Preview)'. At the bottom right, there are buttons for 'Save as draft', 'Save as template', 'Preview', and 'Next'.

When you are satisfied with your email, click “Next.” You will then be directed to your contacts page, where you can either enter in a new contact by clicking “Add Contact” or you can import a list of contacts by selecting “Import Contacts.”

Once you have added a contact, or imported a list of contacts, the names and email addresses of your contacts will appear under “Available Contacts.” If you would like to send an email to someone already listed under “Available Contacts,” check the box by their name, and they will automatically be added to your “Recipient List.”

Once you have added all the necessary recipients, click “Next.”



You will then be shown a preview of your email, and if you are satisfied with it, press “Send.” The email will be sent directly from the website and the sender will show up as: **“Your Name”** aidsridewisconsin@arcw.org. (Note: if the recipient replies to this email, it will be sent to the address you used to register for the Ride.)

Now, you’re all set to make the most out of your personal fundraising page for AIDS Ride Wisconsin!

If you have further questions or need assistance, please contact Carrie Sweet at 608.316.8619 or carrie.sweet@arcw.org. Thank you for your participation in AIDS Ride Wisconsin 2017!