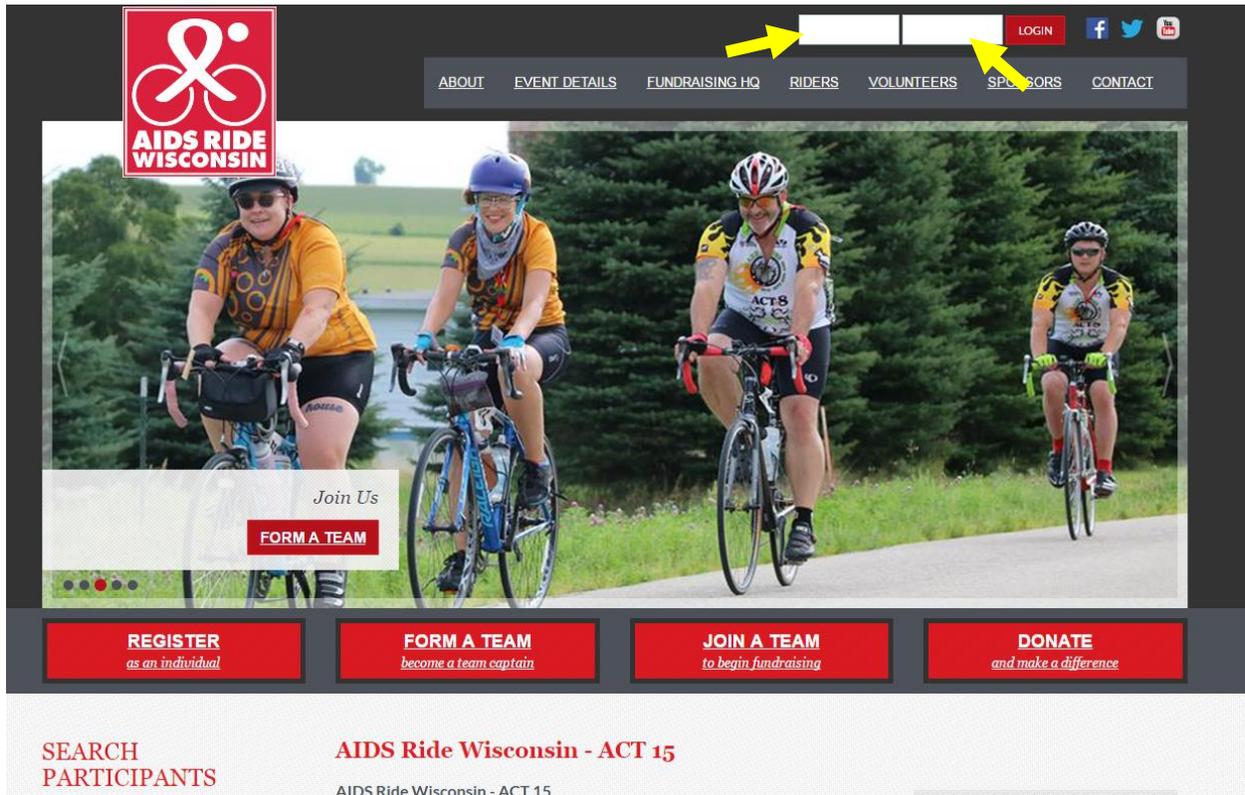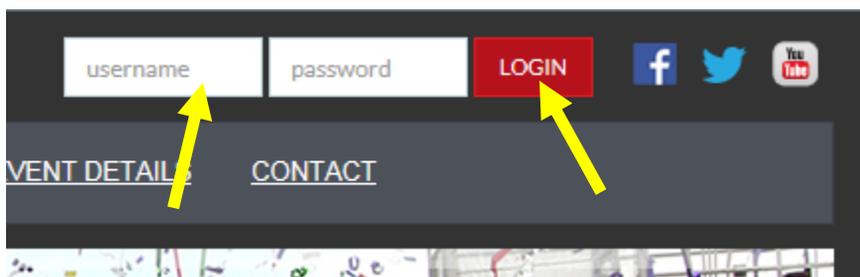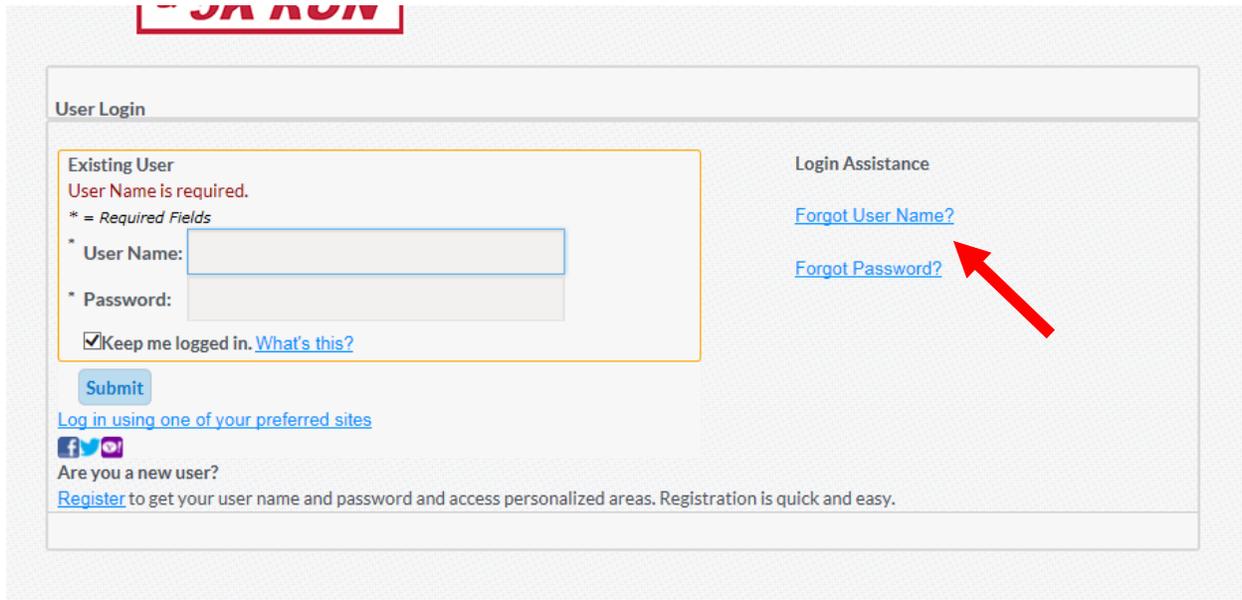# Using your Participant Center

## 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:



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.
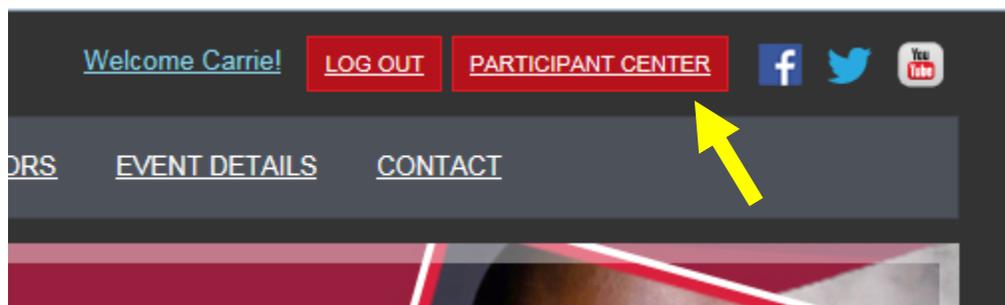
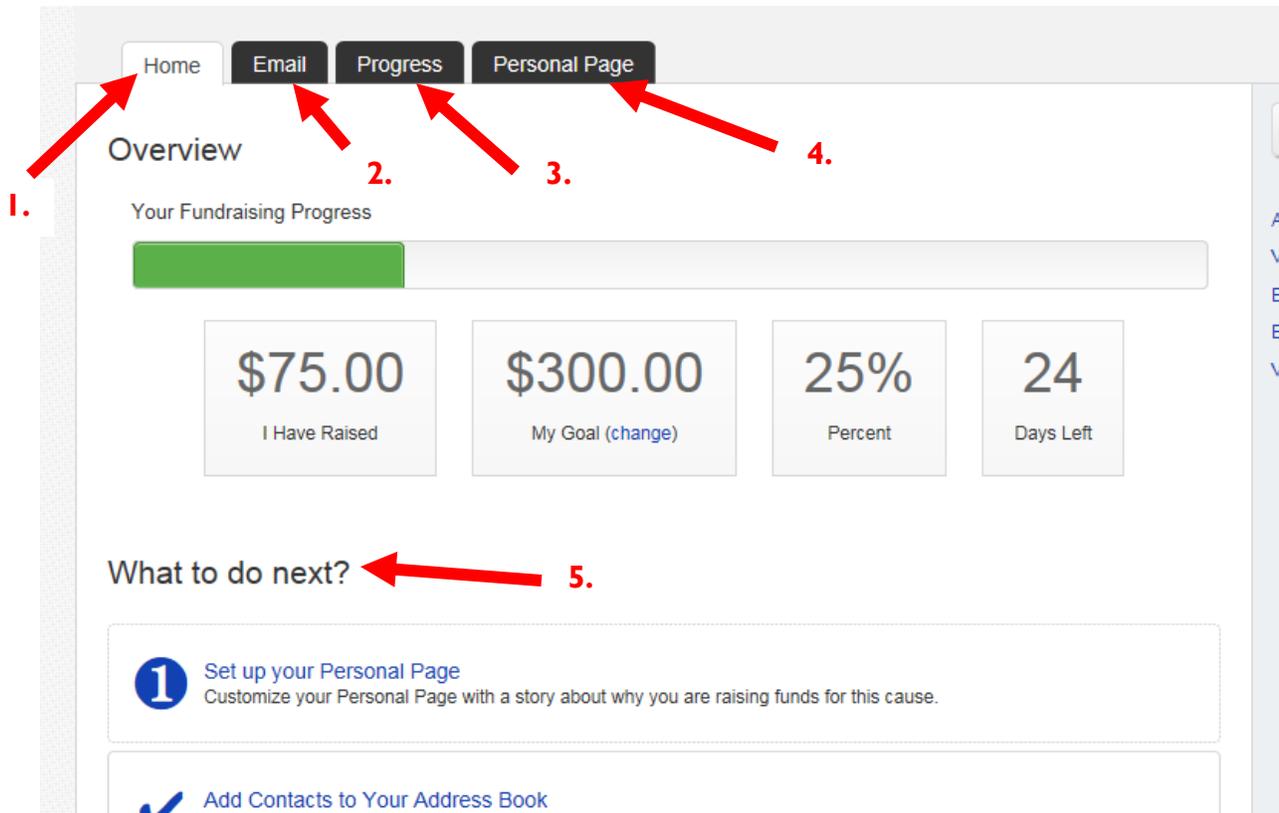## Step 3:

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



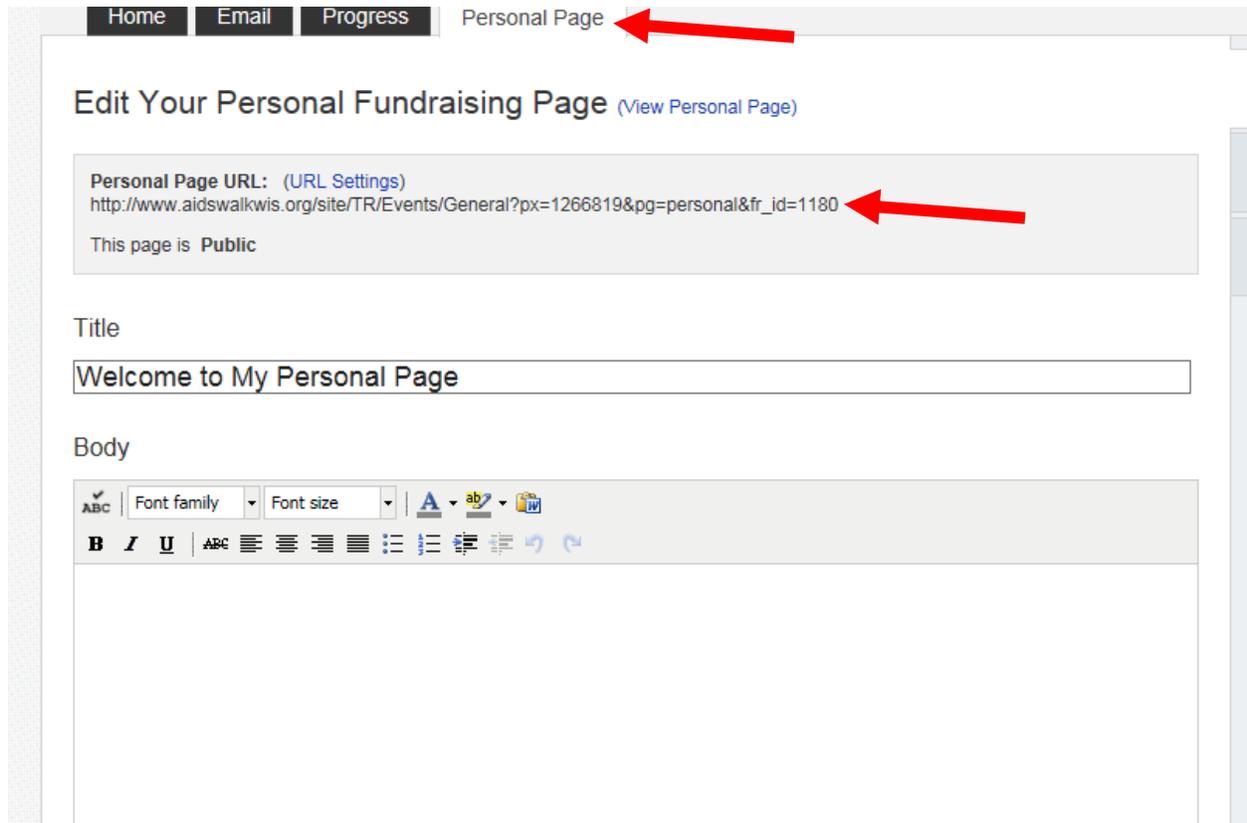**Components of your Participant Center:**
1. Home. This contains a dashboard that displays your current progress.
2. Email. You can compose and send email messages to ask for support.
3. Progress. This shows how far along you are in reaching your fundraising goal.
4. Personal Page. This is where you 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.



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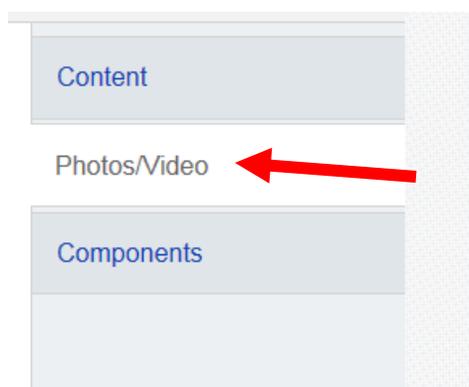
When you click on "Components," you can decide what will be displayed on your page. Check or uncheck the boxes to display or hide the options, and then save.

| Home | Email | Progress | Personal Page |

## Components

☑ **Status Thermometer**
Thermometer showing percent to personal fundraising goal.

☑ **Fundraising Honor Roll**
Scrolling list of largest donations received.

☐ Show donor names only. Do not show amounts.

Preview    **Save**

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.
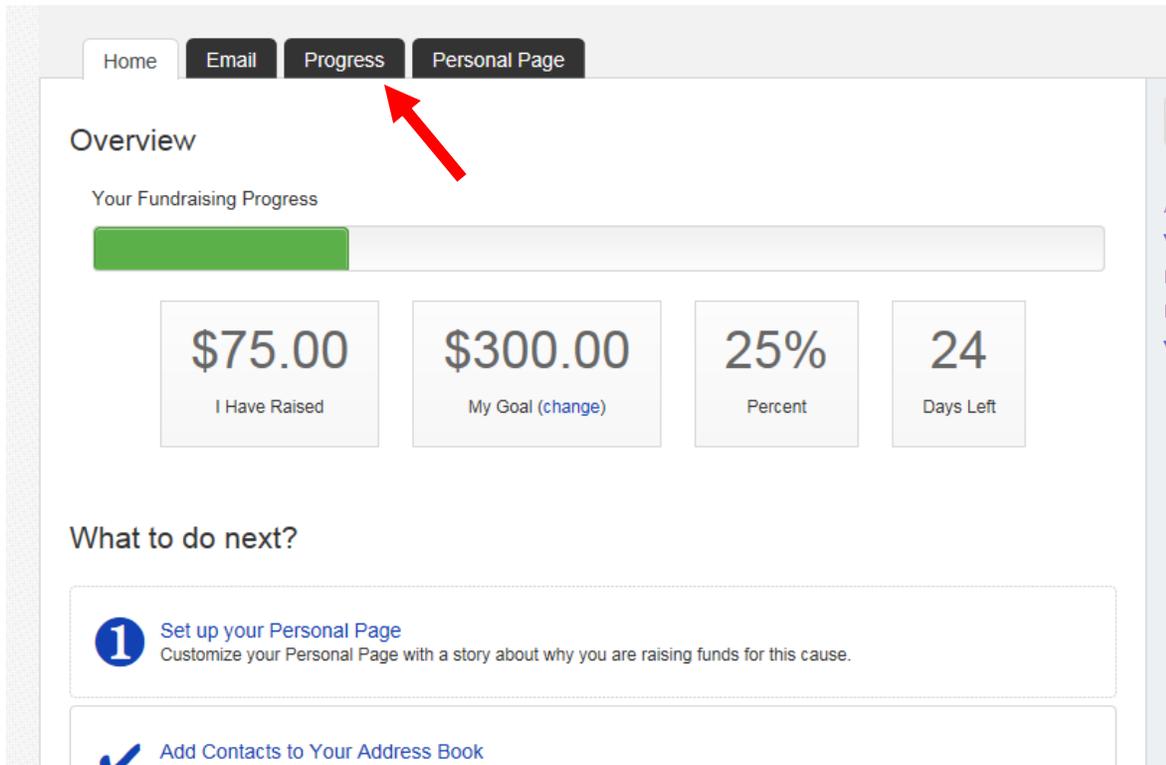


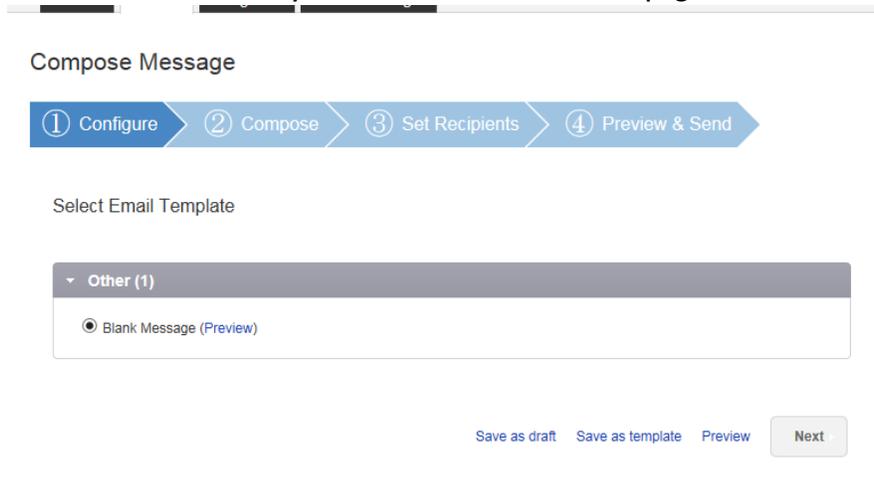Here you will find details on your fundraising progress and your donation history (for example, details and notes from those who've made donations on your behalf).

## Sending Emails

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

From there, you can personalize the subject and text of your email. If you would like to make an email template to reuse in the future, simply compose your message, click "Save as Template," and you can use it again and again. If you would like to see what the email will look like when sent to your recipient, click on "Preview."

## Compose Message

| ✔ Configure | ② Compose | ③ Set Recipients | ④ Preview & Send |

Subject:

☐ Include personalized greeting (What's this?)

ABC  | Font family ▾ | Font size ▾ | **A** ▾ ab ▾ 📋

**B** *I* U | ABC ≡ ≡ ≡ ≡ ☰ ⋮☰ ⋮☰ ⋮☰ ⋮☰ ↺ ↻

▼ Current layout: (done selecting)

Save as draft    Save as template    Preview    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."
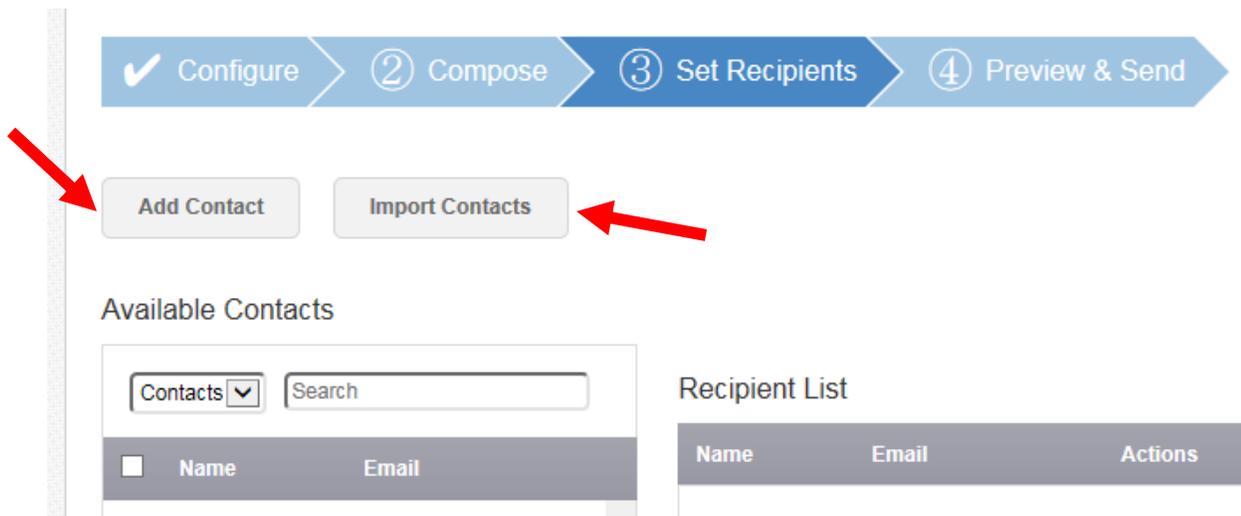


You will then be shown a preview of your email, and if you are satisfied with it, press "Send." The email will be sent directly from the website and the sender will show up as: **"Your Name" aidsridewisconsin@arcw.org**. (Note: if the recipient replies to this email, it will be sent to the address you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