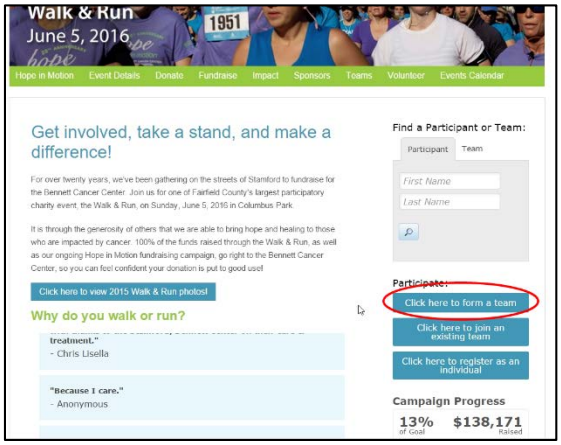
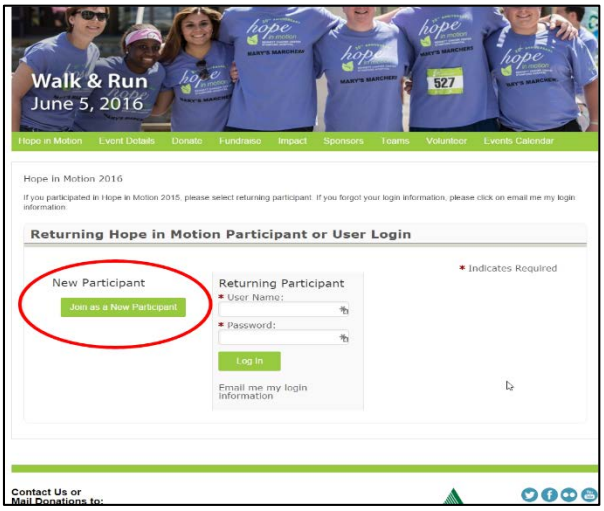
How do I set up my Participant Center?

If you've registered, you already have a Participant Center. All you need to do is log in! If you have not yet registered, please follow these instructions:

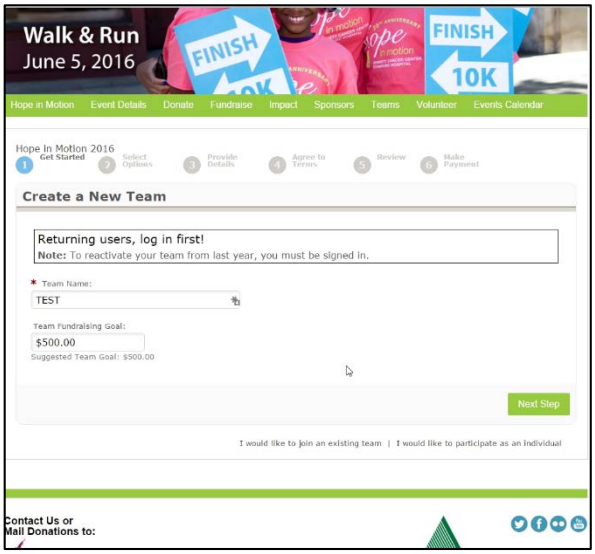
1. Once on the Hope in Motion page, click on the form a team button located on the right side of the page.

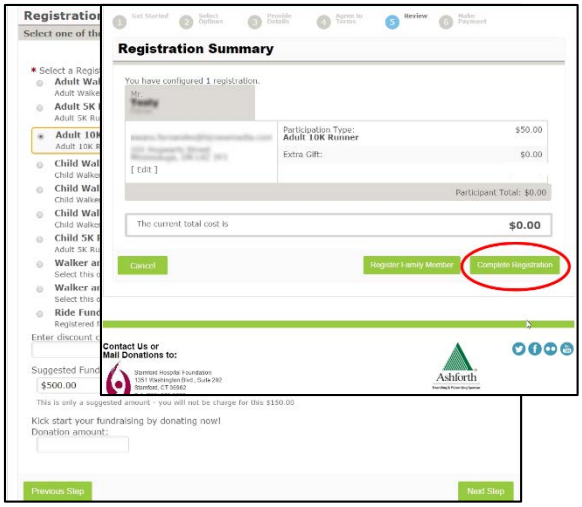




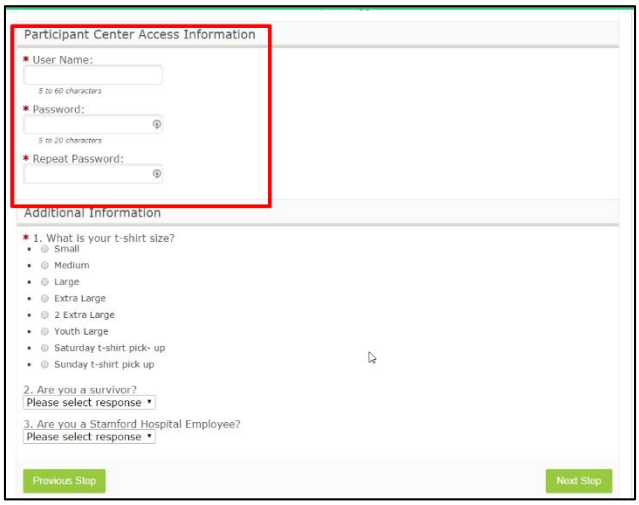
2. If you are new and do not have a username or password set up, click on the "Join as a New Participant". If you are a returning participant, login under "Returning Participant." You may need to click on "Email me my login information" if you participated last year.

3. Type in your Team Name and 'Fundraising Goal for your team. Click Next Step"

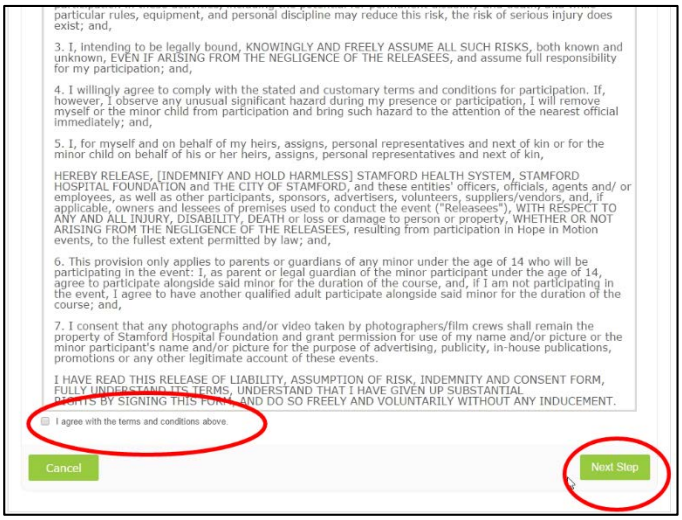




4. Select the Registration Type that appeals to you
5. Enter in a "Suggested Fundraising Goal"
6. If you would also like to donate to your own page, input an amount under "Donation amount"
7. Click "Next Step"



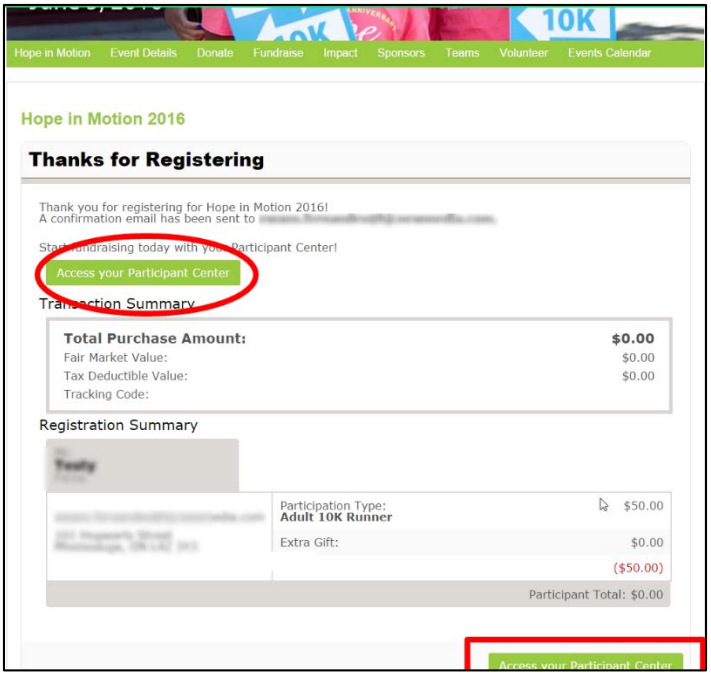
8. Under the "Participant Center Access Information", create a username and password that you will use to log in to your Participant Center to make changes to your Personal Page as well as send emails to your contacts. **Make sure to save this information!**
9. Under "Additional Information", select your shirt size and the day you will pick it up. Select the appropriate response to the next two questions
10. Click "Next Step."



11. You will then be taken to the "Terms and Conditions". Kindly read the conditions and then select the "I agree with the terms" checkbox.
12. Click "Next Step."
13. Under the "Registration Summary", check the information to make sure the information and total cost is accurate. If correct, Click "Complete Registration."

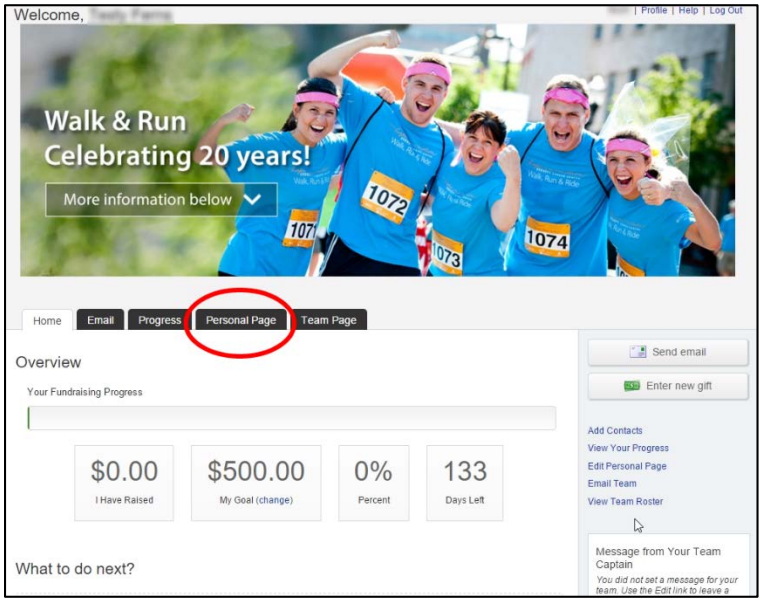
14. On the “Thanks for Registering Page” you have the option to access your Participant Center”. Click on either of the two buttons at the front or bottom of the page.

15. You now have registered and accessed your Participant Center!



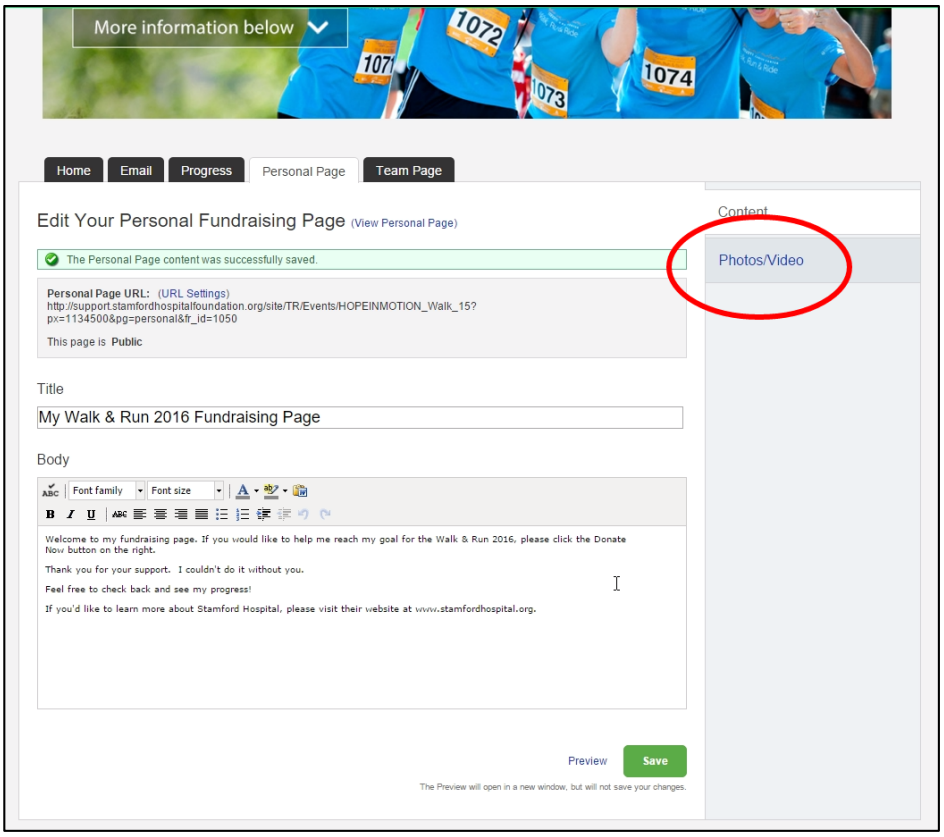
How do I set up my personal page?

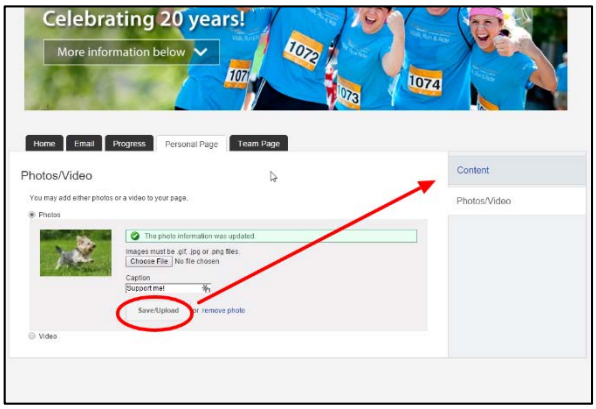
1. Once on the Participant Center, click on the “Personal Page” tab.
2. Here you will have the ability to customize the content that will be displayed on your Personal page. Customize the “Title” and “Body” accordingly
3. Once finished, click “Save”
4. You’ve updated your personal page!
5. Once finished, click “Save”



How do I update my personal page photo?

1. From your Participant Center, click Personal Page.
2. Click on the “Photos/Video” at the top right of the page.
3. This is the place to upload a Profile Picture or a Video to your Personal Page.

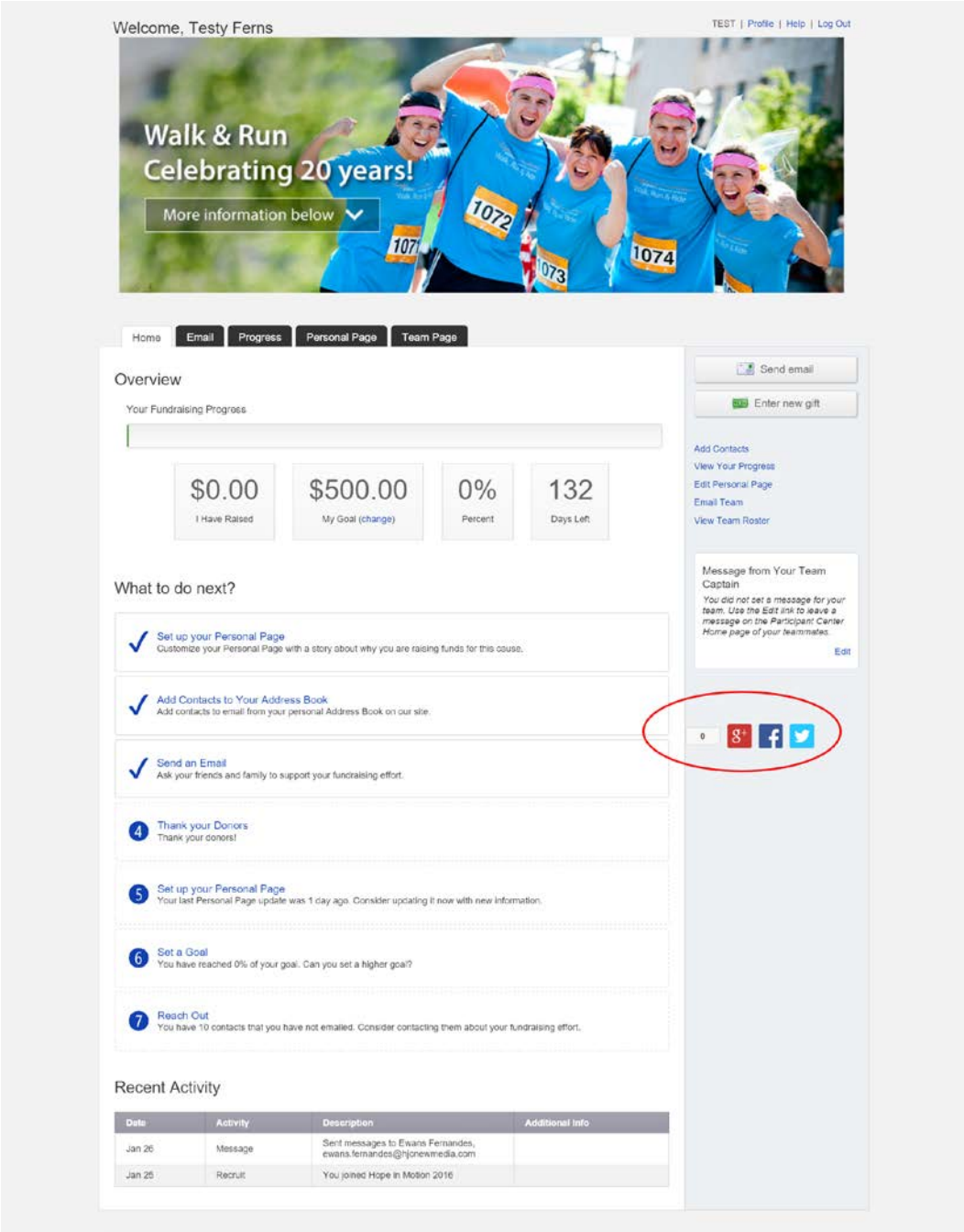




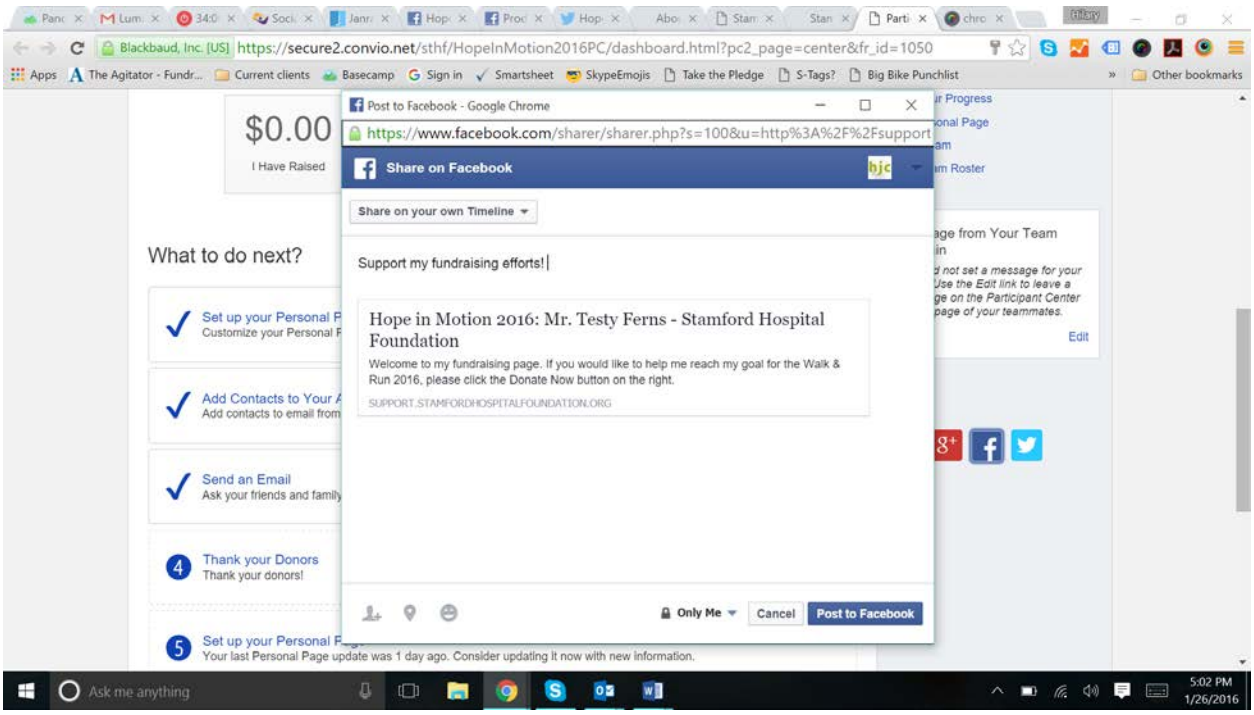
4. Click on “Choose File” to find and select the image required.
5. Click “Save/Upload” to upload and save the image.
6. Likewise, if you would like to upload a video, click on the “Video” button and follow the same process. Make sure to click “Save.”
6. Click on “Content” to go back to your Personal Page and preview it.

How do I connect with my social media platforms?

1. Login to your Participant Center
2. In the left hand column, you will see a Facebook, Twitter, and Google + Icon. Click on the one you'd like to utlize.



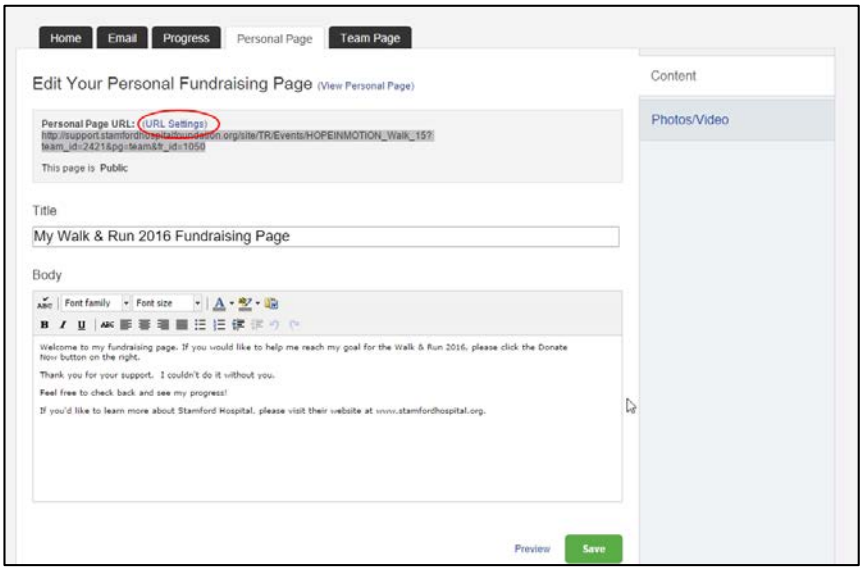
3. Type in the message that you would like to share:

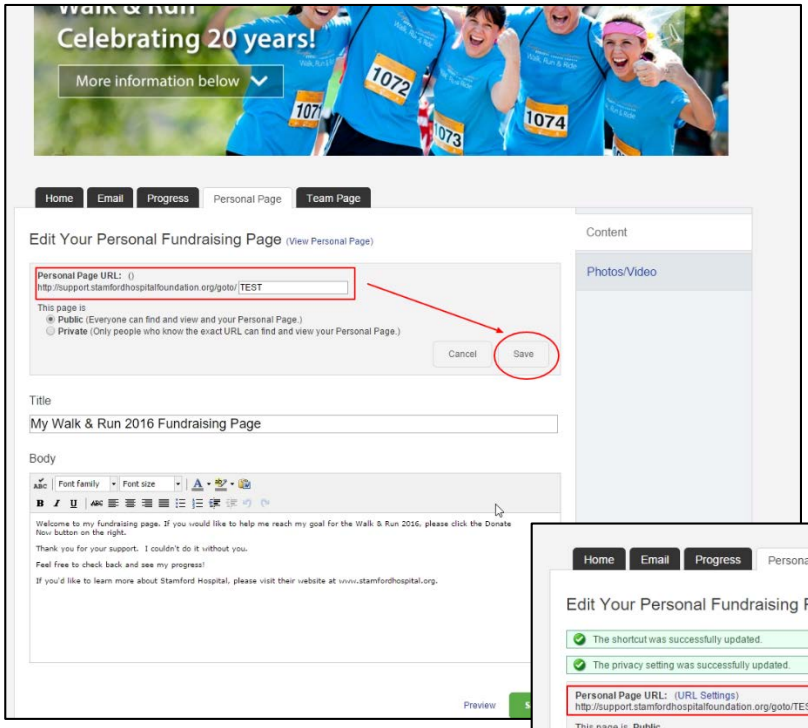


4. Click “Post to Facebook.”
5. You’ve now shared your personal page!

How do I create a ‘friendly URL’ for my page?

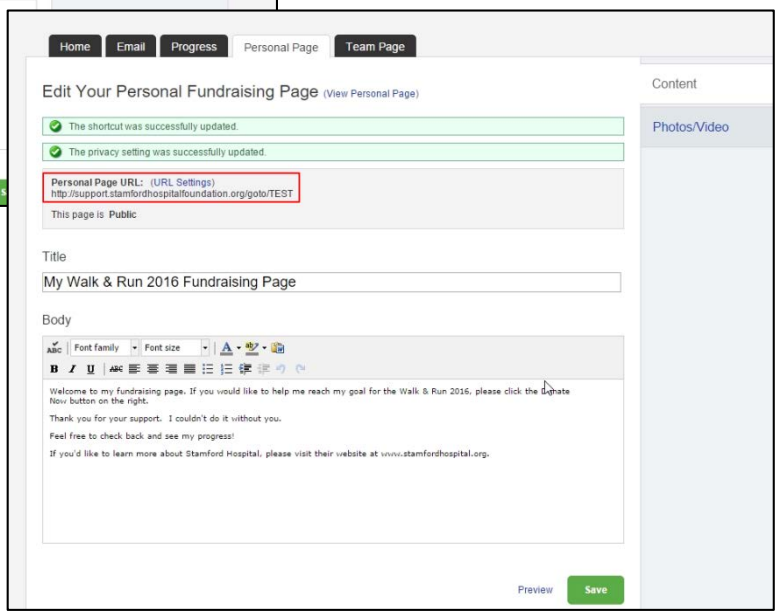
1. Go to the personal page tab.
2. At the top of the page, you will see “Personal Page URL”
3. Click on “URL Settings.”





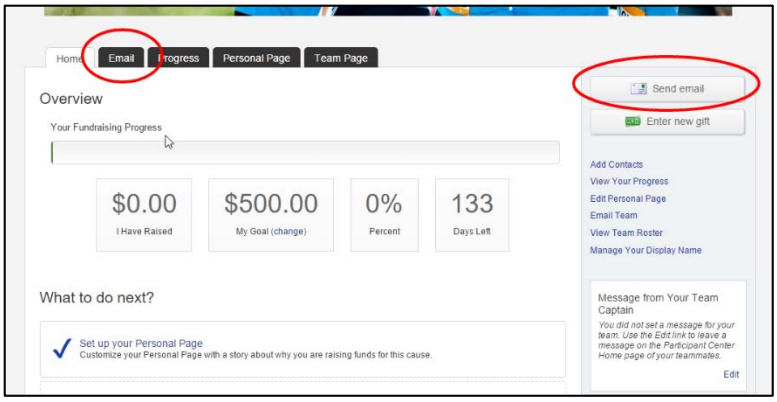
4. You can customize/shorten the URL link of your Personal Page.
5. A best practice is to customize your URL link with your Name.
6. Once done, click the grey "Save" button.

7. The URL link to your Personal page has now been customized

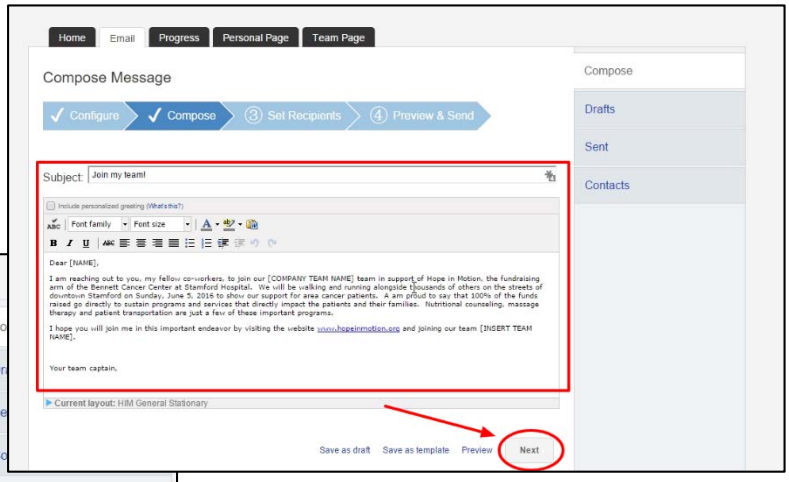


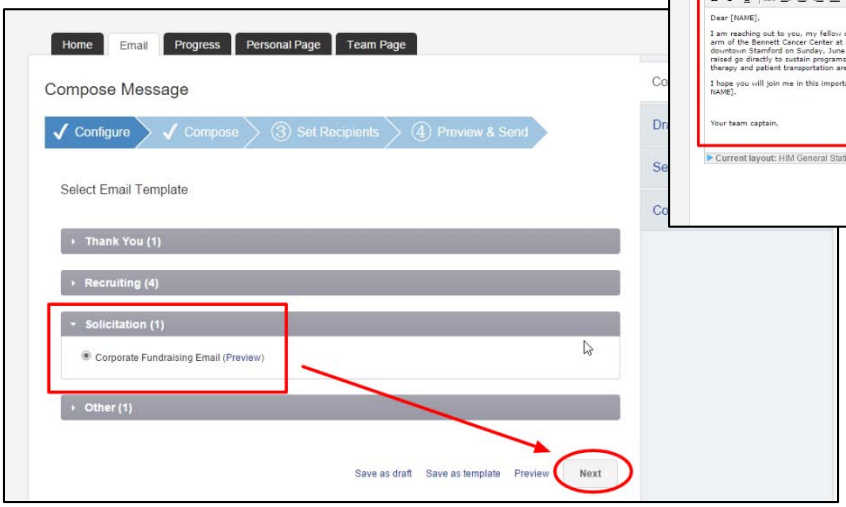
How do I send an email? How do I upload my contacts?

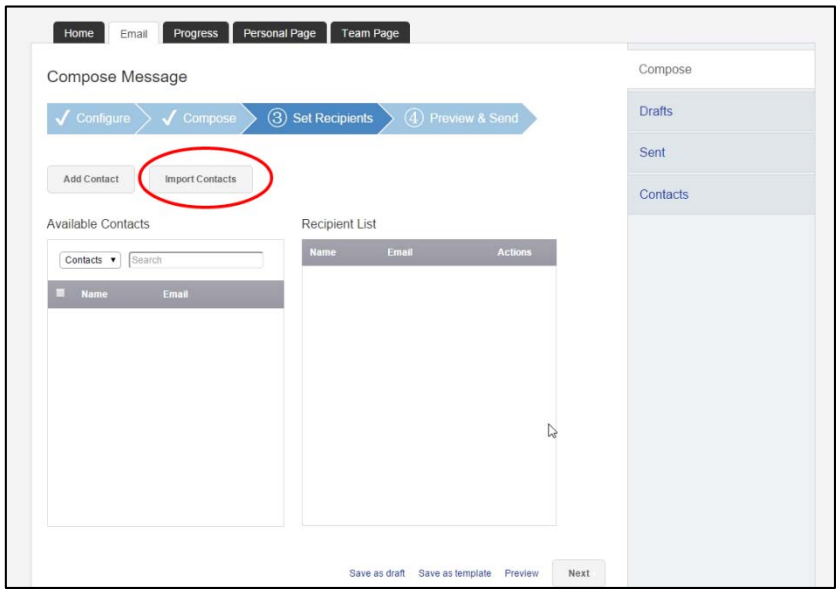
1. Click on the "Email" tab or "Send email" from your Home page of the Participant Center.



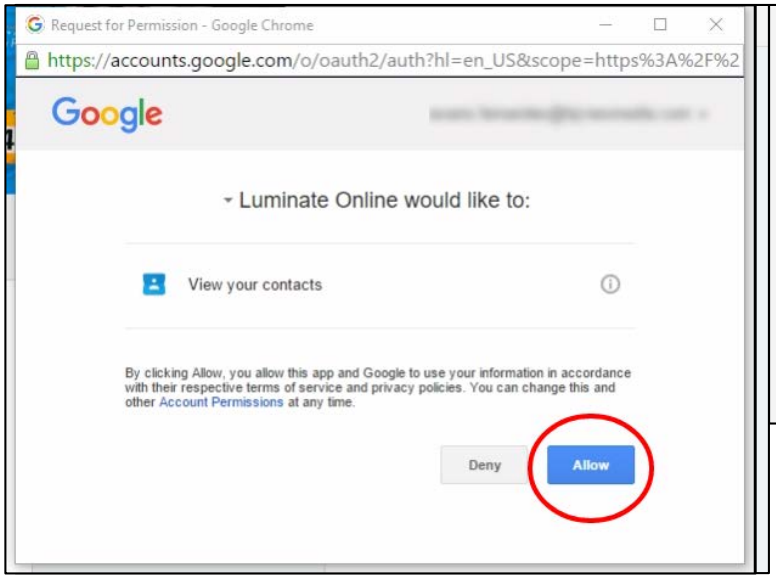
2. Based on the type of email you wish to send, select the relevant template.
3. Click “Next.”
4. Here you can personalize the email (Subject and Body) accordingly
5. Once finished, click “Next”

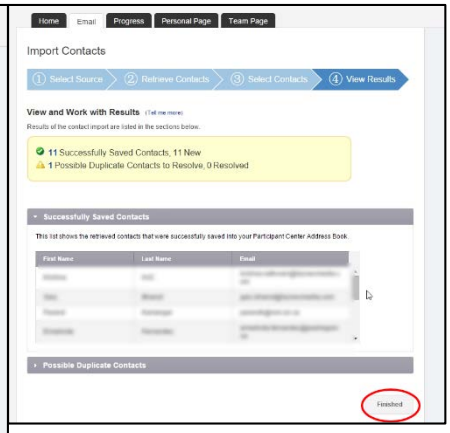






6. Here you can choose between manually entering one contact (“Add Contact”) or importing a list of contacts from your personal email (“Import Contacts”).
7. To import, click on the “Import Contacts” button.

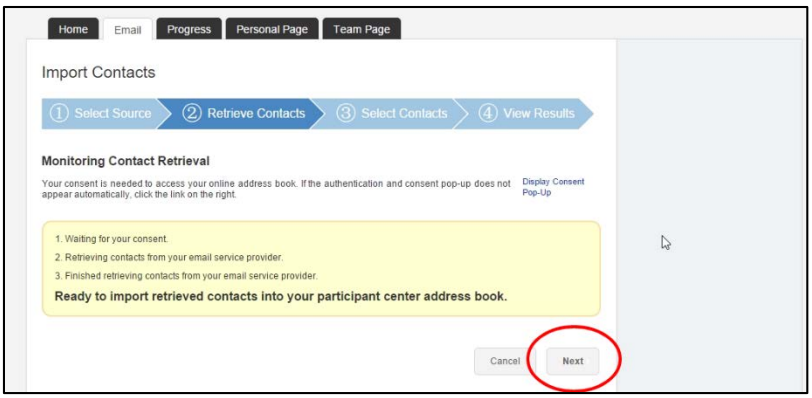




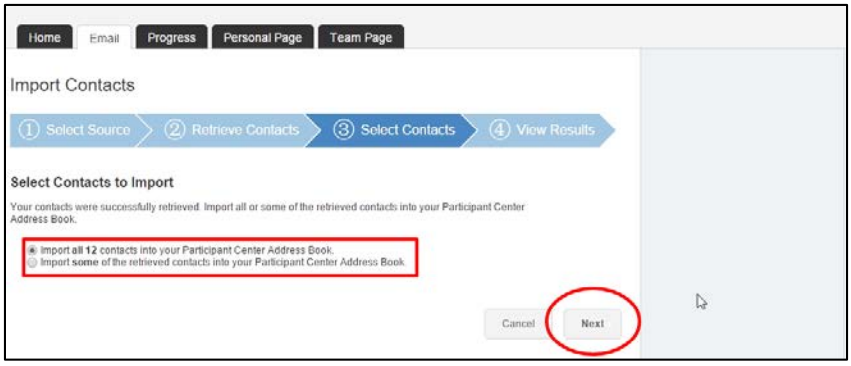
8. Here, you have the choice to import either your Gmail or Yahoo mail contacts.
9. Click “Next.”

10. A notification will pop-up asking to view your contacts. Click “Allow”

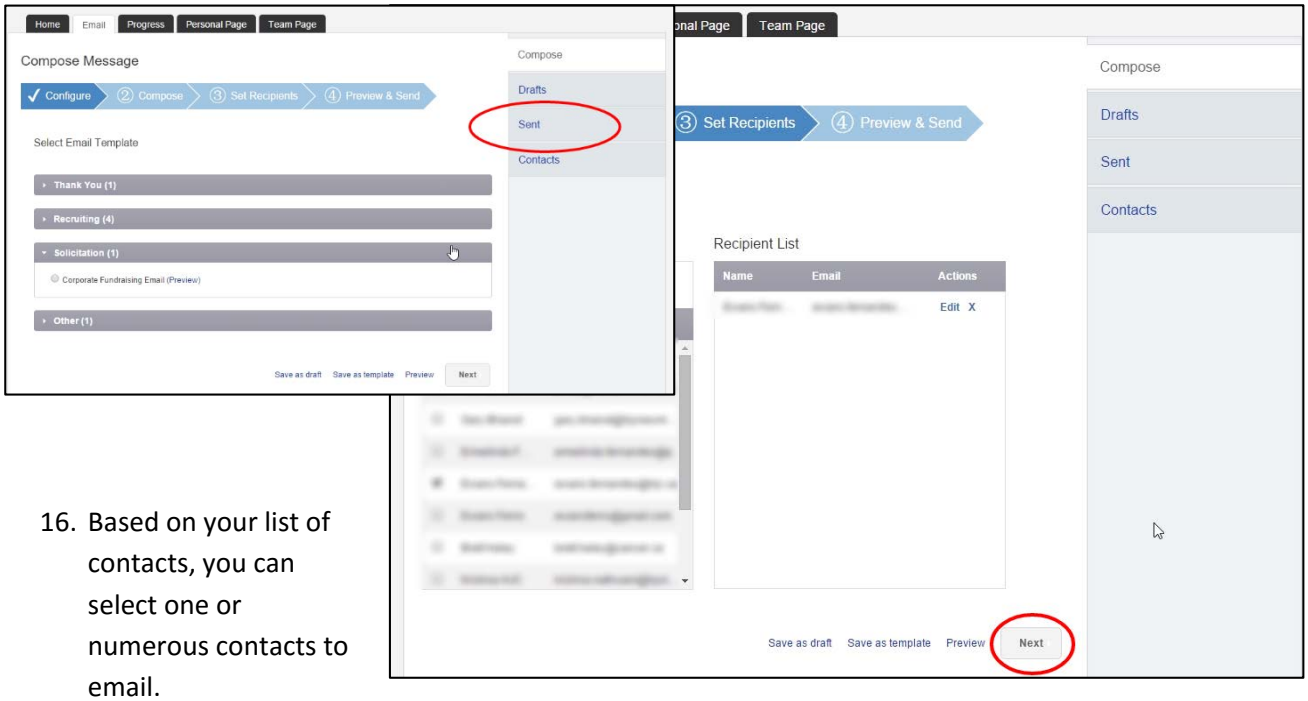
11. Once successfully imported, the message will say Ready to Import.
12. Click “Next”



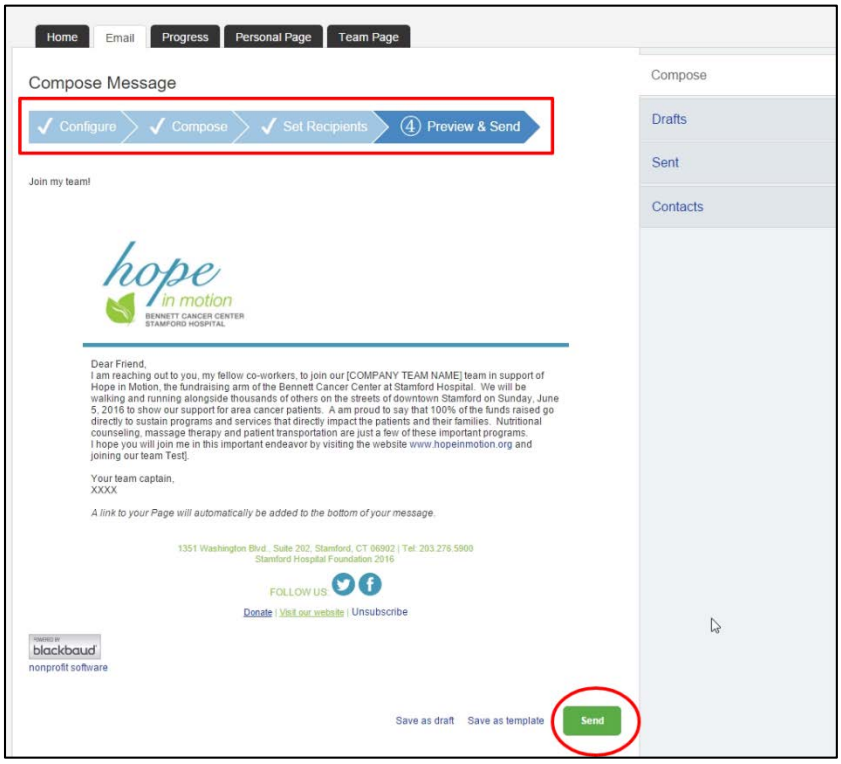
13. Based on your list of contacts, this process may take a few minutes



14. You can choose to import all or some of your contacts. Once picked, click “Next”
15. A list with all your contacts will be shown. Click “Finished”



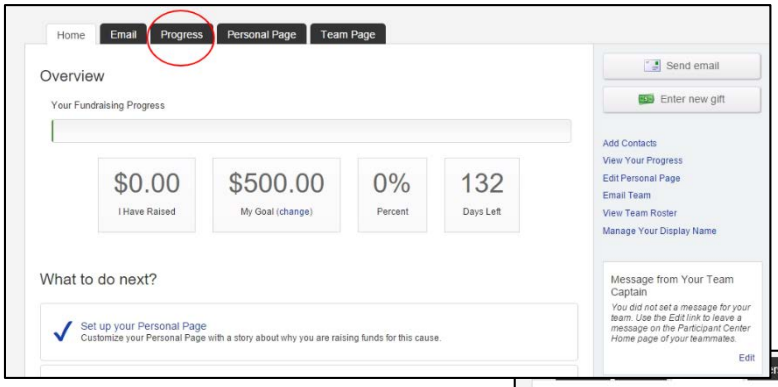
16. Based on your list of contacts, you can select one or numerous contacts to email.
17. Once selected, click "Next."



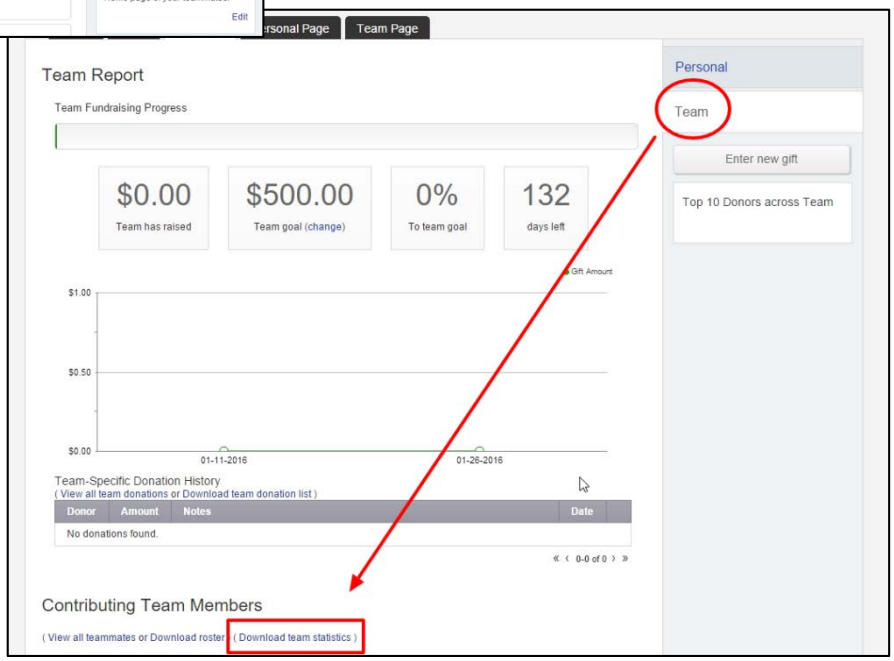
18. You can preview your email here. If you would like to make edits, click on the "✓Compose" on the top which will then take you to the customize email template.
19. If you are satisfied with your email, click "Send."

20. You can view your sent emails by clicking on the "Sent" button located on the right

How do I run reports to get my team stats?



1. On the home page of your Participant Center, click on the "Progress" tab.



1. Click on the "Team" button to view your Team's progress
2. Click on the "Team" button to view your Team's progress
3. To download your team's statistics, click on the "Download team statistics" link at the bottom of the page. An excel document will be exported to your computer.
4. Click on the "Team" button to view your Team's progress
5. To download your team's statistics, click on the "Download team statistics" link at the bottom of the page. An excel document will be exported to your computer.