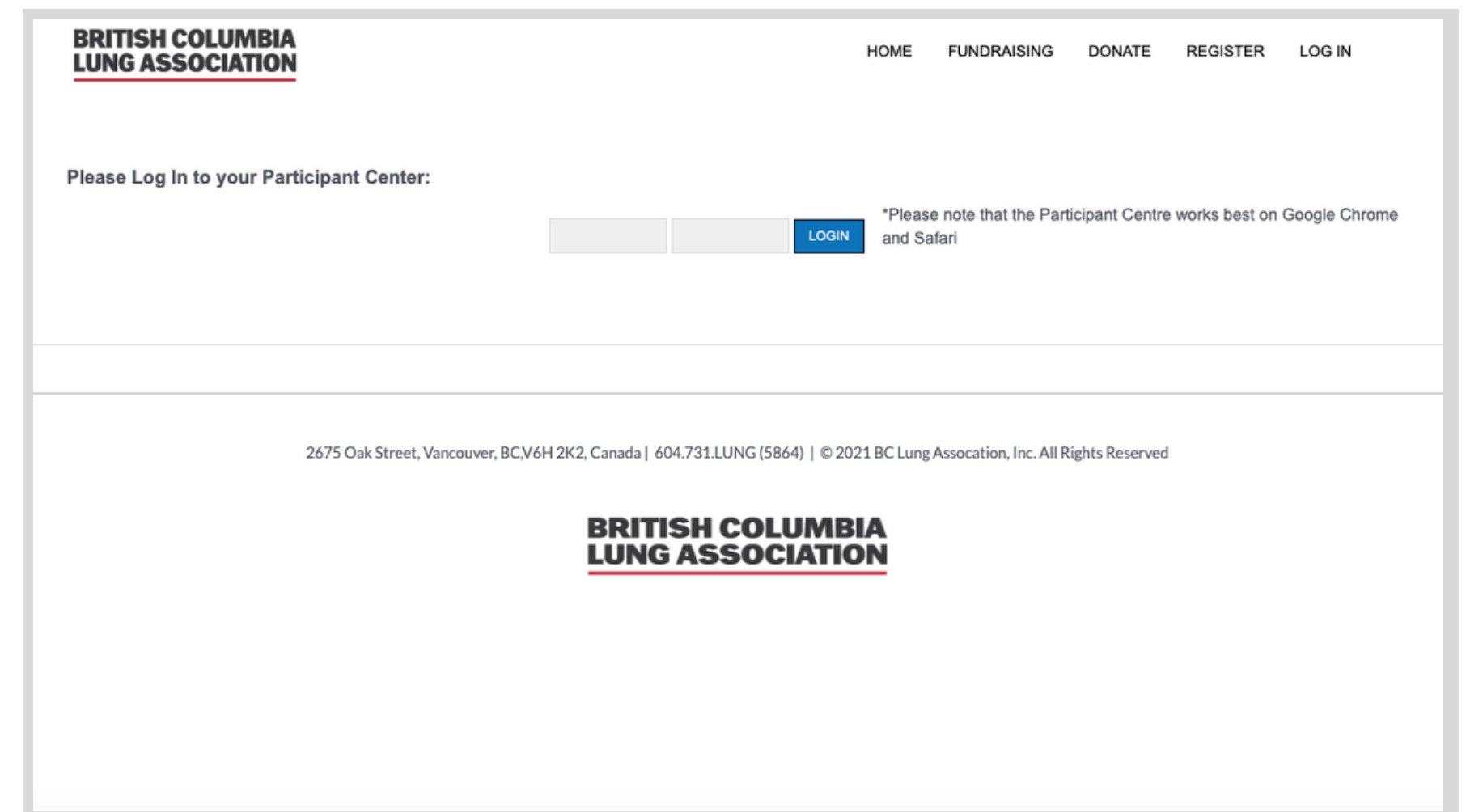
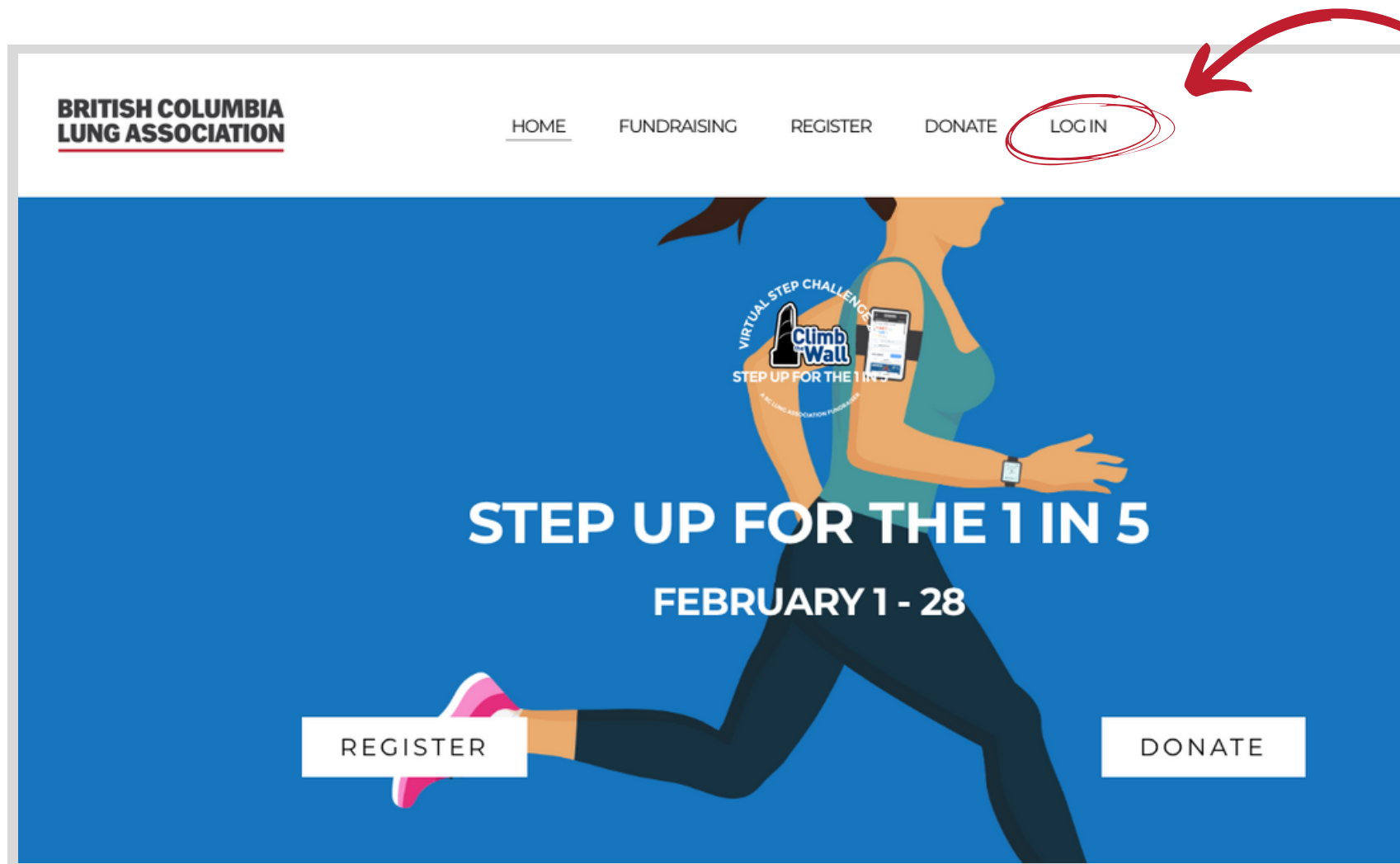


# PARTICIPANT CENTER USERGUIDE

## LOGGING IN

Log in at [www.stairclimb.ca](http://www.stairclimb.ca) using the username and password you chose when registering. If you forgot your username or password please email [stairclimb@bc.lung.ca](mailto:stairclimb@bc.lung.ca).



# HOME PAGE

- 1 Update your goal
- 2 Edit your webpage. Use this link to send from another email provider
- 3 Enter a gift collected in person
- 4 Post your page to social media
- 5 Send emails to donors

The screenshot shows a fundraising home page with a navigation bar at the top containing 'Home', 'Email', and 'Profile'. Below the navigation bar is a 'What to do next?' section with six numbered items: 1. Set up your Personal Page (with sub-item 1: Customize your Personal Page with a story about why you are raising funds for this cause.); 2. Add Contacts to Your Address Book (with sub-item 2: Add contacts to email from your personal Address Book on our site.); 3. Send an Email (with sub-item 3: 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 Donors (with sub-item 4: Thank your donors!); 5. Set up your Personal Page (with sub-item 5: Your last Personal Page update was 5 days ago. Consider updating it now with new information.); 6. Set a Goal (with sub-item 6: You have reached 0% of your goal. Can you set a higher goal?).

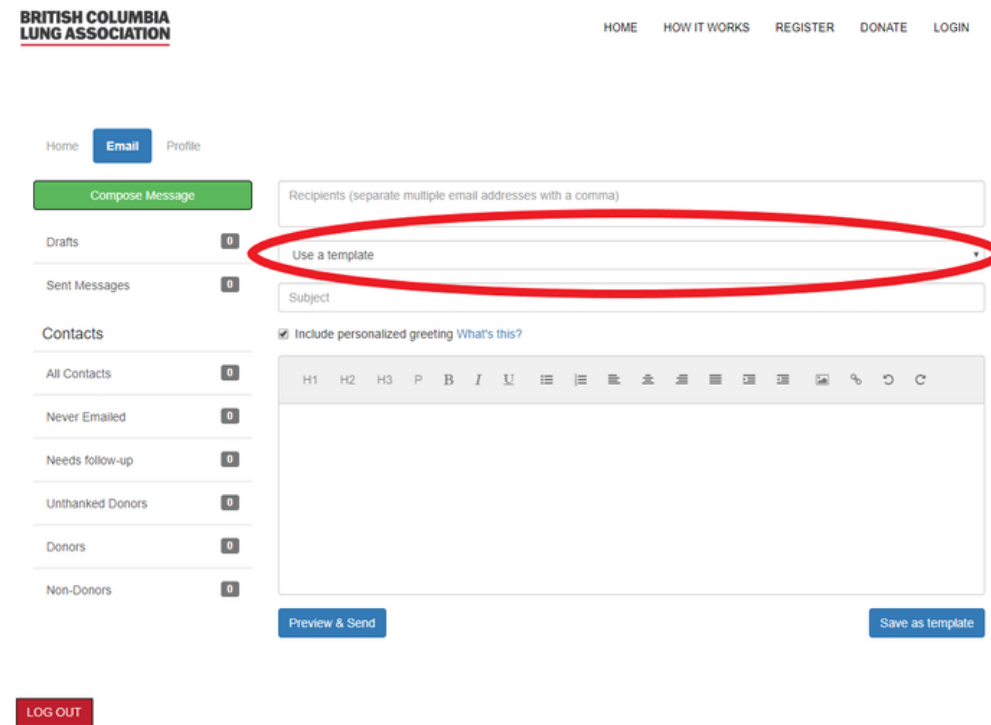
Below this section is a 'Me' profile card. It features a 'Your Fundraising Progress' section with a progress bar from \$0.00 to \$200.00, an 'Edit Goal' button, and a callout '1'. Below this is a 'Badges' section with the text 'Badges are fun things you can earn.' and a callout '3'. At the bottom of the 'Me' card is a 'Personal Donations' section with an 'Add' button and the text 'No donations found.'.

On the right side of the page, there is a 'Share' section with social media icons for Google+, Facebook, Twitter, and LinkedIn, and a callout '4'. Below this is a 'Recent Activity' section showing 'You joined' on 'May 20'. At the bottom right is a 'Personal Page' section with a 'Personal Page URL' (http://bcla.convio.net/site/TR/Events/General?px=1049237&pg=personal&fr\_id=1181) and a 'URL Settings' button, a 'Title' (Join me as I ride for the 1 in 5!) and an 'Edit Content' button, and a 'Body' section.

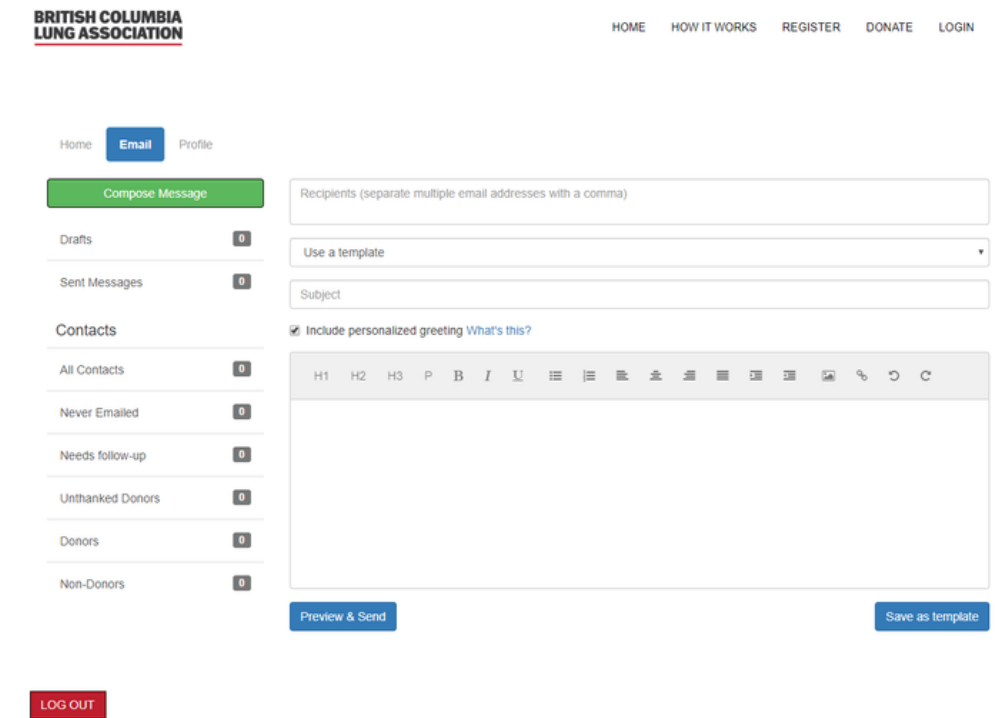
Start with personalizing your webpage by adding a photo and text of why you are participating. Get others inspired! Once you are done, you can post your page to your social media accounts and start emailing donors.

# EMAIL POTENTIAL DONORS

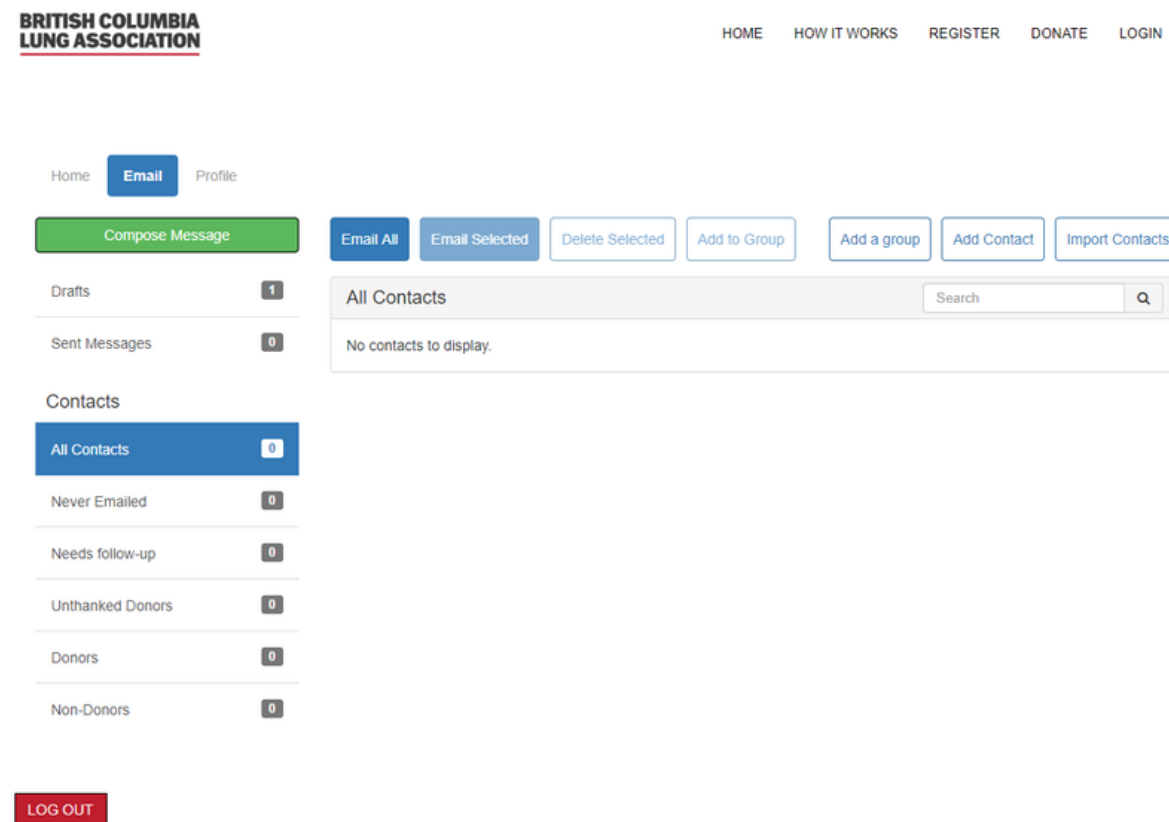
1. Choose a template or simply start from scratch



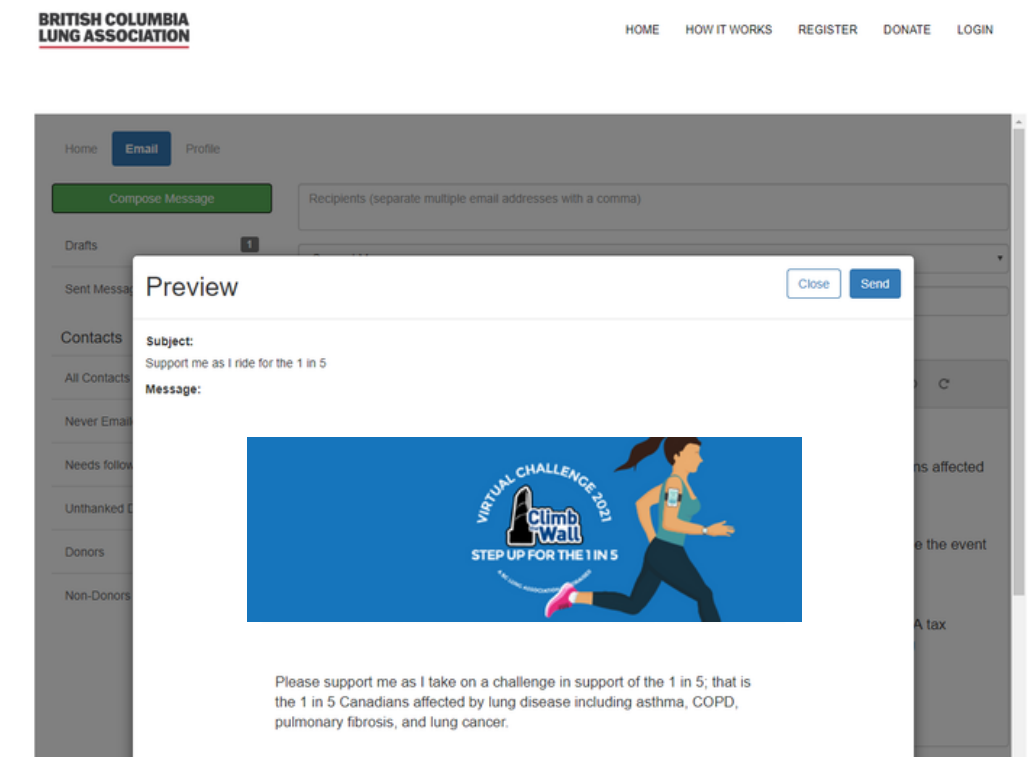
2. Write your message.



3. Add your contacts or import from another email provider



4. Preview your email and send!



QUESTIONS? CALL 604-731-5864 OR EMAIL STAIRCLIMB@BC.LUNG.CA