



Participant Center Quick Set-Up Guide

Access your account

Visit the Stairclimb 2018 website by visiting stairclimb.ca.

Login to your account by clicking the button on the top right corner and enter your username and password.

What can I do in Participant Center?

- > customize your personal/team page
- > email donors
- > create contact lists
- > track your fundraising efforts!

Access these features by clicking the corresponding tabs above 'Overview'.

Personal Page

Customize your Personal or Team Page

To get started...

1. Select 'Personal Page' tab
2. Write a personal message and be sure to upload a photo of yourself or your team!
3. To see what your page looks like to your visitors, click 'View Personal Page', if it's all good be sure to save it!
4. To upload a picture, select 'Photos/Video' on right hand column

Email

Connect with donors to reach your fundraising goals!

To get started...

1. Select the 'Send Email' tab on the right hand column
2. Write your own message or customize one of the existing templates!
3. Enter your recipient's email in the 'To' field

or...

...upload an existing contact list from another email service like Gmail.

Select 'Contacts' on right hand column and click 'Import Contacts' icon.

Progress

How's the fundraising going?

Check it out by visiting the 'Progress' tab!

Review...

- > fundraising goals
- > donation history
- > donor tax receipts

Sharing is Caring

Each email sent from Participant Center contains a URL link to your webpage. Personalize this URL by selecting 'URL Settings'

Returning participant?

Contact the Special Events Team and we can upload your contacts for you.

QUESTIONS? Contact the Special Events Team at stairclimb@bc.lung.ca or call 604-731-5864