Participant Center Guide

This will show you how to send emails, customize your fundraising page...and more!

If you prefer a video tutorial, you can find that here.
Go to the walk website (walk.wellnesshouse.org) and fill in your username/password and click login. If you forgot your username and/or password, just click login and you will be prompted to reset your username/password.
Once you have logged in, click participant center.
Your **home page** will give an overview of your fundraising progress. View the next steps at the bottom of the screen. You can click on any of the links in the checklist to do the next step, or use the menu to the right or the menu at the top. These will all get you where you'd like to go!
This is still your **home page**. You can see the recent activity at the bottom of the screen.

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**Thank your Donors**
You have 3 unthanked donations. Thank your donors!

**Set up your Personal Page**
Your last Personal Page update was 28 days ago. Consider updating it now with new information.

**Set a Goal**
You have reached 100% of your goal. Can you set a higher goal?

**Reach Out**
You have 1 contact that you have not emailed. Consider contacting them about your fundraising effort.

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WELCOME TO YOUR Participant Center!

Thank you for joining Walk for Wellness House!

What should I do next?

1. **Update your Personal Page.** Simply click on the Personal Page symbol above and follow the directions. You can change the layout of the page, share your personal story, upload a photo or one of the ones we supply. If you have any questions on how to update your personal page, email us at

2. **Send out suggested emails to your friends and family asking for their support!**

3. **Start Fundraising Online:**
   - Start by viewing your Personal Page now to see what your potential donors will see:
   - Send reminder and solicitation e-mails to friends, family and co-workers about your participation
   - Track your individual ongoing fundraising progress
   - Update your fundraising goal
   - View reports on who & when your team members make a donation
   - Send follow-up messages and thank-you emails to your supporters

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**Recent Activity**

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<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Description</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 12</td>
<td>Message</td>
<td>Sent messages to Harry Potter, Luna</td>
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<tr>
<td>Jan 12</td>
<td>Recruit</td>
<td>Luna Lovegood joined your team</td>
<td>Welcome sent</td>
</tr>
<tr>
<td>Dec 21</td>
<td>Recruit</td>
<td>Ron Weasley joined your team</td>
<td>Send a welcome message</td>
</tr>
<tr>
<td>Dec 21</td>
<td>Recruit</td>
<td>You joined Walk for Wellness House</td>
<td></td>
</tr>
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</table>
On the Email tab, you can send emails to thank donors (thank you), recruit others to join your team (recruit) and asking them to donate (solicitation). Select which template you’d like to use, or select other to write your own message. You can edit the templates, they simply provide sample language to use. Once you’ve selected, click next.
On step 2: Compose, you can customize the text in the email. Click preview to view what the recipient will see. Click next when you are done editing and ready to select recipients.
Dear Friends and Family,

I recently decided to participate in the Walk for Wellness House on Sunday, May 1. I would love for you to join my team and support Wellness House!

Cancer can feel overwhelming, for patients and their families. It can be confusing and frightening. Fortunately, when it comes to living with cancer, Wellness House is there.

With support groups, exercise and nutrition classes, social events, and much, much more, Wellness House is designed to give back the strength, community, and control that cancer can take away. Since you can’t put a price on these things, they don’t either - there’s absolutely no charge for all of the programs and services that they offer.

You can learn more about Wellness House here.
On this page, check the boxes next to contacts you’d like included on this message. Team members and donors will automatically appear here. If you participated in 2016, any contacts from the 2016 event will already be in here. You can import contacts from your address book by clicking import. Once you have your recipients selected, click next.

Not interested in importing you Contacts? You can just copy the text of your sample email and the URL for your Team or Personal page and send the emails out from your regular email program (Gmail, Outlook, etc). See “Pro Tips” on the following pages to get the URL to your Team or Personal Fundraising pages.
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You can learn more about Wellness House here.

This cause is very important to me, and I hope you will join me by making a donation or joining our team! You can register here - just select the "join a team" option and look for my team name.

A link to your Page will automatically be added to the bottom of your message.

Event Home | My Participant Center | My Page

131 N. County Line Road Hinsdale, IL 60521
Phone (630) 323-5150 | Fax (630) 654-5345 | walk@wellnesshouse.org
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FOLLOW US facebook twitter

Donate | Update Profile | Update Email Preferences | Visit our website

POWERED BY blackbaud

Save as draft  Save as template  Send
On the **progress page**, you can see your fundraising progress. You can **update your goal** here and **view/download** a list of donors.

**Team captains**, click on **Team** to see team progress.
Team captains can see the team progress. You can update your team goal here.

You can also view/download a list of donors who donated to the team, but not to members of your team.

You can also view/download your team roster.
On the **personal page tab**, you can edit the text and photos that appear on your personal fundraising page. Simply edit the text and **click preview** to see what it will look like. When you are done, **click save**.

You can also customize the link to your fundraising page at the top under **URL settings**.

**PRO TIP:** Copy the URL to your page and send it out to friends and family via email, text or posts on Facebook, Twitter, LinkedIn or Instagram!
Welcome to Harry's Page

Cancer can feel overwhelming, for patients and their families. It can be confusing and frightening. Fortunately, when it comes to living with cancer, Wellness House is there.

The welcoming, encouraging feeling starts the moment you walk in the door. They aren't located in a hospital or an office building. Rather, they are in a warm, friendly home in a neighborhood where you will find caring people with the expertise and eagerness to help. Their hope is that people will feel less alone, more informed, and more empowered to take on the challenge of facing cancer.

With support groups, exercise and nutrition classes, social events, and much, much more, Wellness House is designed to give back the strength, community, and control that cancer can take away. Since you can't put a price on these things, they don't either - there's absolutely no charge for all of the programs and services that they offer.

This cause is very important to me, and I hope you will join me by making a donation.

Here is a preview of a customized personal page.
Welcome to our Team Page!
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This cause is very important to me, and I hope you will join us by making a donation or joining our team!

Captains can also customize the team page with text and photos.

**PRO TIP:** You can copy the URL to your Team and/or Personal Fundraising page at any time and send it out via email, text, or social media post. The more sites you share it on (Facebook, LinkedIn, Twitter, Instagram), the more people you reach!
Still have questions? You can reach the Walk for Wellness House team at 630-654-5112 or walk@wellnesshouse.org

We are here to assist you!