

Using your Participant Center

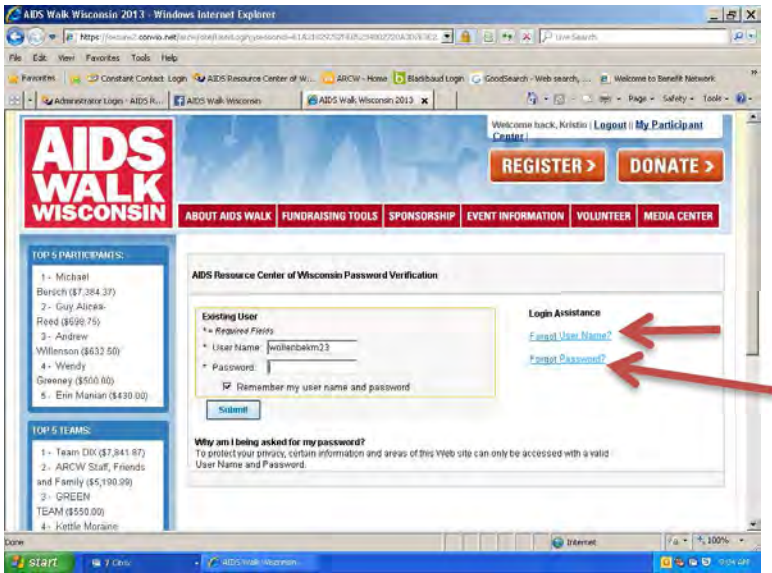
Log into your AIDS Walk Wisconsin account



Once logged in, click “My Participant Center” this is your digital platform to manage your online fundraising efforts.



(NOTE: If you are unable to log in, you should be taken to a page to either have your password reset or your username sent to you – see below. Use the e-mail you receive your AIDS Walk Wisconsin informational emails to arrange this.)



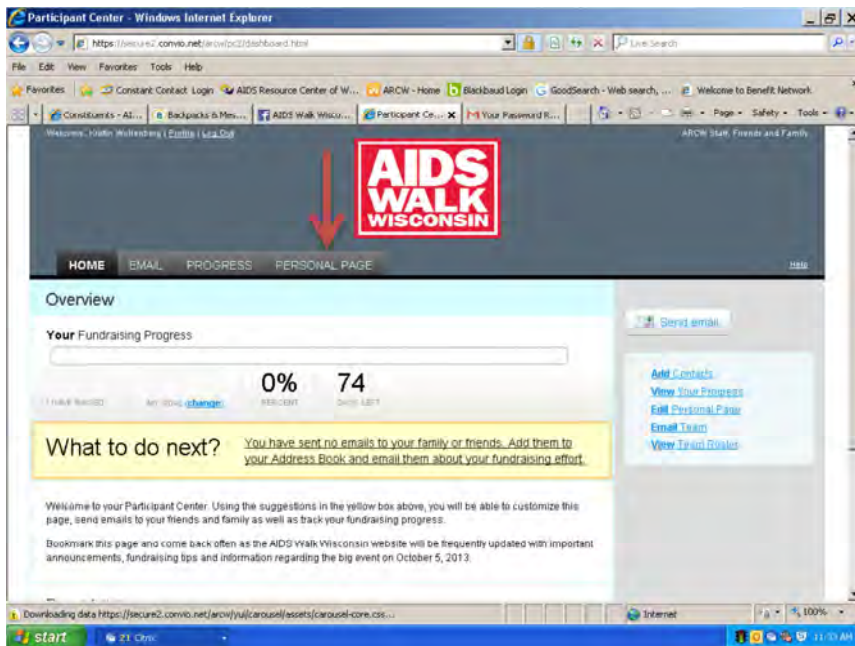
After clicking on “My Participant Center” at the top of the page, you will be taken to this screen, click on “Participant Center”



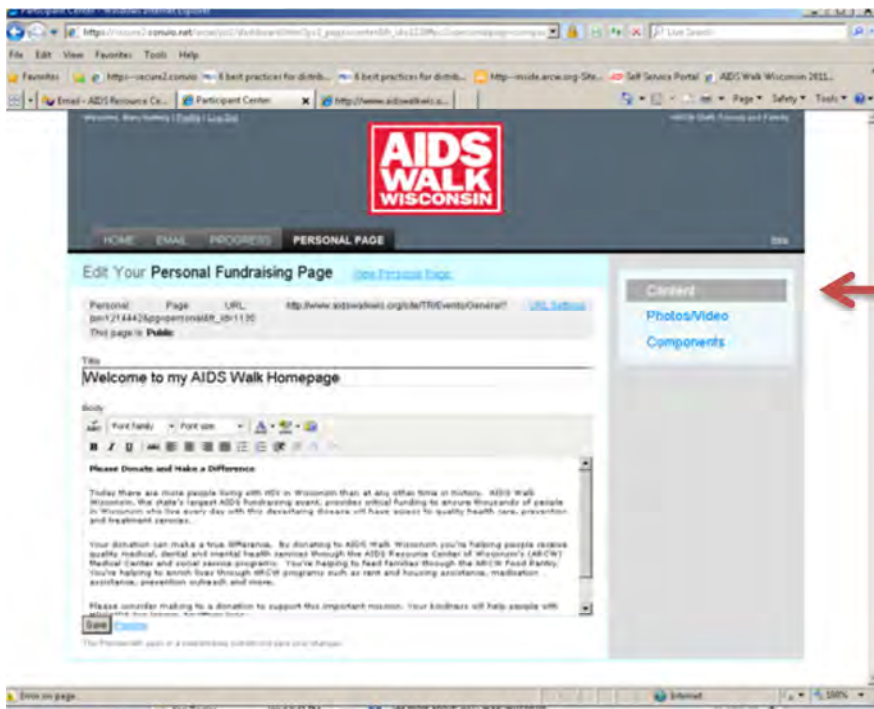
You will then be taken to your personal Participant Center.

From your Participant Center you can:

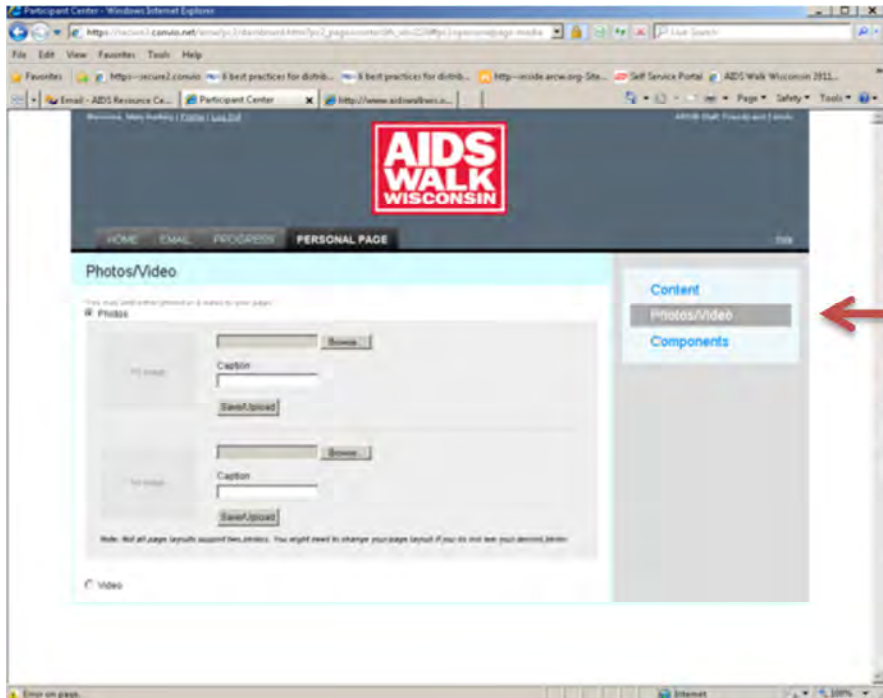
- **Personalize your own fundraising page** – add your story of why you walk, share a fun photo of you and friends from past AIDS Walks, etc. This is the page that will be displayed to your friends and family when they donate to you online. Don't forget to say "Thank you!"



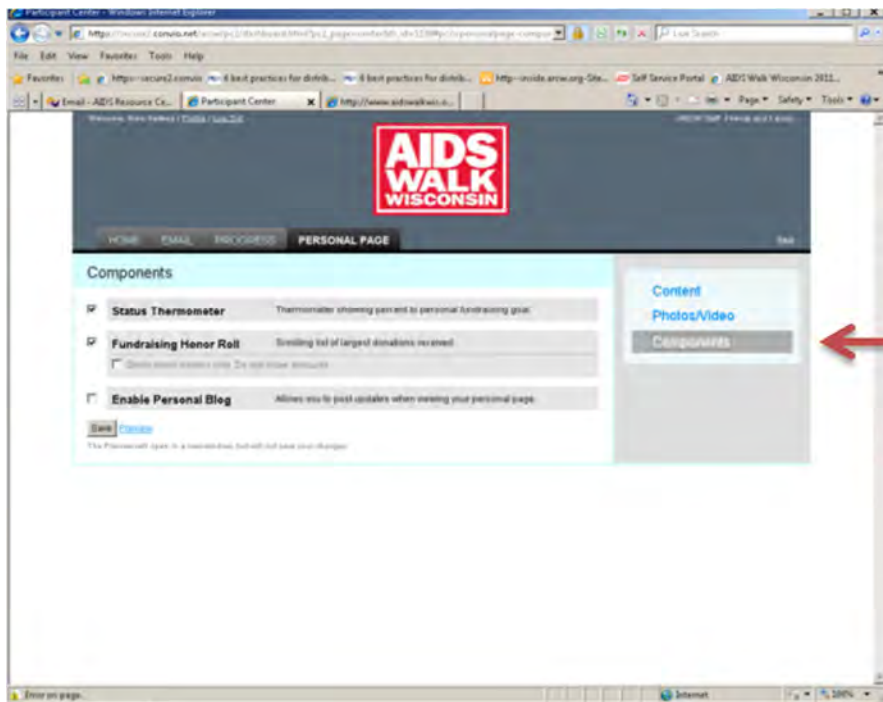
Edit/personalize content



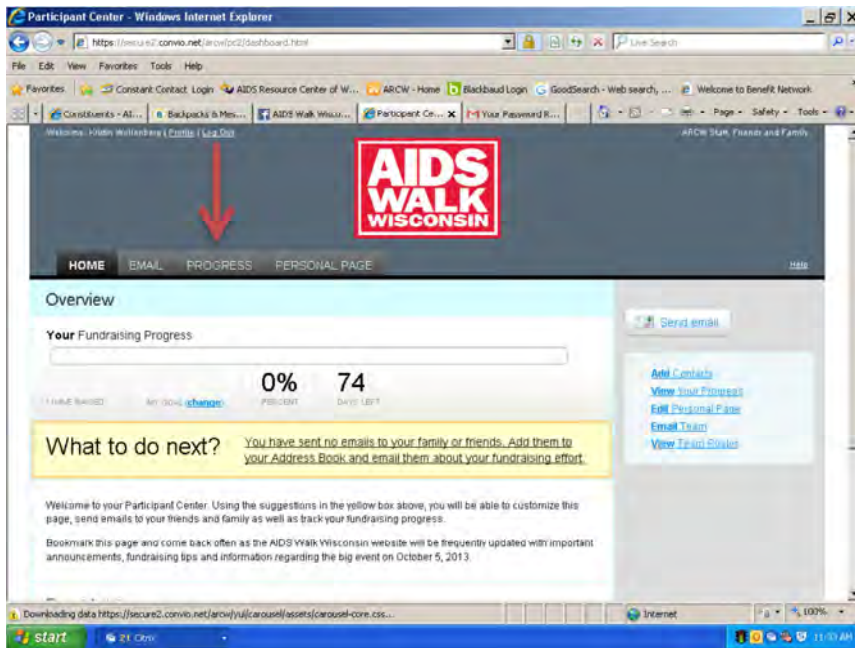
Upload photos/videos



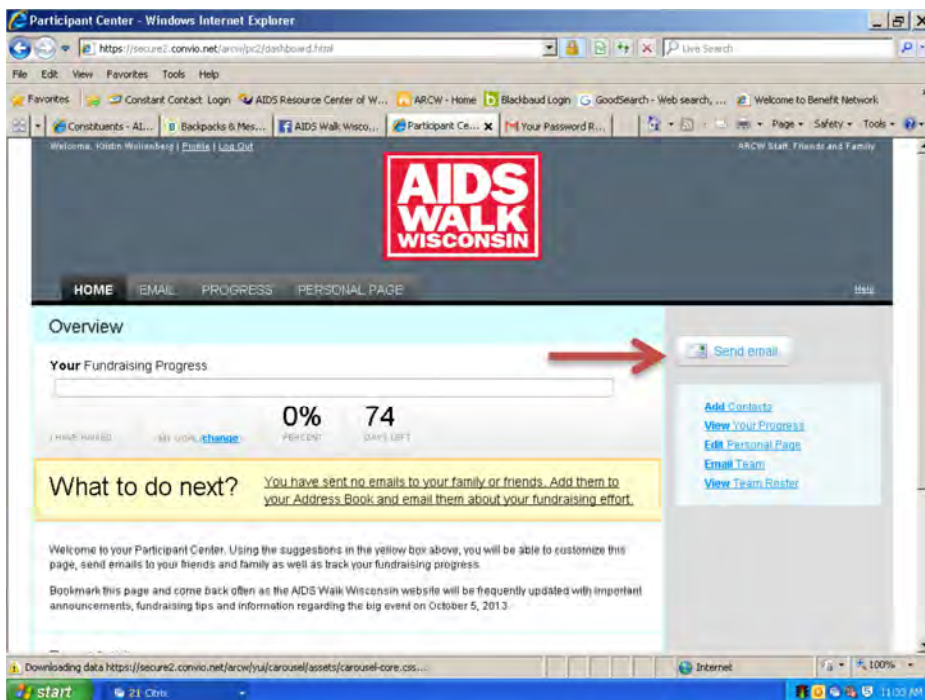
Edit the components that show on your page (status thermometer, fundraising honor roll, etc.)



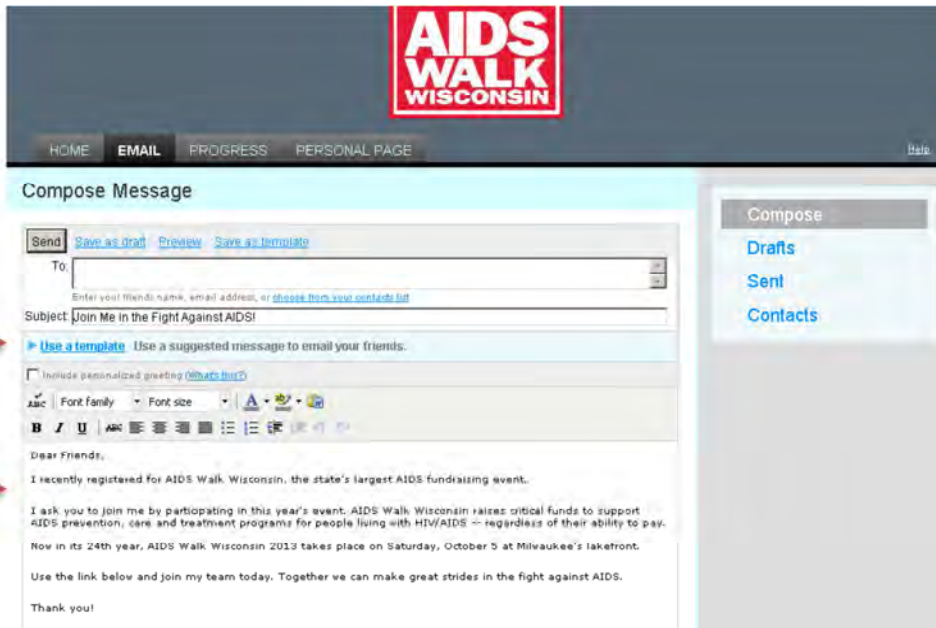
- **Set your fundraising goals and manage your progress** – choose a fundraising goal that will challenge you, but that is also attainable. Don't get discouraged. Share your progress with your friends and family; let them know how close each contribution has gotten you to achieving your goal.



- **Send emails** directly to your contacts from your participant center. You can upload contacts, set-up a reusable template, use a personalized message and direct people right to your fundraising page without having to open your personal email program or website.



Use a template or create your own email

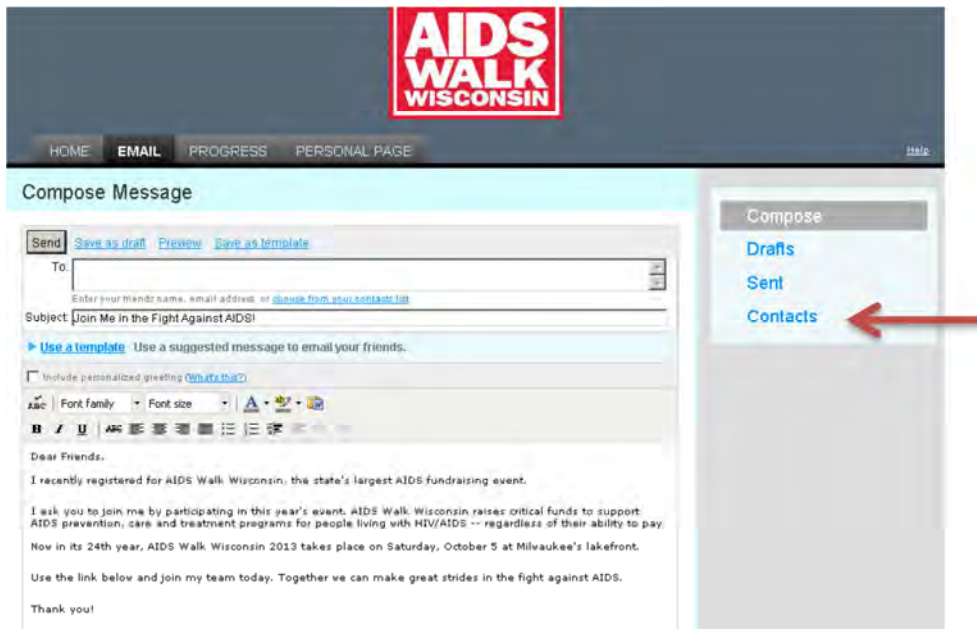


The screenshot shows the 'Compose Message' interface for AIDS Walk Wisconsin. At the top, there is a navigation bar with 'HOME', 'EMAIL', 'PROGRESS', and 'PERSONAL PAGE' tabs, and a 'Help' link. The main content area is titled 'Compose Message' and contains a form with the following elements:

- Buttons: 'Send', 'Save as draft', 'Preview', 'Save as template'.
- 'To' field: A text input box with a dropdown arrow, containing the placeholder text 'Enter your friend's name, email address, or [choose from your contacts list](#)'.
- 'Subject' field: A text input box containing 'Join Me in the Fight Against AIDS!'.
- Template selection: A blue link 'Use a template' with the text 'Use a suggested message to email your friends.' below it.
- Personalized greeting: A checkbox 'Include personalized greeting' with a link 'View this ID'.
- Rich text editor: A toolbar with options for font family, font size, bold, italic, underline, bulleted list, numbered list, link, unlink, and image.
- Body text: A pre-written email template starting with 'Dear Friends...' and ending with 'Thank you!'.

Two red arrows on the left side of the image point to the 'Use a template' link and the 'Include personalized greeting' checkbox.

Upload contacts



This screenshot is identical to the one above, showing the 'Compose Message' interface. The primary difference is the addition of a red arrow pointing to the 'Contacts' link in the right-hand sidebar. The sidebar contains the following items:

- Compose
- Drafts
- Sent
- Contacts

Import contacts and create groups



If you have questions or need assistance, please contact AIDS Walk Wisconsin at 800.348.9255 or aidswalkwisconsin@arcw.org.