

Don't just ride, Bike MS

BIKE MS: 2015 PARTICIPANT CENTER GUIDE



bike
MS

bike to
create a world
free of MS



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Why use **Online** **Fundraising Tools?**

USING ONLINE TOOLS MAKES FUNDRAISING EASIER

Participants who use personal pages raise more money!

- Bike MS — \$883 v. \$468
- Walk MS — \$473 v. \$232

GUIDE TO ONLINE FUNDRAISING

Each donation you collect brings us closer to a world free of MS. Your fundraising success is limited only by your imagination. Is there any greater feeling than knowing you have made an impact on the lives of those living with MS and their families?

ONLINE SECURITY

The National MS Society has made every effort to protect your information and the information of your donors. We use industry standard SSL encryption techniques to make sure credit card information, password and personal information travel securely over the Internet.

Participant Center

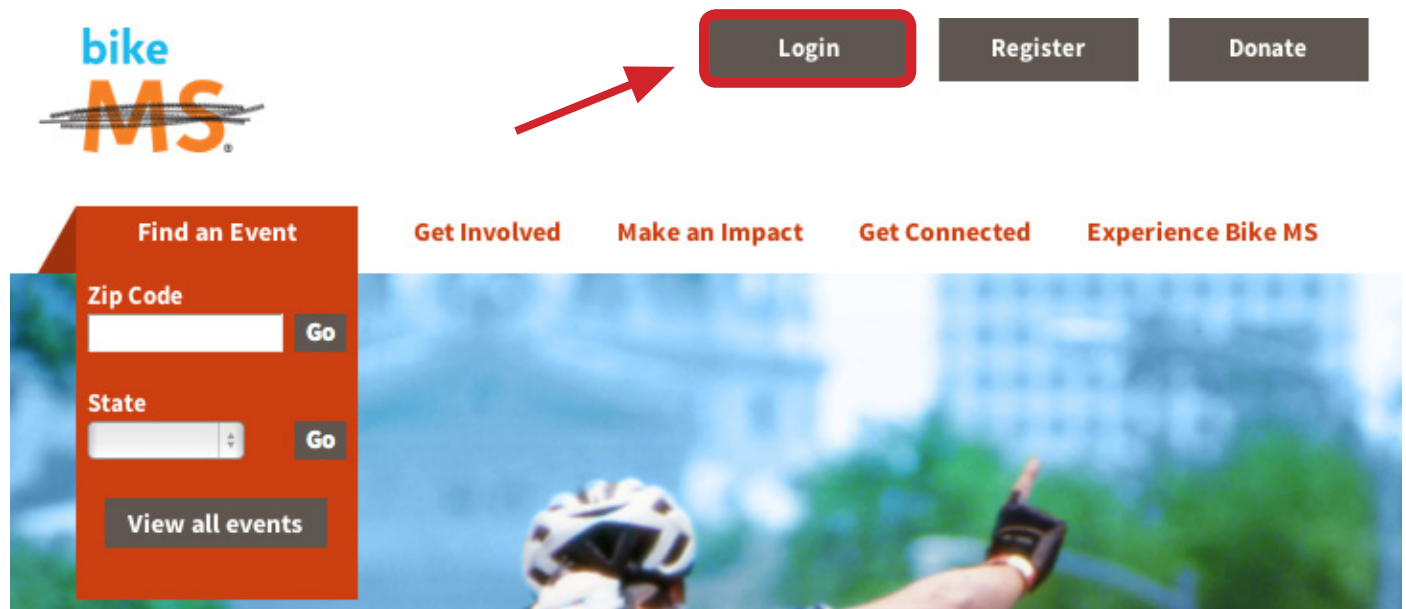
A customizable Participant Center is available to each registered participant. You can access the Participant Center by logging in through the 'Login to my Account' box with your username and password at the top of the screen.

PARTICIPANT CENTER FEATURES

- Add or import contacts to your Address Book.
- Send emails to family, friends, co-workers or anyone else you would like to ask to sponsor you for Bike MS. We've even provided sample emails that you can use.
- Send thank you emails to those who have donated to your fundraising efforts.
- Monitor your fundraising progress — receive email notifications when someone has donated to your fundraising efforts.
- Update your personal page — include your story and explain why you decided to participate in Bike MS. If you have a connection to MS, share it and tell others why they should Join the Movement®.
- Update your Fundraising Goal.
- Learn what to do next — this box changes with suggestions to help you with your fundraising and get the most out of your Participant Center.
- Install the Fundraise with Facebook app — It allows your entire Facebook network to donate directly to you.

USERNAMES/PASSWORDS

If you participated in a previous event or are a newly registered participant, you created a username and password. If you have forgotten your username or password, please click the link or call us at 1-800-344-4867.



My Progress: 0%

\$0.00
I HAVE RAISED

\$0.00
MY GOAL **(change)**

308
DAYS LEFT

Date: 9/1/2015

Time: 9:00AM

Event Location: Downtown

Event Coordinator: Joe Jones, jjonestest@gmail.com

[Enter a Gift](#)

[View team roster](#)

Team Captain Message

You have not set a message for your team. Use the Edit link below to leave a message on the Participant Center Home page of your teammates.

[Edit](#)

My Fundraising Steps



Make a personal donation



Inspire others with your story



Recruit like crazy!



Send emails



Get social and share your page



Thank your donors



Download the mobile app



Download the Facebook app



Fundraising ideas



Achievements



Team
Captain

Recent Activity

Edit Personal Page

Your Personal Page is a unique web page asking friends and family to join your team or support you by making a donation.

- Customize your page to share your story about why you are riding to create a world free of MS.
- Choose a layout for your personal page.
- Create a personalized/vanity URL shortcut for easy reference by clicking edit.
- Upload pictures or video to make your story more powerful.
- Enable a water bottle thermometer showing dollars raised towards your personal fundraising goal.
- Choose how you would like your donors to be listed on your page — by donor name only or name and amount of donations received.
- Enable the blog feature to post updates about your fundraising success and event experience.

PERSONALIZE YOUR PAGE

Home Email Contacts/Donors Progress **Personal Page** Team Page

Content **View Personal Page**

Create a Custom URL: http://main.nationalmssociety.org/site/TR/Bike/HOMBikeEvents?px=4954674&pg=personal&fr_id=24216 Edit

This page is **Public**

Title

Welcome to My Personal Page

Body

Font family Font size

B *I* U ABC [List Icons]

Welcome to my Personal Page

Multiple sclerosis affects millions of people, including our loved ones, families, friends and co-workers. That's why I've registered for Bike MS. Bike MS is a ride that brings us together to make a difference in the lives of people affected by multiple sclerosis... and each mile we ride brings us closer to a world free of MS.

About MS

I am asking you to support me in Bike MS because this cause is meaningful to me. Multiple sclerosis is an unpredictable, often disabling, disease of the central nervous system that interrupts the flow of information within the brain, and between the brain and body. Millions of people are affected by MS and the challenges of living with its unpredictable symptoms, which range from numbness and tingling to blindness and paralysis. The progress, severity and specific symptoms of MS in any one person cannot yet be predicted, but advances in research and treatment are moving us closer to a world free of MS.

Please support me!

Save

Content

Photos/Video

Components

UPLOAD A PHOTO

Photos/Video

You may add either photos or a video to your page.

Photos



no file selected

Caption

or [remove photo](#)

Video

Content

Photos/Video

Components

Address Book

Keep it simple by uploading your existing address book from your personal email account. Click on "Import Contacts" to import contacts from another email application you use.

THE SOCIETY'S ONLINE FUNDRAISING TOOLS SUPPORT THE FOLLOWING:

- Outlook/Outlook Express
- AOL
- Yahoo! Mail
- Gmail
- Generic CSV

You can also upload a .csv file exported from another email client. Add contacts manually by choosing "Add a contact" and typing in each contact name and e-mail address.

The screenshot shows the 'Email' tab selected in the navigation bar. Below the navigation bar, there are buttons for 'Compose Message', 'Delete', 'Email All', and 'Add to Group'. A search box is present with the text 'Search contacts by name or email' and a 'Search' button. On the right side, there are buttons for 'Compose', 'Drafts', 'Sent', and 'Contacts'. Below these are buttons for 'Import contacts' and 'Add a contact'. The main content area shows a table of contacts with columns for Name, Groups, Email (Sent, Opened), Page Visits, and Donations (Amount). The 'Individuals' tab is selected and highlighted with a red box and an arrow. A text box titled 'How to Send Email' provides instructions on how to use the contact list.

Home **Email** Contacts/Donors Progress Personal Page Team Page

Contacts

Compose Message Delete Email All Add to Group

Search **contacts** by name or email

Compose
Drafts
Sent
Contacts

Import contacts
Add a contact

Individuals Groups

Name	Groups	Email		Page Visits	Donations
		Sent	Opened		Amount
<input type="checkbox"/> <no name> acgebhart@hotmail.cor		0	0	0	\$0.00
<input type="checkbox"/> <no name> amy.boulas@nmss.org		0	0	0	\$0.00
<input type="checkbox"/> <no name> anthony.wiarda@gmail		0	0	0	\$0.00

How to Send Email
To email someone from your contact list, click on **Contacts** then select **Individuals** or **Groups**. Once you've chosen who you want to send to, select **Compose Message**. From here you can create your own message or **Use a Template** for your email. Once finished, scroll to the top to **send, save your draft, preview** or **save as a template** for future emails.

Email

The email section allows you to send messages to your friends, family and co-workers to ask for donations in support of your participation.

EMAIL OPTIONS

- Thank those who have made a donation
- Recruit team members
- Solicit donations
- Other

Corresponding messaging is available for each Email Option. There is also event stationery and a blank template.

Note: If you would rather email from your personal email account, you can copy and paste any of the content into an email and send.

The screenshot shows a web interface with a navigation bar at the top containing: Home, Email (highlighted), Contacts/Donors, Progress, Personal Page, and Team Page. Below the navigation bar is the 'Compose Message' section. It features a toolbar with buttons for 'Send', 'Save Draft', 'Preview', and 'Save as template'. The 'To:' field is empty, with a note: 'As you enter the name of a person or group, contacts from your Address Book will display above this area. Press Enter or click the contact to place the email address in the To field. choose from your contacts list'. The 'Subject:' field is also empty. A red box highlights a button labeled 'Use a template Use a suggested message to email your friends.', with a red arrow pointing to it. To the right of the main compose area is a vertical sidebar with buttons for 'Compose', 'Drafts', 'Sent', and 'Contacts'. At the bottom right, there is a grey box titled 'How to Send Email' containing instructions: 'To email someone from your contact list, click on **Contacts** then select **Individuals** or **Groups**. Once you've chosen who you want to send to, select **Compose Message**. From here you can create your own message or **Use a Template** for your email. Once finished, scroll to the top to **send, save your draft, preview** or **save as a template** for future emails.'

Follow-ups

This section allows you to manage your contact list by monitoring emails you have sent and by sorting and filtering various groups within your list.

FILTERING OPTIONS

- By Donor Status — have or have not donated
- By Team Status — current team members
- By Past Team Members Status — past team members that have not joined your team
- By Never Emailed Status — have not contacted
- By Needs Follow-Up Status — need to send an email, a follow-up email
- By Unthanked Donors Status — need to send a thank you message

The screenshot shows a navigation bar with tabs: Home, Email (selected), Contacts/Donors, Progress, Personal Page, and Team Page. Below the navigation bar is the 'Contacts' section. On the left, there are buttons for 'Compose Message', 'Delete', 'Email All', and 'Add to Group'. In the center, there is a search box labeled 'Search contacts by name or email' with a 'Search' button. On the right, there are buttons for 'Compose', 'Drafts', 'Sent', and 'Contacts' (highlighted in orange). Below these are buttons for 'Import contacts' and 'Create Group'. The main content area shows a table with two columns: 'Groups' and 'Name'. The 'Groups' column has a red box around the 'Groups' tab and a red arrow pointing to it. The table lists several groups: Donors, Non-Donors, Teammates, Non-Teammates, and Never Emailed. The 'Name' column shows email addresses for each group, such as acgebhart@hotmail.com, amy.boulas@nmss.org, anthony.wiarda@gmail.com, and asamccurdy@gmail.com. A text box on the right provides instructions on how to send an email.

Home **Email** **Contacts/Donors** **Progress** **Personal Page** **Team Page**

Contacts

Compose Message **Delete** **Email All** **Add to Group**

Search **contacts** by name or email

Compose
Drafts
Sent
Contacts

Import contacts
Create Group

Groups	Name
<input type="checkbox"/> <u>Donors</u>	<no name> acgebhart@hotmail.com
<input type="checkbox"/> <u>Non-Donors</u>	<no name> amy.boulas@nmss.org
<input type="checkbox"/> <u>Teammates</u>	<no name> anthony.wiarda@gmail.com
<input type="checkbox"/> <u>Non-Teammates</u>	<no name> asamccurdy@gmail.com

How to Send Email
To email someone from your contact list, click on **Contacts** then select **Individuals** or **Groups**. Once you've chosen who you want to send to, select **Compose Message**. From here you can create your own message or **Use a Template** for your email. Once finished, scroll to the top to **send, save your draft, preview** or **save as a template** for future emails.

My Progress

The My Progress section allows you to monitor your personal fundraising progress based on the components chosen.

MY PROGRESS FEATURES

- View your monthly progress with a chart showing your fundraising success
- Track the number of gifts you have received
- View your gift history
- Change your fundraising goal
- Enter a new gift — checks & cash that you receive from donors

[Home](#)

[Email](#)

[Contacts/Donors](#)

[Progress](#)

[Personal Page](#)

[Team Page](#)

View Personal Report

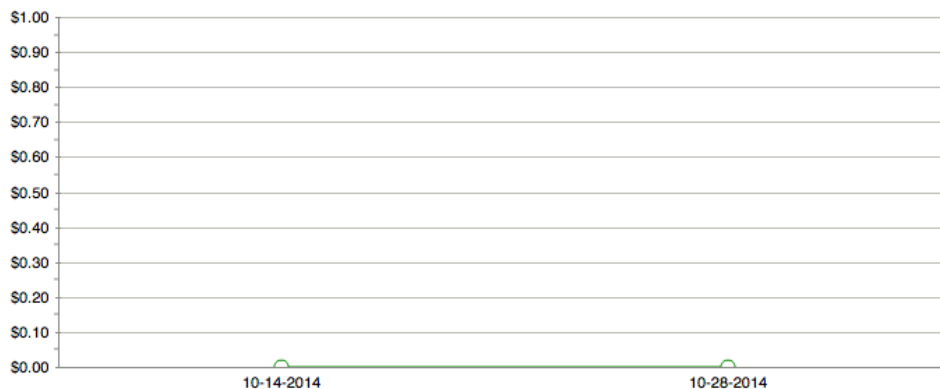
My Progress: 0%

\$0.00
I HAVE RAISED

\$0.00
MY GOAL (change)

308
DAYS LEFT

● Gift Amount



[Personal](#)

[Team](#)

[Enter a new gift](#)

[Top 10 Donors](#)

Donation History

Gift Notifications: **On** ([turn off](#))

([View all personal donations](#) or [Download personal donation list](#))

Donor	Amount	Notes	Date	Actions
No donations found.				
« < 0-0 of 0 > »				

My Progress (continued)

MY PROGRESS FEATURES

- View your monthly progress with a chart showing your fundraising success
- Track the number of gifts you have received
- View your gift history
- Change your fundraising goal
- Enter a new gift — checks & cash that you receive from donors

Personal

Team

Enter a new gift

Home

Email

Contacts/Donors

Progress

Personal Page

Team Page

[« Back to Progress](#)

Enter the details for a gift that someone has given directly (or promised) to you:

*First

*Last

Email

Additional gift entry fields

*Amount

*Payment Type Cash
 Check
 Credit

Add or **Save and Add Another** or [cancel](#)

[Download Offline Donations Form](#)

[Offline Gift Guidelines](#)

