

Step by Step Instructions to Online Success



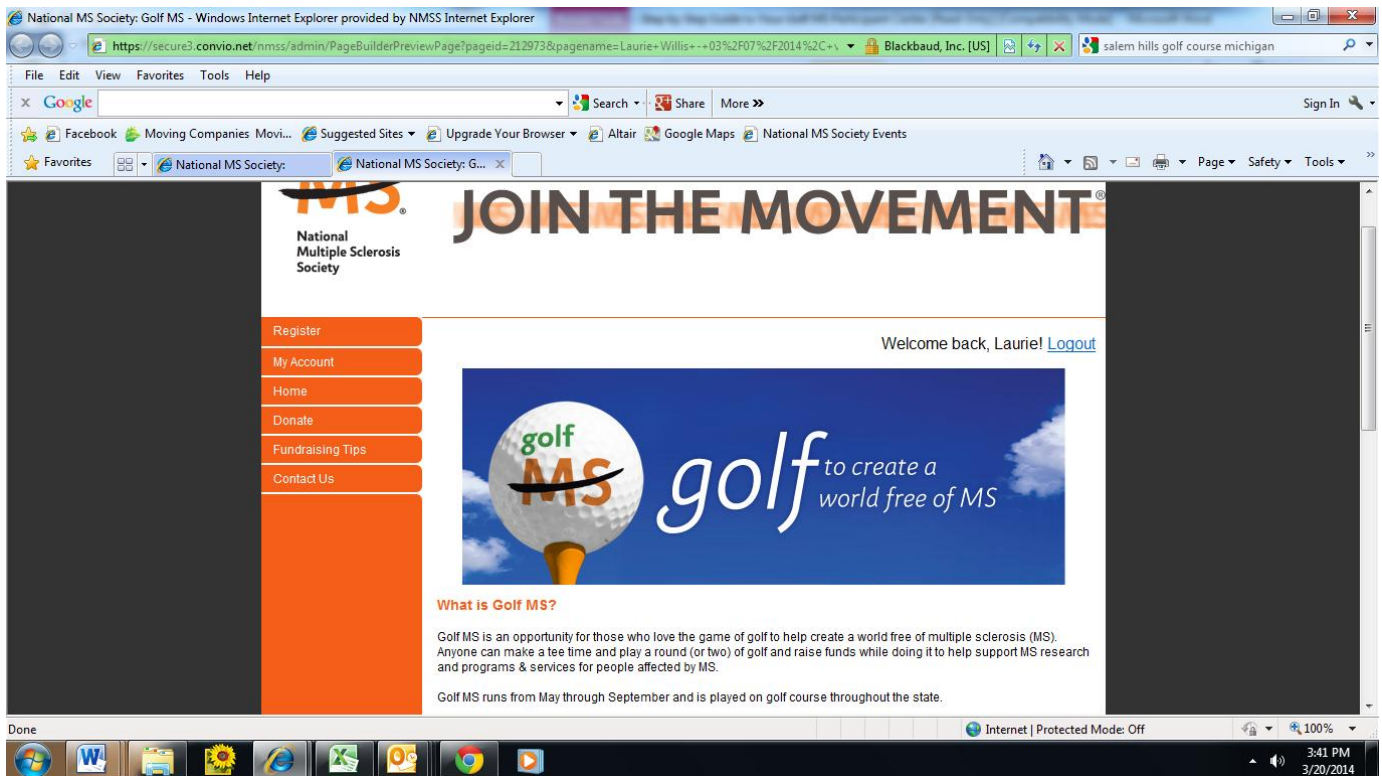
1) Log in to the event you are registered for:

www.golfMSmi.org

2) Press the "Log In" button on the top right of the page.

Note: If you do not remember your username or password you may click on the "Forgot your password" link and the information will be sent to you. You may also email golf@nmss.org and we will be happy to assist you getting this information.

3) Once logged in, your screen should look like that below, and from here you may access everything you need to change the content of you personal page.



4) Click on My Account on the left side of the page above for access to your participant center. Click on the event for which you are registered – 2014 Golf MS.

YOUR PARTICIPANT CENTER

Fundraising Goal:

- Enter the amount that you would like your goal to be. Press the “Update Goal” button and the new amount will appear on your personal page.
- *Fundraising Tip – People like to help put you over the top of your goal so don’t be afraid to change this often and keep increasing it as necessary.*

Personal URL’s:

- Creating a personal URL provides a shortcut to easily direct people to your page.
- Create your URL by clicking “Update Personal URLs”
- Enter the URL of your choice and click “Save”
- You now have a unique URL to send donors directly to your page!
- Put this shortcut in the signature of your emails and on your Facebook or Twitter accounts.

Make Your Donation Form Private:

- This feature allows you to make your personal web page private.
- We do NOT recommend that you do this! If you choose to proceed please be aware that if someone searches for your name when making a donation they will not be able to find you. If you are a member of a team and make your donation form private then you will be removed from the roster on the team page.

Gift Notifications:

- By choosing “On” you will be sent an email notification each time a gift is made to you.

PERSONAL PAGE FEATURES

Design Your Look:

- This allows you to choose from one of our four layout templates and one of eight color schemes.

Edit The Content of Your Page:

- This is where you will change the actual words that appear on the page.
- Write your story of how you are connected to the MS Movement and what you are doing to raise funds to move us closer to a world free of MS. While there is sample text available, nothing is more compelling than your own words.
- *Fundraising Tip: The fundraising average and the average number of donors are approximately DOUBLE for participants that change their pages!*

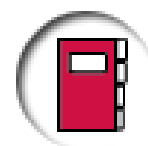
- To make the page even more personal consider adding a picture of you, your team or the person who is your inspiration.
- Fundraising Honor Roll – this is a great way to give recognition to those that have donated to you. You may choose to list donor names and the amount they gave or just the donors name only.
- Personal Web Log (Blog) – You can update your blog as often as you like to share more information with those who visit your page.
- Embedded YouTube Video – consider putting up a video to tell your donors why you are participating or to thank them for their donation. This is a great way to personalize your page!

Hints to Successfully Changing Your Page:

- SAVE your work often! If you do not, then all of your hard work may be lost.
- You can preview your page as often as you like to see how your page will look.
- After the event, print out a copy of your page or save the text to a file on your computer.

ADDRESS BOOK

You can create and maintain a personal address book with email addresses of your family, friends, and coworkers so that, in just a few clicks, you can select and send an appeal for support and/or thank you email right from your Participant Center.



Addresses can be entered directly by choosing the add contacts button and/or importing from the following applications: Outlook, Outlook Express, Yahoo! Mail, AOL or Generic CSV. Your personal address book will be kept private and will not be accessed by the Society. You can also transfer your contacts from year to year by using the same username and password.

EMAIL



The email tool allows you to send customized email messages to the contacts that you have imported or entered into your address book. There are suggested message templates for soliciting gifts, recruiting team members, and thanking donors or you can create a customized message of your preference. You can save your version to the Suggested Messages list so you can use it again later.

- *Fundraising Tip: by sending emails through your participant center, a link will appear on the bottom of your email that will take donors to your webpage making donating easy!*



FOLLOW UPS

Contact Lists:

- This shows you all people now listed in your Address Book. You can keep track of the number of messages you have sent each contact, visited your Personal Page, and made a donation.
- A red flag is automatically added to the 'To Do' column of each contact that makes a donation to remind you to send a personal thank you message.
- You may sort your contact by their donor status, by their participation history or by suggested follow up options.
- This feature allows you to send emails to all of your contacts or just to selected contacts.
- *Fundraising Tip: Don't forget to send a thank you note or email to your donors. By letting them know you are grateful you'll increase the likelihood of them donating again in future years.*

MY PROGRESS

Gift Summary:

- Allows you to see the number of gifts you have received and the total amount of dollars you have raised.
- Entering Gift Received Offline (Unconfirmed Gifts) – these are gifts that you are anticipating receiving or have received but have not yet submitted to the National MS Society. This feature allows you to enter them into your participant center so that they will reflect in your fundraising list. Entering unconfirmed gifts allows your personal web page to reflect donations faster but until the Chapter receives the actual donation, it will not reflect in your fundraising total for prizes or qualify you as a top fundraiser. When the Chapter receives the donation it will be “confirmed” so that the donation only shows up one time on your fundraising page.
 - Click on the “Enter Gifts Received Offline” link
 - You must enter the full name of your donor and their full address. If you do not the transaction will not process properly and the donation will show under your name and address.
 - If you are entering an offline gift from a company, please use “company” as the first name and the actual company name as the last name.
For example: First Name: Company Last Name: Comerica Bank

My Progress: Will provide you with a graph view of how much money you have raised over the designated time span.

Gift History: This section shows you a list of all your donors, how much they gave and when the donation was made.

THANK YOU for helping create a world free to MS!