

# Participant Center User Guide



**3 DAYS. 50 MILES.**  
**CONNECT TO END**  
**MULTIPLE SCLEROSIS**



JANUARY 2016



**Every day we come one step closer to our goal — a world free of MS.** Every day we learn more about the disease and push for new treatments and programs to help people living with MS. None of it would be possible without the vital funds raised through Challenge Walk MS.

With this guide, we’ve made it easy for you to be a successful fundraiser! Follow these steps to learn how to set up your own website, share your reason for participating and email your contacts for their support. Templates, tracking tools and user-friendly instructions will streamline your fundraising campaign and have you reaching your goal in no time. The sooner you start, the sooner your efforts will be helping people affected by MS live their best lives. Don’t hesitate to contact us with any questions you may have. Visit [challengewalkMS.org](http://challengewalkMS.org).

How to Find an Event.....	3
How to Register for Your Event If You Are a Returning Participant.....	4
How to Register for Your Event If You Are a New Participant .....	6
How to Finish Your Registration.....	8
How to Set Up Your Participation Options.....	9
How to Easily Fundraise with Ready-to-Go Tools .....	10
How to Fundraise with Participant Center Email .....	11
How to Fundraise with Facebook.....	13
How to Fundraise with a Mobile or Tablet App .....	15
How to Install an Email Signature Line.....	16

# How to Find an Event

1 Go to [www.ChallengeWalkMS.org](http://www.ChallengeWalkMS.org) for Challenge Walk MS.

2 Scroll down to search for an event by zip code or state. Searching by zip code will return all events within 200 miles of that location and list the events by proximity.

3 Select the Challenge Walk MS you would like to participate in and click **REGISTER**.

or

Select **LEARN MORE** to visit the main website for that event.



Progress Completed

10%

0%

50%

100%



# How to Register for Your Event If You Are a Returning Participant

If you are a **New Participant** [CLICK HERE](#) or go to page 14 to begin.

- 1 Returning Participants will login with a username and password.
- 2 If needed, select **FORGOT USERNAME OR PASSWORD**.
- 3 Welcome to the **Register** page. As a Walk MS Returning Participant you have additional selections to make based on your participation interest. Example: Walker, Virtual Walker or Event Volunteer.

**NOTE:** These options vary by event. Click on the descriptions for additional information on the various types.

- 4 Once your participation type is selected, click one of the following options:

- **Start a New Team**  
Start a New Team requires a Team Name, Fundraising Goal, Team Type (Friends & Family, Corporate or Other)
- **Join a Team**  
Join a Team allows you to search by team name to join that team.
- **Register as an Individual**  
Register as Individual is not associated with a team, but it is encouraged that participants join a team for community, fundraising support, and ride Challenge Walk MS support.

challenge walk MS Challenge Walk Blueprint 2016

About this Challenge Walk About Challenge Walk MS Register Volunteer Donate

1 Register

**Returning?**  
If you've participated in a National MS Society event in the past, save time by signing in.

Username\*  
Password\* Go

Forgot Username or Password?  
\* Required fields

**New?**  
If you haven't participated in a National MS Society event before, choose how you'd like to participate.

**WALKER** No fee  
I want to participate in Challenge Walk MS.

**VIRTUAL WALKER** No fee  
I won't be at the event, but I'd like to fundraise for Challenge Walk MS.

**EVENT VOLUNTEER** No fee  
I would like to volunteer for Challenge Walk MS.

**Returning?**  
Have you participated in a National MS Society event in the past? Save time! Log in first and part of the form will be auto-populated for you!

Username\*  
Password\* Go

Forgot Username or Password?  
\* Required fields

If you do not remember your username or password, the system can send them to you. Please provide the email address you registered with.

Email address  
Go

**New?**  
If you haven't participated in a National MS Society event before, choose how you'd like to participate.

**WALKER** No fee  
I want to participate in Walk MS.

**VIRTUAL WALKER** No fee  
I won't be at the event, but I'd like to fundraise for Walk MS.

**EVENT VOLUNTEER** No fee  
I would like to volunteer for Walk MS.

2 3

challenge walk MS Challenge Walk Blueprint 2016

About this Challenge Walk About Challenge Walk MS Register Volunteer Donate

Register

**Returning?**  
If you've participated in a National MS Society event in the past, save time by signing in.

Username\*  
Password\* Go

Forgot Username or Password?  
\* Required fields

**New?**  
If you haven't participated in a National MS Society event before, choose how you'd like to participate.

**WALKER** No fee

**Start a New Team**  
Select this option if you'd like to become the captain of a new team.

**Join a Team**  
Select this option to join a team that is already registered for this event.

**Register as an Individual**  
Select this option if you'd like to participate as an individual not associated with a team.

4

## 5 Start a New Team

- Determine Team Name, Team Fundraising Goal and Team Type.
- Click **Next Step** to proceed to finishing your registration.

## 6 Join a Team

- Search for Team Name that you would like to join. Select **JOIN** to join that team.
- Click **Next Step** to proceed to finishing your registration.

## 7 Join a Team: Bring Back 'TEAM NAME'

If you participated in this event the previous year on a team, and you are the first to Register for this team, you have the option to click **BRING BACK 'TEAM NAME'**. You will not be assigned as the Team Captain unless you were last year. By clicking this option you have made this team active and other participants can also join this team. If you participated in this event the previous year on a team and the team is already been started, you'll be asked if you would like to rejoin your previous team by clicking "Rejoin 'TEAM NAME'". If the former team captain is not returning and a new team captain needs to be assigned, contact a local staff person to inform them who will be the new team captain and they can assign that person as team captain once they have registered for the event.

## 8 Register as an Individual

Proceed with information and continue registration process.

[CLICK HERE](#) to proceed to the next step or go to [page 16](#) to continue.

challenge walk MS

Welcome Karli | My Event | Profile | Logout

Savannah Get Involved Make an Impact Get Connected Experience

### Challenge Walk MS: Savannah 2016

1 Get Started 2 Select Options 3 Provide Details 4 Agree to Terms 5 Review Details 6 Make Payment

#### Join or Form a Team

5

\* Team Name:

Team Fundraising Goal:   
Suggested Team Goal: \$6,000.00

Team Company:

Enter a new company

Team Type:

Next Step

1 Get Started 2 Select Options 3 Provide Details 4 Agree to Terms 5 Review 6 Make Payment

#### Join or Form a Team

6

\* Team Name:  Team Company:

Search for a Team

#### Search Results

Viewing 1-20 of 26 Previous | Next

Sort By:

<b>Bike to Bring It</b>		
Team Captain: Tammy Freelen	Company: None	Join
<b>Blackbaud</b>		
Team Captain: Testy McTesterson	Company: None	Join
<b>Cutters</b>		
Team Captain: Lance Armstrong	Company: None	Join

1 Get Started 2 Select Options 3 Provide Details 4 Agree to Terms 5 Review 6 Make Payment

#### Join or Form a Team

7

Would you like to bring this team back?  
StaggerIn

Bring Back StaggerIn

\* Team Name:  Team Company:

Search for a Team

### Progress Completed



# How to Register for Your Event If You Are a New Participant

1 New participants will make selection based on Participant type.

**NOTE:** These options vary by event. Click on the descriptions for additional information on the various types. Example: Walker, Virtual Walker or Event Volunteer.

2 Once your participation type is selected, click one of the following options:

- **Start a New Team**  
Start a New Team requires a Team Name, Fundraising Goal, Team Type (Friends & Family, Corporate or Other)
- **Join a Team**  
Join a Team allows you to search by team name to join that team.
- **Register as an Individual**  
Register as Individual is not associated with a team, but it is encouraged that participants join a team for community, fundraising support, and Challenge Walk MS support.

The screenshot shows the 'Challenge Walk MS Blueprint 2016' registration page. The navigation bar includes 'About this Challenge Walk', 'About Challenge Walk MS', 'Register', 'Volunteer', and 'Donate'. A large banner image of participants is overlaid with the word 'Register'. The 'New?' section is highlighted with a circled '1'. It contains three radio button options: 'WALKER' (No fee, I want to participate in Challenge Walk MS), 'VIRTUAL WALKER' (No fee, I won't be at the event, but I'd like to fundraise for Challenge Walk MS), and 'EVENT VOLUNTEER' (No fee, I would like to volunteer for Challenge Walk MS). The 'Returning?' section has fields for 'Username\*' and 'Password\*' with a 'Go' button and a link for 'Forgot Username or Password?'. A note indicates '\* Required fields'.

This screenshot shows the same registration page, but the 'New?' section is expanded to show three radio button options: 'WALKER' (No fee), 'Start a New Team', and 'Join a Team'. The 'Start a New Team' option is highlighted with a circled '2'. Below 'Start a New Team' is a description: 'Select this option if you'd like to become the captain of a new team.' Below 'Join a Team' is a description: 'Select this option to join a team that is already registered for this event.' Below 'Register as an Individual' is a description: 'Select this option if you'd like to participate as an individual not associated with a team.' The 'Returning?' section remains visible on the left.

### 3 Start a New Team

- a. Determine Team Name, Team Fundraising Goal and Team Type.
- b. Click Next Step to proceed to finish your registration.

### 4 Join a Team

- a. Search for Team Name that you would like to join. Select **JOIN** to join that team.
- b. Click **Next Step** to proceed to finish your registration.

### 5 Register as an Individual

Proceed with information and continue registration process.

challenge walk MS Challenge Walk Blueprint 2016

WELCOME, KARI

About this Challenge Walk About Challenge Walk MS Register Volunteer Donate

Challenge Walk Blueprint 2016

1 Get Started 2 Select Options 3 Provide Details 4 Agree to Terms 5 Review 6 Make Payment

Join or Form a Team

\* Team Name:

Team Fundraising Goal:

Team Company:   
 (X) Choose an existing value   
 (O) Enter a new company

Team Type:   
 Friends and Family

Next Step

1 Get Started 2 Select Options 3 Provide Details 4 Agree to Terms 5 Review 6 Make Payment

Join or Form a Team

\* Team Name:  Team Company:  Search for a Team

Choose an existing company

Search Results

Viewing 1-20 of 26 Previous | Next

Sort By:

<b>Bike to Bring It</b>		
Team Captain: Tammy Freelen	Company: None	Join
<b>Blackbaud</b>		
Team Captain: Testy McTesterson	Company: None	Join
<b>Cutters</b>		
Team Captain: Lance Armstrong	Company: None	Join

#### Progress Completed



## How to Finish Your Registration

1 Update **Participation Options** with your personal fundraising goal. Check your event page to learn more about the fundraising levels, prizes, and incentives for being a Top Fundraiser!

2 Jump-start your fundraising goal by making a personal donation to demonstrate your commitment to help those who live with MS.

### DID YOU KNOW...

Participants who make a Personal Donation fundraise 2 times as much as those who don't.

3 Input or Update all personal information  
Click **NEXT STEP** to continue.

4 Read and confirm all terms and conditions. Click box to accept.  
Click **NEXT STEP** to continue.

5 Review registration summary and click **COMPLETE REGISTRATION**, which will take you to the payment screen to finish your Self-donation.

The screenshot shows the 'Participation Options' section of the registration process. At the top, there is a progress bar with six steps: 1. Get Started, 2. Select Options (highlighted), 3. Provide Details, 4. Agree to Terms, 5. Review, and 6. Make Payment. Below the progress bar, the 'Participation Options' section is titled. It asks for the user's 'Personal Fundraising Goal' and provides a list of options: \$35.00, \$75.00, \$150.00, \$250.00, \$500.00, \$1,000.00, and 'Other amount that is meaningful to you:'. There are also radio buttons for 'Yes, make this an anonymous gift.' and 'Yes, you can display the amount of my donation publicly.' At the bottom of the form, there are 'Previous Step' and 'Next Step' buttons.

The screenshot shows the 'Provide Details' section of the registration process. At the top, there is a progress bar with four steps: 1. Select Options, 2. Provide Details (highlighted), 3. Agree to Terms, and 4. Review. Below the progress bar, the 'Provide Details' section is titled. It asks the user to 'Please complete the registration form below' and lists several required fields: 'First', 'Last', 'Date of Birth' (with Month, Day, and Year dropdowns), 'Street 1', 'Street 2', 'City/Town', 'State/Province', 'ZIP / Postal Code', 'Email', 'Phone Number', and 'Emergency Contact' (with Name and Phone Number dropdowns). There is also a checkbox for 'I would like to be emailed when a gift is made on my behalf.' At the bottom of the form, there is a 'Next Step' button.

**Congratulations!** You are now registered. Your Personal Page will appear shortly. Now it's time to Fundraise!

### Progress Completed





# How to Set Up Your Participation Options

Your registration is complete! Now it is time to personalize your page to tell your story of why you are participating to create a world free of MS.

1 The following next steps will appear:

- Create your fundraising page
- Upload a photo or video
- Email your friends
- Be your 1st donor

Your participant center will guide you through all the steps to ensure your personal page is set up to help you reach your fundraising goal.

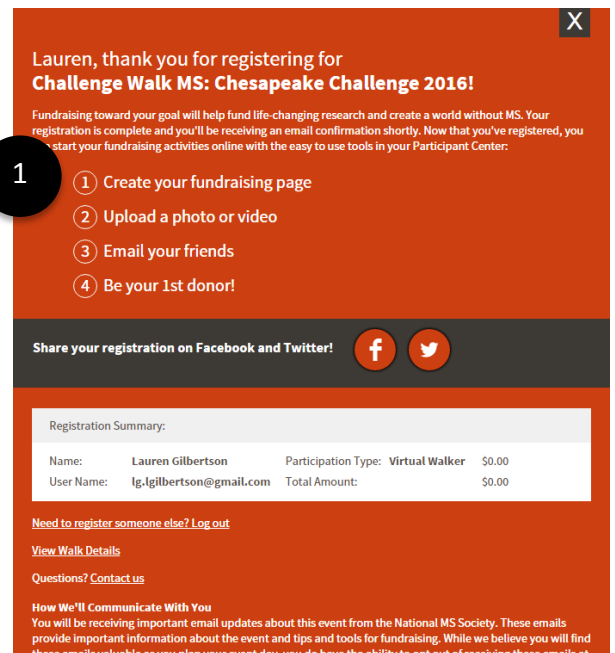
2 **Fundraising Goal:** Set your fundraising goal. We encourage you to aim high with this goal and you can always modify later.

3 **Personal Page:** Customize all content, including personalizing the URL that can be shared directly with your friends and family. Write your story and upload a video or photo. You can also update Components which enables others to see your donations and progress.

4 **Achievements:** Continue to earn badges by achieving all the goals on your Personal Page!

## TEAM CAPTAINS —

**Team Page:** Update your Team Page with your team fundraising goal, your team's story, customized URL, team photo, and customized content.



Lauren, thank you for registering for **Challenge Walk MS: Chesapeake Challenge 2016!**

Fundraising toward your goal will help fund life-changing research and create a world without MS. Your registration is complete and you'll be receiving an email confirmation shortly. Now that you've registered, you can start your fundraising activities online with the easy to use tools in your Participant Center.

- 1 Create your fundraising page
- 2 Upload a photo or video
- 3 Email your friends
- 4 Be your 1st donor!

Share your registration on Facebook and Twitter!

Registration Summary:

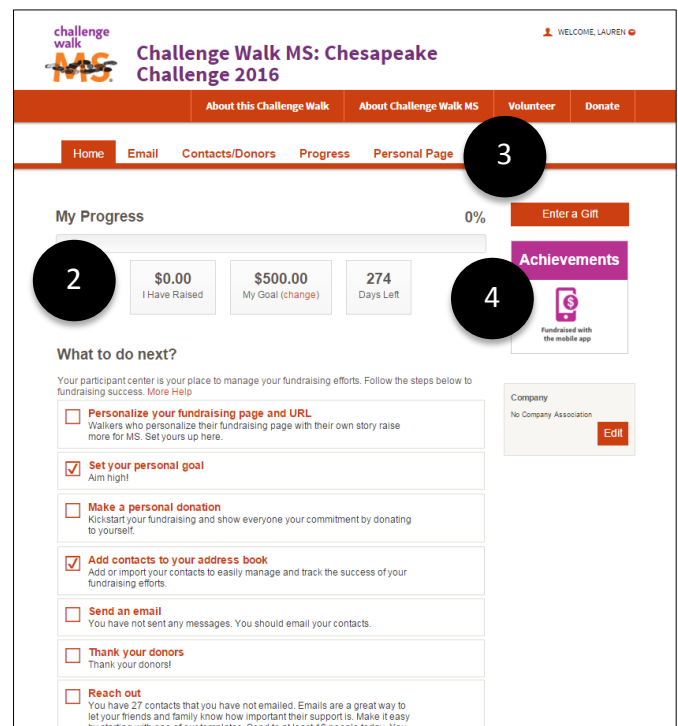
Name:	Lauren Gilbertson	Participation Type:	Virtual Walker	\$0.00
User Name:	lg.gilbertson@gmail.com	Total Amount:		\$0.00

[Need to register someone else? Log out](#)

[View Walk Details](#)

[Questions? Contact us](#)

**How We'll Communicate With You**  
You will be receiving important email updates about this event from the National MS Society. These emails provide important information about the event and tips and tools for fundraising. While we believe you will find these emails valuable as you plan your event day, you do have the ability to opt-out of receiving these emails at any time.



challenge walk MS

## Challenge Walk MS: Chesapeake Challenge 2016

WELCOME, LAUREN

Home | Email | Contacts/Donors | Progress | Personal Page

My Progress 0% [Enter a Gift](#)

2 \$0.00 I Have Raised | \$500.00 My Goal (change) | 274 Days Left

4 [Achievements](#)

**What to do next?**  
Your participant center is your place to manage your fundraising efforts. Follow the steps below to fundraising success. [More Help](#)

- Personalize your fundraising page and URL**  
Walkers who personalize their fundraising page with their own story raise more for MS. Set yours up here.
- Set your personal goal**  
Aim high!
- Make a personal donation**  
Kickstart your fundraising and show everyone your commitment by donating to yourself.
- Add contacts to your address book**  
Add or import your contacts to easily manage and track the success of your fundraising efforts.
- Send an email**  
You have not sent any messages. You should email your contacts.
- Thank your donors**  
Thank your donors!
- Reach out**  
You have 27 contacts that you have not emailed. Emails are a great way to let your friends and family know how important their support is. Make it easy by starting with one of our templates. Send to at least 10 people today. You

Company: No Company Association [Edit](#)

## Progress Completed



# How to Easily Fundraise with Ready-to-Go Tools

Now that your Personal Page is ready, it is time to fundraise! There are three primary ways to fundraise: **Email**, **Facebook**, and with our **Mobile App**.

## 1 Email

Click on the **Email tab** and select from the below options. All emails come with a standard template, but it is encouraged that you personalize the messages with additional sentences that are meaningful to your participation experience and event, especially the solicitation emails. [CLICK HERE](#) for more details.

- **THANK YOU**  
Thank your friends and family for donating to your event.
- **RECRUITING**  
Send emails to your friends and family to join you or your team.
- **SOLICITATION**  
Email contacts to invite them to donate to your fundraising goal.
- **OTHER**  
Create a customized email based on your needs.

## 2 Facebook

Click **Home** tab and scroll down to **Fundraise with Facebook**. Click the Fundraise with Facebook icon to get started. Fundraising with Facebook is a great way to let your friends and family know that you're participating in this event! [CLICK HERE](#) for more details.

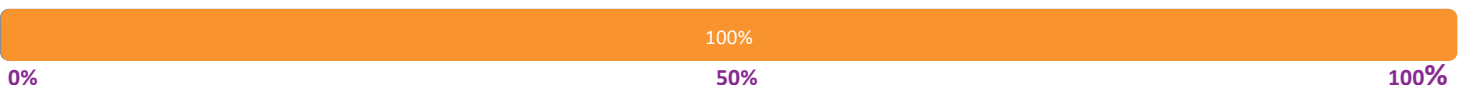
## 3 Go Mobile

Our mobile apps make it easy to access your Participant Center when you're on the go! [CLICK HERE](#) for more details.

The screenshot shows the 'Compose Message' interface on the Challenge Walk MS website. At the top, there's a navigation bar with 'Email', 'Contacts/Donors', 'Progress', and 'Personal Page'. A large '1' in a black circle highlights the 'Email' tab. Below the navigation, there's a 'Compose Message' section with a progress indicator showing four steps: 1. Begin, 2. Compose, 3. Set Recipients, and 4. Preview & Send. The 'Compose' step is currently active. Below the progress indicator, there's a text area with a placeholder message: 'Sending emails = smart move! Follow these easy steps to write and send emails to your contacts. Begin by selecting one of our templates to personalize. You can move between the steps without losing your progress.' Below the text area, there are three dropdown menus for selecting a template: 'THANK YOU (1)', 'SOLICITATION (2)', and 'OTHER (1)'. At the bottom, there are buttons for 'Save Draft', 'Delete', 'Save as Template', 'Preview', and 'Next'.

The screenshot shows the fundraising options section on the Challenge Walk MS website. It features three main options: 'Get social', 'Fundraise with Facebook', and 'Go mobile'. The 'Go mobile' option is checked. Below the 'Go mobile' option, there are buttons for 'Available on the App Store' and 'ANDROID APP ON Google play'. Below the fundraising options, there's an 'Email signature' section with a progress indicator showing '0%' raised to date and a '\$500 GOAL AMOUNT'. Below the progress indicator, there's a code snippet for embedding the fundraising progress badge on a website.

## Progress Completed



# How to Fundraise with Participant Center Email

There are many benefits to sending an email in the Participant Center!

- ✓ Emails automatically include links to your personal page and your team's page.
- ✓ Emails are designed to highlight the event you're participating in and information to learn more about the National Multiple Sclerosis Society.
- ✓ Solicitation emails include details about the impact donations have for those living with MS.
- ✓ Create email groups, making it easier to select a preferred audience.

1 Click the **Email** tab to begin.

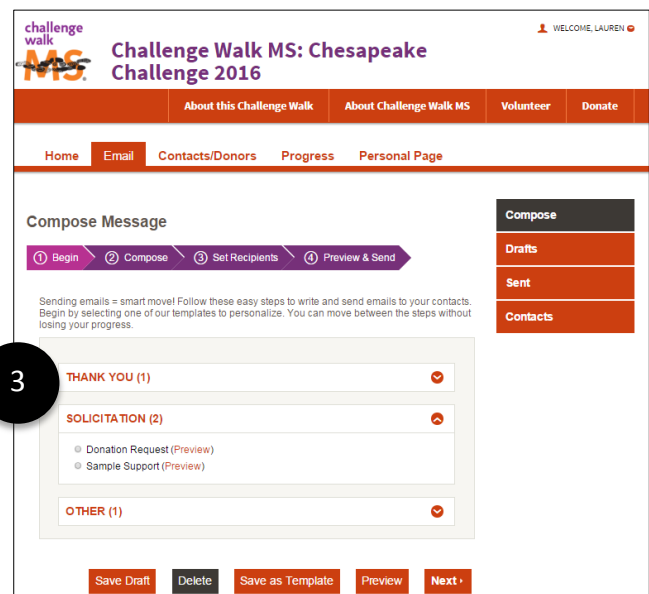
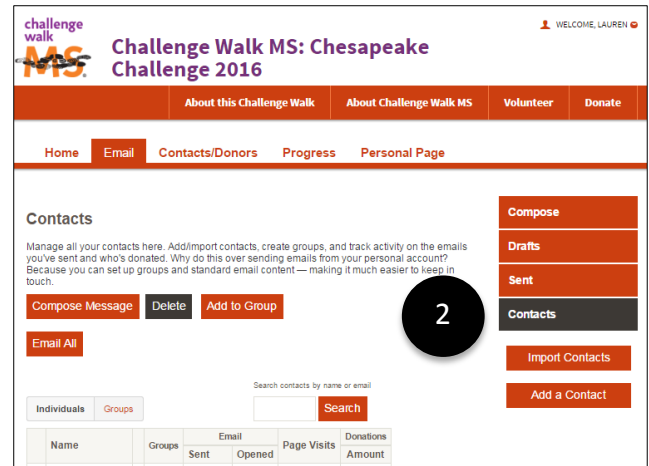
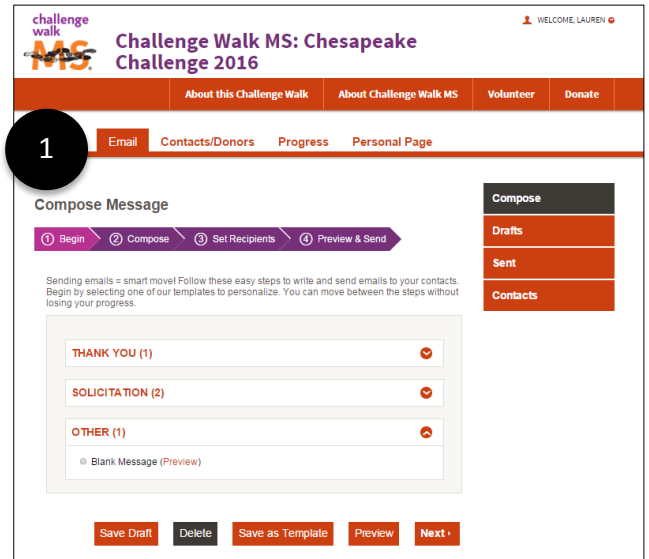
2 Click **Contacts** and then **Import Contacts**. If you are a returning participant, your contacts from prior years will appear. You will have the option to remove duplicate email addresses from prior years.

Follow the given instructions to connect to your email account.

You'll then be able to import all or some of your contacts from that email account into your Participant Center Address Book.

3 Select **Compose Message** and choose the type of message you would like to send. The templates provide verbiage you can use and will include a link to your Personal Page and Team Page.

Click **NEXT**.



4 Edit or make changes in **Compose**. You can add, change, or edit all verbiage and we encourage you to personalize your message.

Click **NEXT**.

5 Select the recipients from your contacts by checking the box next to their name. If you'd like to send to a group, you may change "contacts" to "groups" by using the drop down menu.

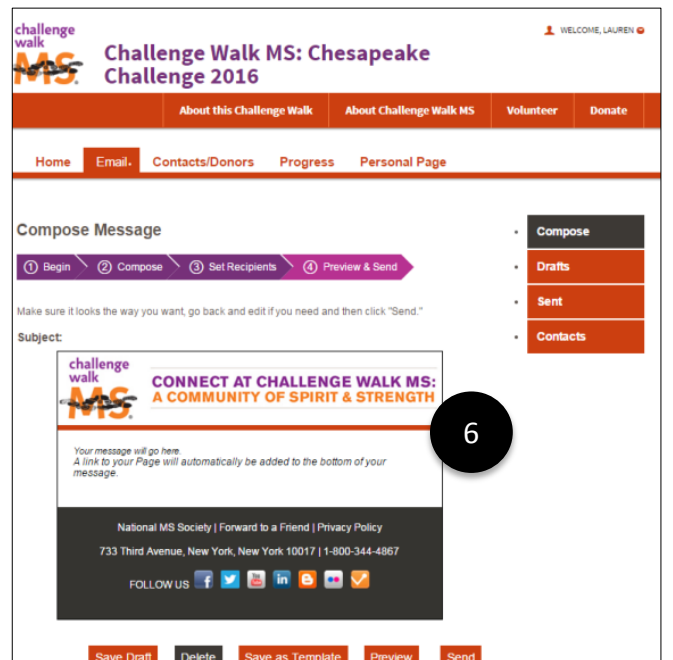
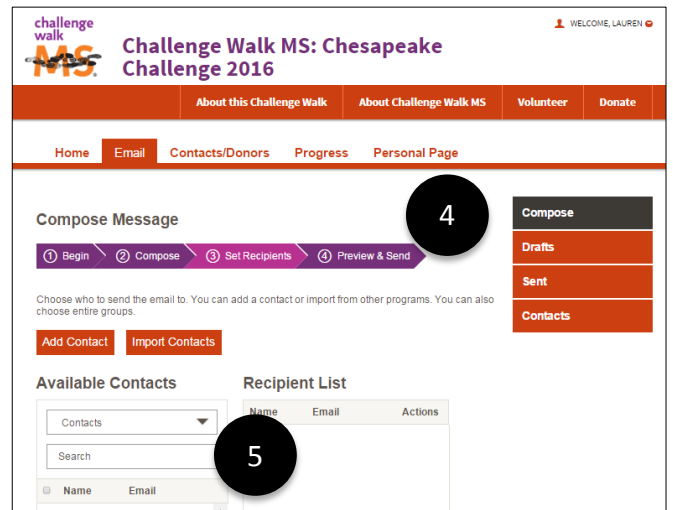
Click **NEXT**.

6 Preview your message, including your personalized additions. Any changes can be made in Compose and the recipients selected will not be lost.

Click **SEND**.

### Email & Fundraising Tips

- ✓ Send Thank You emails to those who have donated to your fundraising efforts.
- ✓ Follow up and send additional emails to solicit donations.
- ✓ Monitor your fundraising progress – receive email notifications when someone has donated to your fundraising efforts.
- ✓ Update your fundraising goal.



## How to Fundraise with Facebook

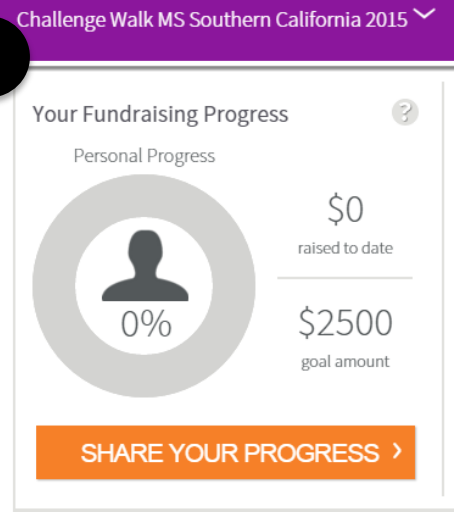
Here at the National MS Society, we're excited to offer you additional ways to fundraise for Challenge Walk MS! With the Challenge Walk MS Boundless Fundraising application, any Challenge Walk MS participant with a Facebook account can now extend their fundraising efforts to their social network on Facebook. With our new Challenge Walk MS mobile app, you can raise funds on the go from your smartphone or other mobile device!

- 1 Install the Facebook app by clicking the "Fundraise with Facebook" install graphic and link. The "Fundraise with Facebook" link is placed in several key locations throughout your participant center.



- 2 Keep track of your fundraising progress and share the news with your Facebook friends.

2



- 3 Post messages for your Facebook friends to see and to solicit donations from them.

3

A screenshot of a mobile app interface titled "Ask your friends to support you" with a help icon. It lists several options to share progress: "I am participating in Challenge Walk MS Southern California 2015! Please support..", "Please join me in supporting Challenge Walk MS Southern California 2015 by click..", and "I have raised \$0 for the Challenge Walk MS Southern California 2015 towards the..". There is also a link for "Create a custom message". At the bottom is a "Schedule posts now!" button with a calendar icon and a help icon.

4

Schedule automatic posts to be sent on your behalf

5

“Donate” your profile and cover photos to match your event.

6

View your non-anonymous donors and thank them.

Let our app do the work for you! **4**

Did you know that the most successful fundraisers send out regular donation requests? Our app takes out the guesswork by automatically generating posts at the most important milestones during your fundraising.

Select All Posts


- Tuesday weekly message  
I have raised \$0 for the Challenge Walk MS Southern California 2015 toward the goal of \$2500. Please help me by making a donation.
- 30 days until the event  
30 days and counting until this year's Challenge Walk MS Southern California 2015. Support me with a donation today!
- 15 days until the event  
Just 15 more days until this year's Challenge Walk MS Southern California 2015. Can I count on your support?
- 5 days until the event  
Challenge Walk MS Southern California 2015 is 5 days away. Plenty of time for you to support my fundraising efforts!
- The day before the event  
Challenge Walk MS Southern California 2015 is tomorrow ... Last call for donations!
- The day after the event  
Thank you to everyone who donated to me for Challenge Walk MS Southern California 2015. And for everyone else, it's not too late!

REMIND ME LATER CANCEL SAVE

5

Cover and Profile Pictures **?**

Click to add the images for your Cover or Profile Photo



Thanks for uploading our picture! **X**

You should now have a photo album called "Challenge Walk MS". Visit your new photo album and select your picture. Then select "Make Cover Photo" from the Options menu. Facebook will prompt you through the remaining steps.

GO TO ALBUM

Thank your donors **?**

Meghan Dynamics < **f** **✉**

Thank your donors **?**

\$5 Meghan Dynamics >

6

## How to Fundraise with a Mobile or Tablet App

Your Challenge Walk MS event fundraising can be done from the palm of your hand! Simply download our mobile app to update your personal page, send emails and post social media updates — anytime, any place!

1 Log into your Participant Center or open an email you received upon registering for your event.

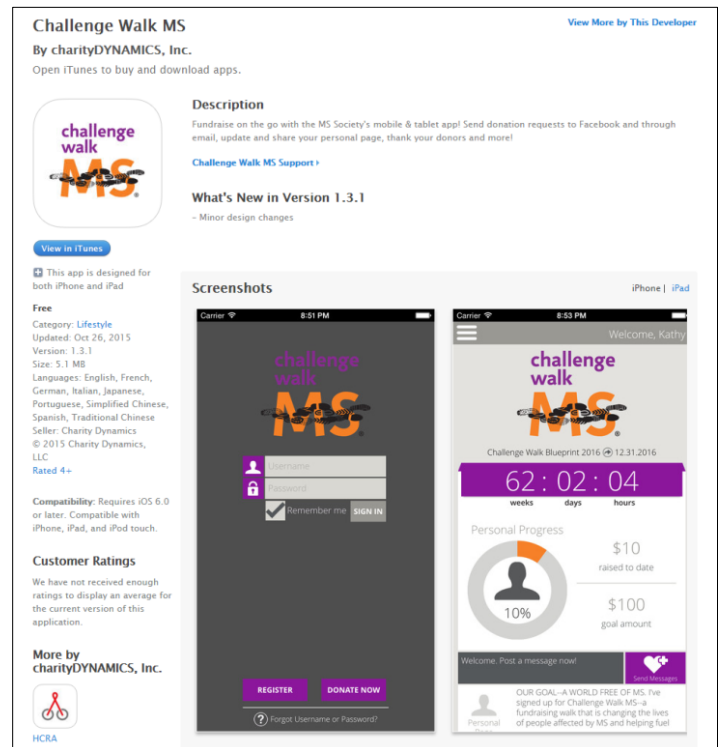
2 Locate the icons for the iTunes App Store or the Google Play store. Click on the desired store based on the device on which you wish to install the app. This will take you directly to the fundraising app where you can continue the downloading process based on your device.



3 You can also search for our apps directly in the app stores by searching for “Bike MS,” “Walk MS” or “Challenge Walk MS.” Before completing the download, please be sure you are selecting the correct app for the device (i.e. confirm you are downloading the mobile app and not the tablet app onto your mobile device). Typically, the tablet apps are indicated with a “ . ” at the end of the app name.

4 With the mobile or tablet app, you can:

- View your fundraising progress and go to your event webpage directly from the app.
- Post/send messages to solicit donations through Facebook, Twitter, SMS, LinkedIn, text, and email. All messages are accompanied by a link to your donation or personal page.
- View and thank your donors through Facebook, Twitter, SMS, LinkedIn, and email.
- Edit content and upload an image to your personal page, as well as view and share it on Facebook.
- View news about the National MS Society and share certain posts on Facebook.
- Get help using the app.



**Challenge Walk MS**  
By charityDYNAMICS, Inc.  
Open iTunes to buy and download apps.

**Description**  
Fundraise on the go with the MS Society's mobile & tablet app! Send donation requests to Facebook and through email, update and share your personal page, thank your donors and more!  
[Challenge Walk MS Support](#)

**What's New in Version 1.3.1**  
- Minor design changes

**Free**  
Category: Lifestyle  
Updated: Oct 26, 2015  
Version: 1.3.1  
Size: 5.1 MB  
Languages: English, French, German, Italian, Japanese, Portuguese, Simplified Chinese, Spanish, Traditional Chinese  
Seller: Charity Dynamics  
© 2015 Charity Dynamics, LLC  
Rated 4+

**Compatibility:** Requires iOS 6.0 or later. Compatible with iPhone, iPad, and iPod touch.

**Customer Ratings**  
We have not received enough ratings to display an average for the current version of this application.

**More by charityDYNAMICS, Inc.**

**Screenshots**

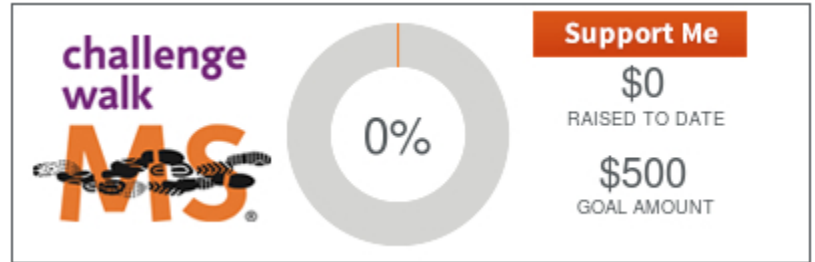
The screenshots show the app's login screen with fields for Username and Password, a "Remember me" checkbox, and "REGISTER" and "DONATE NOW" buttons. The second screenshot shows the app's main dashboard for a user named Kathy, displaying a timer for "Challenge Walk Blueprint 2016" at 62:02:04, a "Personal Progress" gauge at 10%, and a goal amount of \$100 raised to date.

## How to Install an Email Signature Line

Spread the word of your involvement and progress in your fundraising efforts by adding a badge to your work and/or personal emails.

### Fundraising with the email badge

- Once you have installed the email badge to your signature, simply begin sending emails and the badge will be included.
- The badge will display your fundraising goal and automatically update with your progress and how much you've raised.
- Recipients of emails that include this badge can also click on the badge to be directed to your donation page or personal page.



### Installing the email badge

The process to install the email badge varies depending on the email client you are using as well as whether you are using a PC or a Mac. Please visit the list of detailed instructions found here:

- Windows (PC):  
[http://www2.charitydynamics.com/site/PageServer?pagename=Boundless\\_Email\\_Client](http://www2.charitydynamics.com/site/PageServer?pagename=Boundless_Email_Client)
- Mac:  
[http://www2.charitydynamics.com/site/PageServer?pagename=Boundless\\_Email\\_Client\\_Mac](http://www2.charitydynamics.com/site/PageServer?pagename=Boundless_Email_Client_Mac)