



**National
Multiple Sclerosis
Society**
New Jersey
Metro Chapter

Step by Step Instructions to Your Participant Center

1. Go to the event site that you are registered for:

[Walk MS](#)

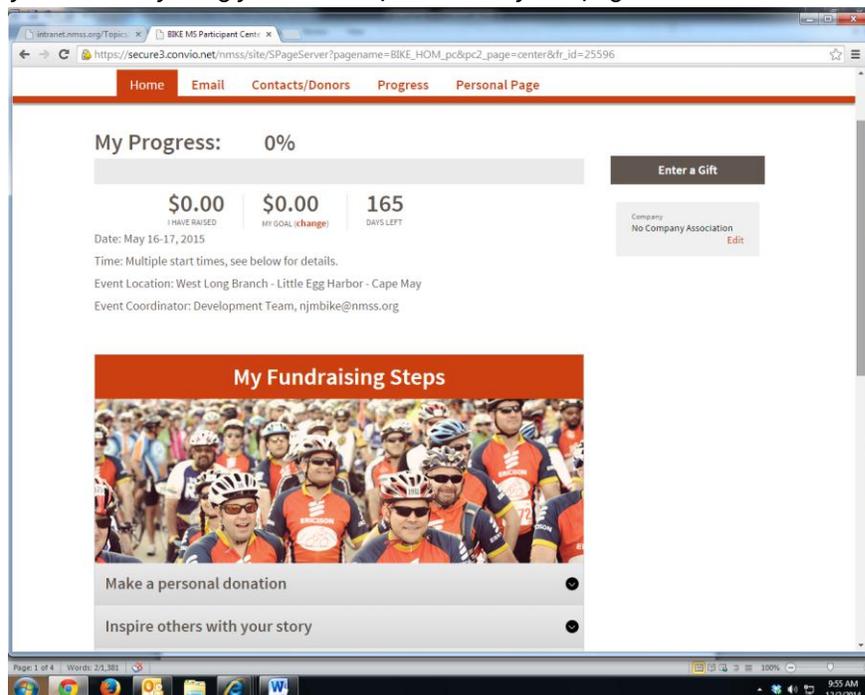
[Bike MS](#)

[Climb to the Top](#)

2. Enter the username and password that you set up when you registered. Press the “Log In” button.

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 NJMWalk@nmss.org, NJMBike@nmss.org, or NJMClimbNJ@nmss.org and we will be happy to assist you getting this information.

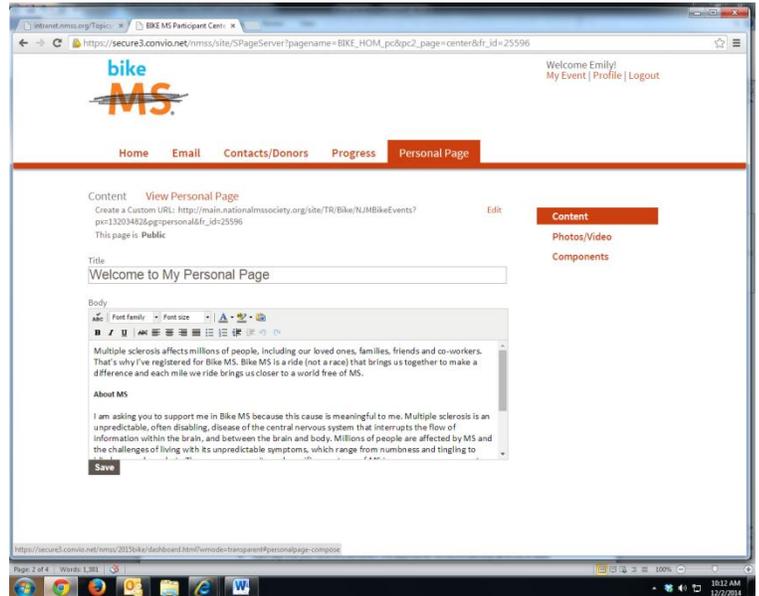
3. Select the link for the event you are registered for.
4. Your screen should now say “Welcome To Your Participant Center!” and from here you may access everything you need to personalize your page.



PERSONAL PAGE

Edit The Content of Your Page:

- Creating a personal URL provides a shortcut to easily direct people to your page. (click edit next to the URL)
- 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.
- To make the page even more personal add a picture of you, your team or the person who is your inspiration.
- Personal Web Log (Blog) – You can update your blog as often as you like through “components” 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!
- Fundraising Tip: The fundraising average and the average number of donors is approximately **DOUBLE** for participants that change their pages!



Use Social Media

- Tell your friends and family that you are taking on this unique challenge and would like their support. Share your personal page on Facebook and Twitter and ask others to donate and/or join you. (Don't forget, you can use that custom link you made!) Your friends can click directly on the status update that you send out and within minutes be supporting your goal.
- Download the Facebook App, so you can fundraise through Facebook.
- Make your profile picture the logo of this year's event. It's a convenient way to remind all your friends on Facebook that you're participating and raising money to help support the National MS Society.

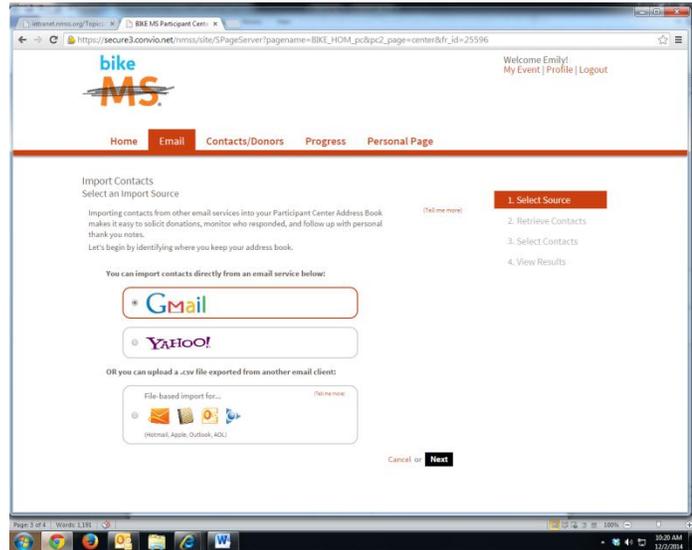
Download the Mobile App

- Simply download our mobile app and update your personal page, send emails and social media updates -anytime, anyplace!
- This app is available for both iPhone and Android.

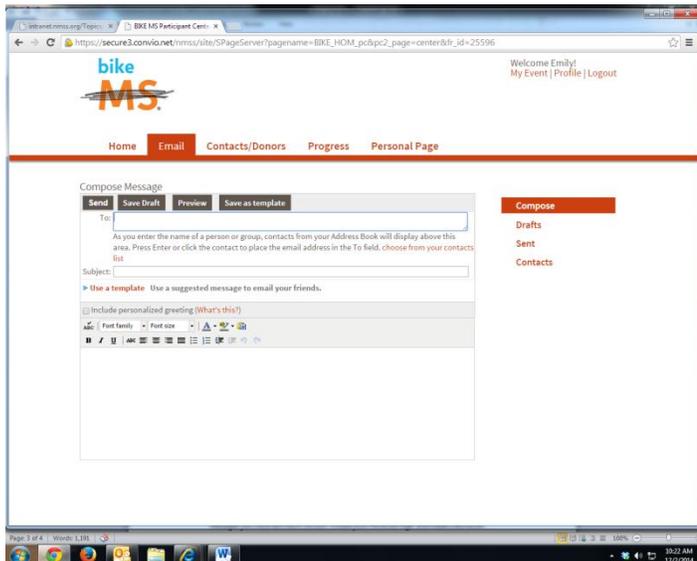
ADDRESS BOOK

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: Gmail, 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



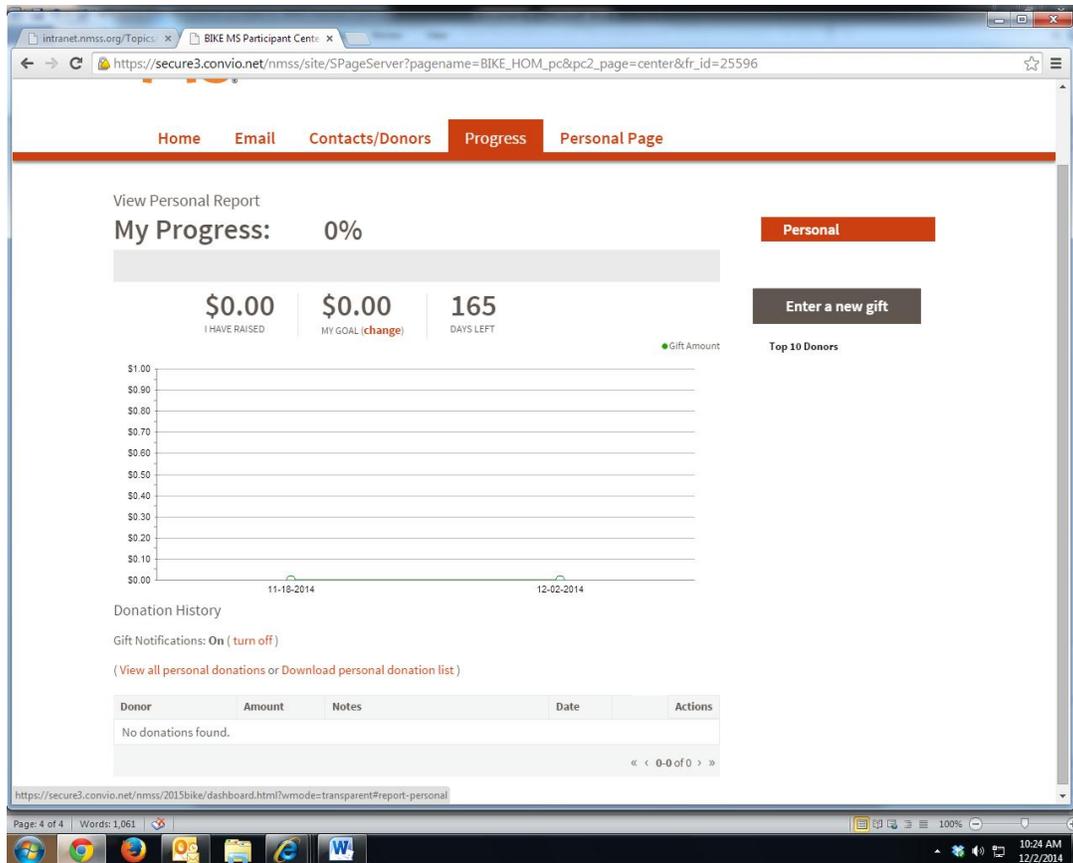
The email tool allows you to send customized email messages to the contacts that you have imported or entered into your address book. There are suggested message templates for soliciting gifts, recruiting team members, and thanking donors or you can create a customized message of your preference. You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

Fundraising Tip: 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 year

MY PROGRESS

- Will provide you with a graph view of how much money you have raised over the designated time span.
- Allows you to see the number of gifts you have received and the total amount of dollars you have raised.
- Donation History: This section shows you a list of all your donors, how much they gave and when the donation was made.

- Enter a New Gift (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 a New Gift” 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: Novartis



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.