

## How to Access Participant Center Guide

### What is the Participant Center?

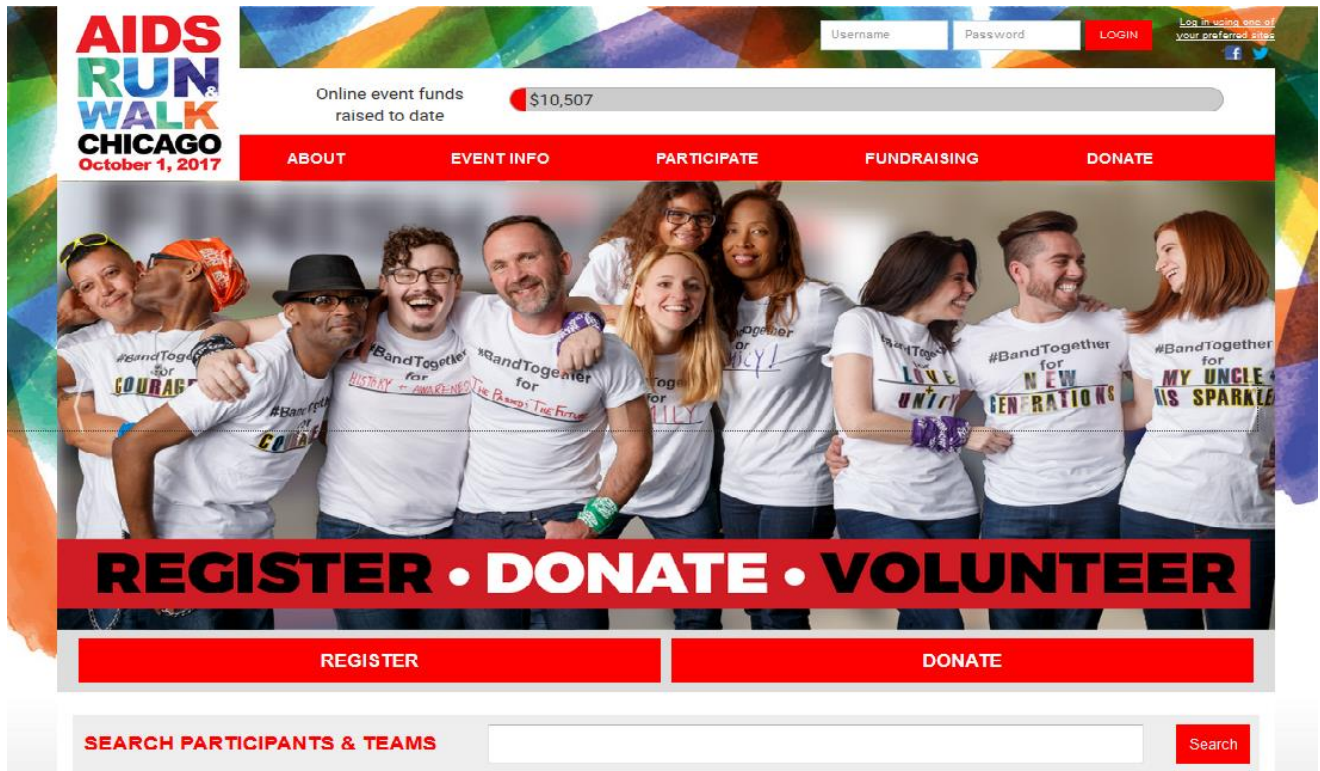
The Participant Center is the online portal where you can check your fundraising progress, send email solicitations and thank you's, and update your Personal Fundraising Web Page.

On your Personal Fundraising Web Page, you can share your personal story, add a photo or a link to a YouTube video, and even add a blog. Then, you can share your webpage address with family and friends asking them to join you at the event or support your fundraising effort through a generous gift.

For our team captains, the Participant Center is a great place to send encouragement to your team members by emailing them reminder emails and best practices as the event date draws closer.

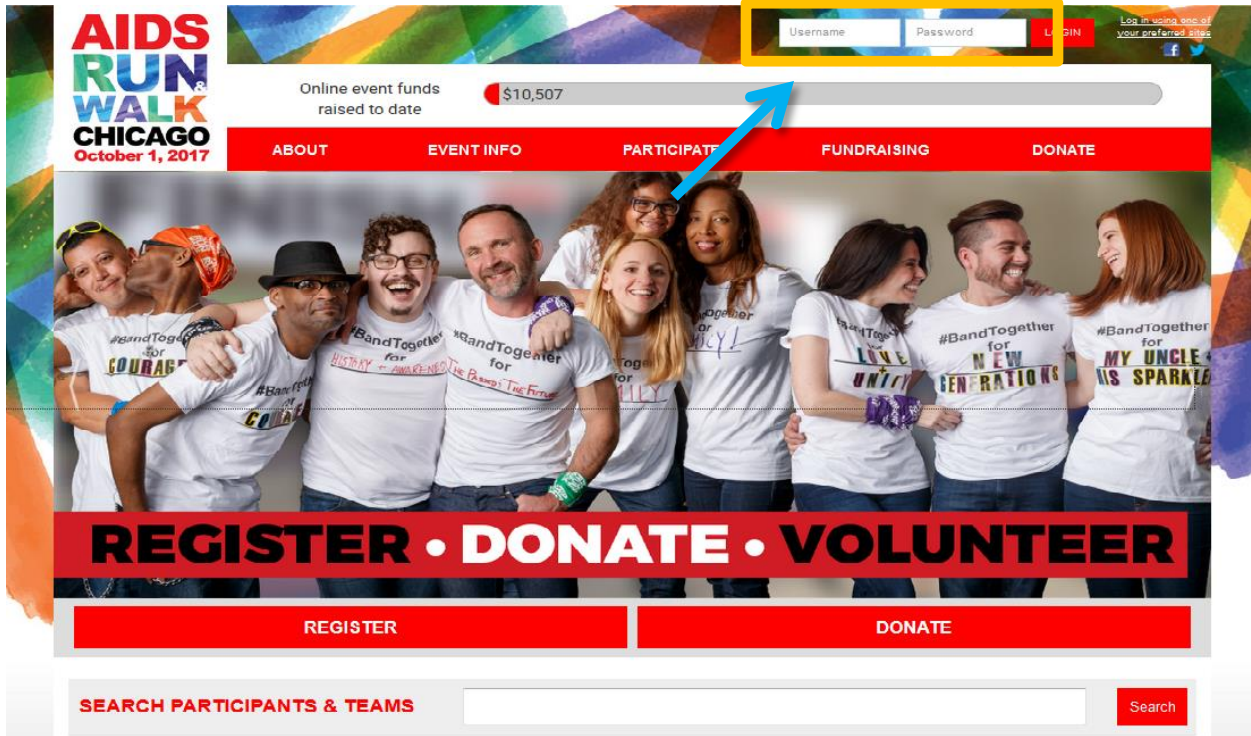
### Logging In From the Main Website

Step-1 Visit your event's main website: [aidsrunwalk.org](http://aidsrunwalk.org)



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**STEP 2-** Enter your username and password in the login area at the top of the page and tap enter on your keyboard.



STEP 3- Once you login, you'll see a welcome message at the top. Then, click "Participant Center."



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STEP 4-Viola! Your Participant Center will open and you can begin to access its features.

The screenshot shows the 'Overview' section of a participant's fundraising page. At the top, there are navigation tabs for 'Home', 'Email', 'Progress', 'Personal Page', and 'Team Page'. A language dropdown menu is set to 'English (United States)'. The main content area is titled 'Overview' and includes a 'Your Fundraising Progress' section with a progress bar and four key metrics: 'I Have Raised' (\$0.00), 'My Goal (change)' (\$0.00), 'Percent' (0%), and 'Days Left' (0). Below this is a 'What to do next?' section with four tasks: 'Set up your Personal Page', 'Add Contacts to Your Address Book', 'Send an Email', and 'Thank your Donors'. The right sidebar contains buttons for 'Send email' and 'Enter new gift', a list of links for 'Add Contacts', 'View Your Progress', 'Edit Personal Page', 'Email Team', 'View Team Roster', and 'Check In Online', a 'Message from Your Team Captain' box, and social media icons for Facebook and Twitter.

Please see additional guides for instructions

- **How to Upload a Photo or a Video to your Personal Page**
- **How to Edit Personal/Team Fundraising Page Content**
- **How to Edit Your Unique Web Address**
- **Add your contacts from Yahoo.**  
or
- **Upload other email contacts via CSV file.**