

Step-By-Step Guide to Utilizing Your Personal Fundraising Page.

1. After you have finished with your registration the first page you will see is the one below.

The screenshot shows the registration page for the DMRF Canada Annual Chuck's 5 km Run, Walk and Wheel for Dystonia 2018. The page has a dark blue header with the event title in white. Below the header, there are two buttons: "Email Us" and "Main Page". The main content area is divided into two columns. The left column has three sections: "Help Our Cause" with links "Find a Team/Participant" and "Make a Donation"; "My User" with links "Fundraising Center", "Edit My Page", "View My Page", "Edit My Profile", "Change My Password", "Emails", and "Logout"; and "My Team" with the link "Join a Team". The right column has a "Register" section with the text "Thank you for registering. You should receive a confirmation email shortly." and two buttons: "Login" and "Make a Donation". At the bottom left, there is a "Share" section with Facebook and Twitter icons.

2. You can select login as circled in red below

This screenshot is identical to the one above, but with a red circle highlighting the "Login" button in the "My User" section of the right column. The "Login" button is located next to the "Make a Donation" button.

3. From this page, you can make several decisions to maximize your fundraising capacity. You can edit your page to present the most meaningful words to share with your friends and family. You can do that by clicking Edit My Page as circled in red.

DMRF Canada Annual Chuck's 5 km Run, Walk and Wheel for Dystonia 2018

Email Us Main Page

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My User
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My Team
Join a Team

Share
f t

Fundraising Center for Your Registration Name

Welcome to the Fundraising Center! From here you can see your most recent and top sponsors and check your progress toward your fundraising goal. You can also access and update your fundraising page, goal, and contact information using the links provided here.

Your Fundraising Summary

Goal	\$150.00
Total Raised	\$0.00

Sponsorship Details

Date	Donor	Amount
Email Selected Sponsors		

My Other Fundraisers

Date	Fundraiser Name	Team
[Redacted]		

4. To make edits to the displayed message on your main personal fundraising page you can do that here, you can also add a photo of yourself to really make it your own page.

Email Us Main Page

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Edit Your Page

Your Image
You have not uploaded an image.
Choose File No file chosen Upload

Please note, the image file cannot exceed 2MB or be wider than 380 pixels. If your image is wider than 380 pixels, it may take several moments to upload as the page will need to scale the image to the proper size.

Message On Your Page

B I U | [List Icon] | [Link Icon] | [Image Icon] | Font: [Dropdown] Font size: [Dropdown] [GO]

Welcome to the Chuck's Run, Walk and Wheel for Dystonia 2018 fundraising page!

Click the donate link to sponsor my efforts in meeting my fundraising goal, or click Register to create your own site and join me in raising money for Dystonia Medical Research Foundation (DMRF) Canada, whose mission is: to advance research for more treatments and ultimately a cure for dystonia; to promote awareness and education and to support the needs and well-being of affected individuals and families.

Save

You can upload a photo using this upload button

Make changes to your personal message and click save!

5. From your fundraising center page, you can also send out emails to your contacts for various different types of messages. To send emails click email as it is circled in red in the picture below.

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Email Selected Sponsors

My Other Fundraisers

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6. Once on this page you can copy and paste the emails in the box with the header To*, you can select a template. We currently have three templates available for your benefit. Or you can create an unique message with a subject line and personal message. You can also click the preview button to see the message before it is sent out, and a send button.

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My Team
Join a Team

Share
f t

Email

Send an Email

To * (limit 50 addresses, separated by semicolons)

Address Book

Y G M AOL

Template
None Selected

Subject *

Email Contents *

B I U | | | | | Font Font size

If you select a template a pre written message will appear here that you can edit. Or you can type up your own personal message.

The email will automatically display a link back to your page below your email contents.

Preview Send

7. After all the changes are made and you are happy with your page and fundraising efforts you can click logout!

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Sponsorship Details

Date	Donor	Amount
Email Selected Sponsors		

My Other Fundraisers

Date	Fundraiser Name	Team

We hope this guide was helpful. Should you require further assistance please feel free to contact us by email at: info@dystoniacanada.org or by phone at 416-488-6974.