

How to Use My Participant Centre

Thank you for joining us for the Nature's Emporium Run for Southlake. We have prepared this Guide to help you have the best event experience.

This guide will cover the following topics:

- What is the Participant Centre
- Accessing the Participant Centre
- Edit your Personal or Team Page
- Update your goals and progress

What is the Participant Centre?

The Participant Centre is the online portal where you can check your fundraising progress, send email solicitations, 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 Centre 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.

Accessing the Participant Centre

Please visit www.runforsouthlake.ca and select Login.





Enter your username and password. Once logged in, select the Run for Southlake on your Participant Centre List.



LOGOUT DONATE REGISTER

Welcome back, [redacted]

Not you? [Please log out.](#)

You are registered for these event(s).
Please click on the event name to visit your Participant Center for that event.

Participant Center	Event Greeting Page	Date
• 2021 Run for Southlake	Click Here	

You have now logged in to your Participant Centre! Follow the “What to do next?” steps to walk you through how to set up your personal page, add contacts, send an email to your supporters, and set a fundraising goal. Communicating your goal to your friends, family, and colleagues will let them know where you’re headed and how much support you need to get there.

2021 Run for Southlake [redacted] [Help](#) [Log Out](#)

[Home](#) [Email](#) [Profile](#)

What to do next?

- 1 **Set up your Personal Page**
Customize your Personal Page with a story about why you are raising funds for this cause.
- 2 **Add Contacts to Your Address Book**
Add contacts to email from your personal Address Book on our site.
- 3 **Send an Email**
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
- 4 **Thank your Donors**
Thank your donors!
- 5 **Set up your Personal Page**
Your last Personal Page update was 15 days ago. Consider updating it now with new information.
- 6 **Set a Goal**
You have reached 0% of your goal. Can you set a higher goal?

Recent Activity

- [redacted] joined your team Jan 25
- [redacted] joined your team Jan 21
- You joined 2021 Run for Southlake Jan 18

Contacts

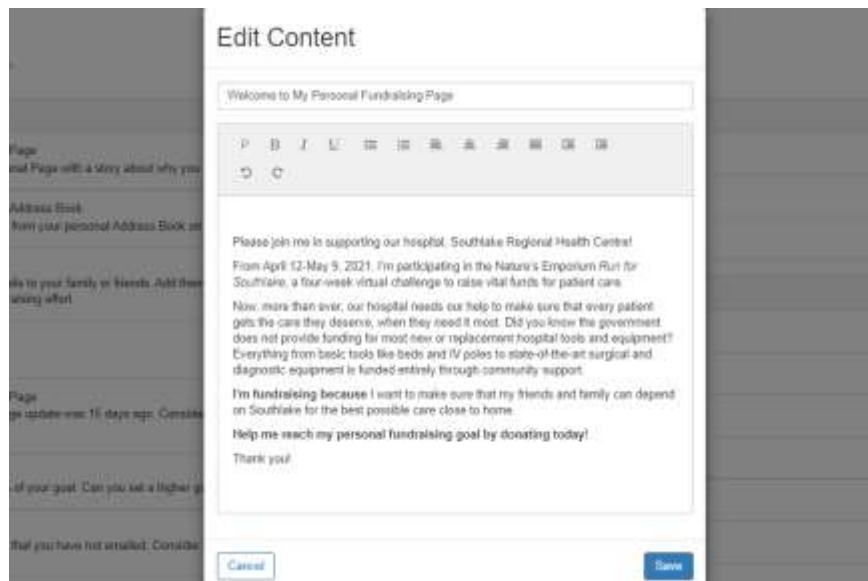
- All Contacts 47
- Never Emailed 47
- Needs follow-up 8
- Unthanked Donors 8
- Donors 8

Have questions? We’re happy to help!
Email us at runforsouthlake@southlakeregional.org

Edit Your Personal or Team Page

Personal and Team Fundraising Pages have default content when you register for an event. However, we highly recommend that you personalize your page(s) to tell your own (or your team’s) story and why the event is important to you. This will really help you with your fundraising efforts. Only Team Captains will have access to edit the Team Fundraising Page from their Participant Centre.

To edit your Personal Page Select “Set up your Personal Page” from the “What to do next?” list on the main page of your Participant Centre. Type your header and body text and click “Save”. After you click Save, you can click away from the editor window to move away from the screen.



Update Media

Scroll down to the bottom of the Participant Centre and “Select Update Media” on the bottom right hand side. You can choose to either add a video or photo from the drop down menu. Once your image is in the editor you can rotate the image and create a caption.





Edit Your Personal Page URL

Once you've created your Personal Fundraising Page, you have your very own URL address to get there. By default this can look quite lengthy, but there is a feature inside your Participant Centre that allows you to personalize this URL which makes it easier to share with supporters. Paste the URL inside emails, on your Facebook and Twitter pages, or create small cards with this friendly URL to give supporters.

In the bottom right corner of the Participant Centre find the Personal Page box and Click URL Settings.

Personal Page	
Personal Page URL: http://srhcf.convio.net/goto/██████████	URL Settings
Title Welcome to My Personal Fundraising Page	Edit Content
Body Please join me in supporting our hospital, Southlake Regional Health Centre! From April 12-May 9, 2021, I'm participating in the Nature's Emporium <i>Run for Southlake</i> , a four-week virtual challenge to raise vital funds for patient care. Now, more than ever, our hospital needs our help to make sure that every patient gets the care they deserve, when they need it most. Did you know the government does not provide funding for most new or replacement hospital tools and equipment? Everything from basic tools like beds and IV poles to state-of-the-art surgical	

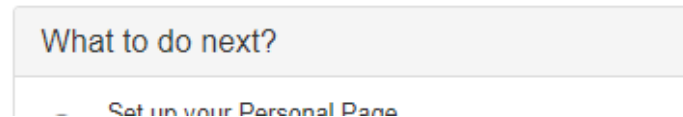
Type in your name or team name and click save to create a custom and shortened URL.



Update Your Goals and Progress

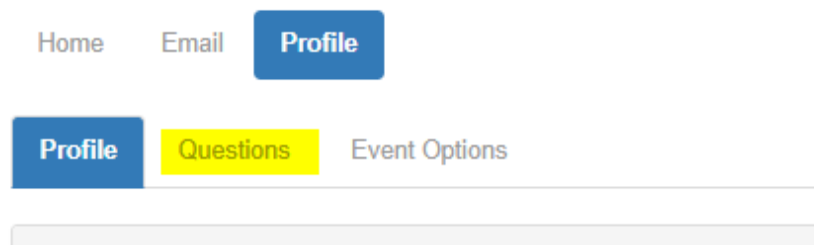
If you are a virtual participant you will be updating your goals and updating your progress towards your distance goals. This will be done in the profile section of the Participant Centre.

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Once in Profile, select "Questions" to find all of the goals you have set.

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Update any of your weekly challenge goals listed or add your progress towards any of the populated questions that appear in order to update your fitness trackers for the event. Your updates will be reflected on your individual fundraising page to track your progress towards your weekly challenge goals. Only the questions related to the trackers that are applicable to the current week of the Virtual Challenge will be visible.

Note: If any of the information provided upon registration has since changed, this can all be updated in either your Profile or Event Options sections.

Thank you for joining the Nature's Emporium Run for Southlake. Have a question about your Participant Centre that wasn't answered? We're happy to help! Email us at runforsouthlake@southlakeregional.org