

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

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.



SUNDAY, APRIL 30, 2023

PARTICIPANT CENTRE TOOLKIT



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

The screenshot shows the login page for the Participant Centre. At the top, there is a navigation bar with 'SOUTHLAKE' on the left and 'LOGOUT', 'DONATE', and 'REGISTER' buttons on the right. The main content area says 'Welcome back, [redacted]' and 'Not you? Please log out.' Below this, it states 'You are registered for these events!' and 'Please click on the event name to visit your Participant Center for that event.' A table lists several events with columns for 'Participant Center', 'Event Greeting Page', and 'Date'. The '2023 Run for Southlake' event is highlighted in yellow.

Participant Center	Event Greeting Page	Date
• 2021 CrossFit to Crossout Cancer	Click here	
• 2022 Nature's Emporium Run for Southlake	Click here	
• 2022 Polo for the Cure	Click here	
• 2022 SWP Be a Hero	Click here	
• 2023 Run for Southlake	Click here	
• Southlake D.V.	Click here	
• The Bear Goes On	Click here	

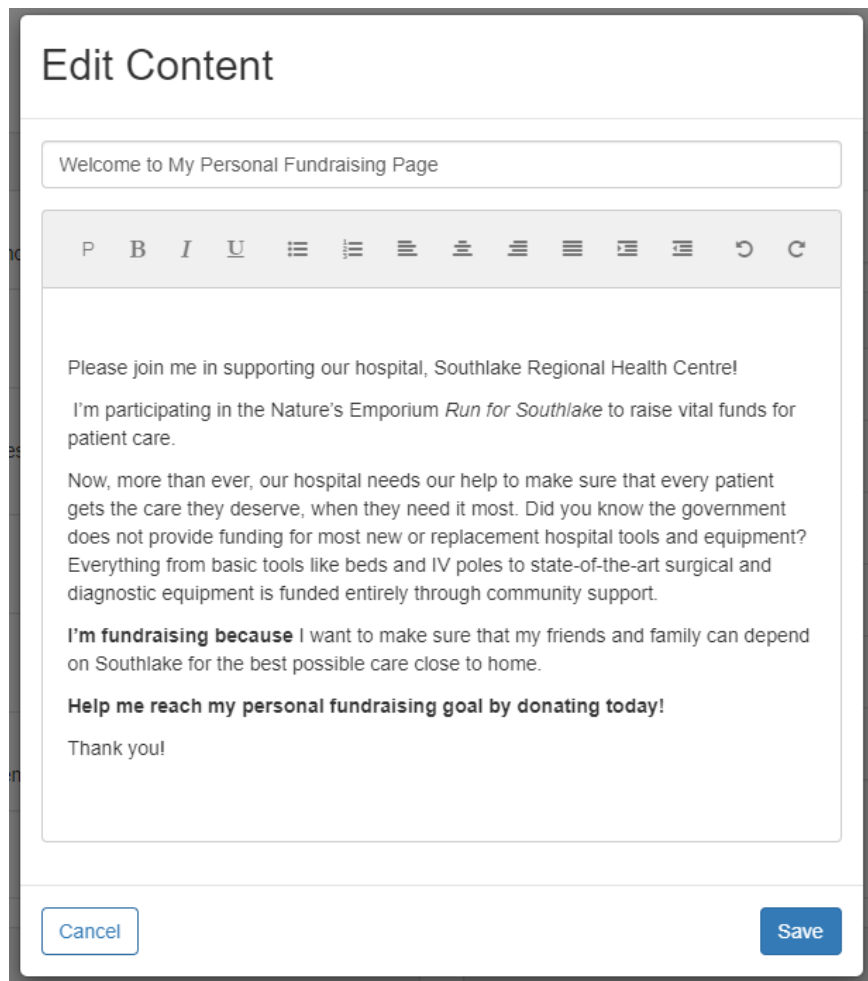
You have now logged in to your Participant Centre! Follow the “What to do next?” steps to walk you through how to set up your personal page, add contacts, send an email to your supporters, and set a fundraising goal. Communicating your goal to your friends, family, and colleagues will let them know where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

The screenshot shows the participant dashboard for the 2023 Run for Southlake. It features a navigation bar with 'Home', 'Email', and 'Profile' tabs. The main content is divided into two columns. The left column, titled 'What to do next?', contains a list of six tasks with progress indicators: 'Set up your Personal Page', 'Add Contacts to Your Address Book', 'Send an Email', 'Thank your Donors', 'Set a Goal', and 'Reach Out'. The right column, titled 'Recent Activity', shows a single entry: 'joined 2023 Run for Southlake' on Aug 29. Below this is a 'Contacts' section with a sub-menu 'All Contacts' and a list of contact categories with counts: 'Newly Emailed' (28), 'Needs follow-up' (6), 'Unthanked Donors' (5), 'Donors' (8), and 'Non-Donors' (18).

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.



The screenshot shows a web editor titled "Edit Content". At the top, there is a text input field containing "Welcome to My Personal Fundraising Page". Below this is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Decrease Indent, Increase Indent, Undo, and Redo. The main text area contains the following content:

Please join me in supporting our hospital, Southlake Regional Health Centre!

I'm participating in the Nature's Emporium *Run for Southlake* 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 and diagnostic equipment is funded entirely through community support.

I'm fundraising because I want to make sure that my friends and family can depend on Southlake for the best possible care close to home.

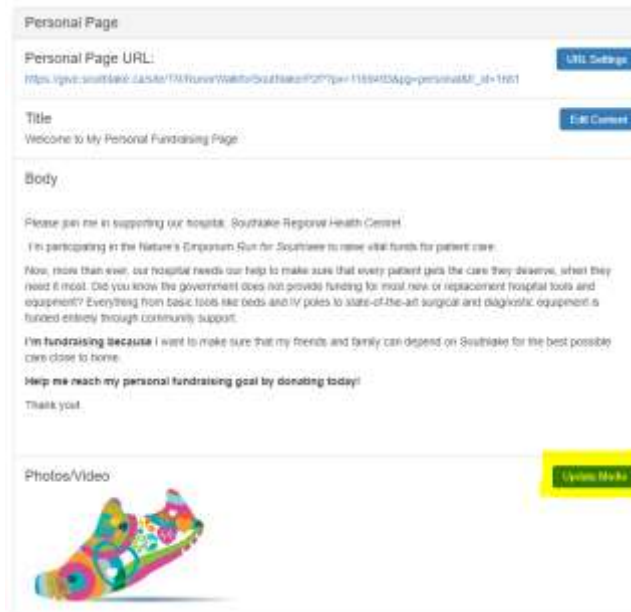
Help me reach my personal fundraising goal by donating today!

Thank you!

At the bottom of the editor, there are two buttons: "Cancel" on the left and "Save" on the right.

Update Media

Scroll down to the bottom of the Participant Centre and “Select Update Media” on the bottom right hand side.



Personal Page

Personal Page URL: https://give.southlake.ca/site/131/your/waterboard/fundraise/2022/?p=118543&pg=personal&_id=1161 [URL Settings](#)

Title: Welcome to My Personal Fundraising Page [Edit Content](#)

Body

Please join me in supporting our hospital, Southlake Regional Health Centre!

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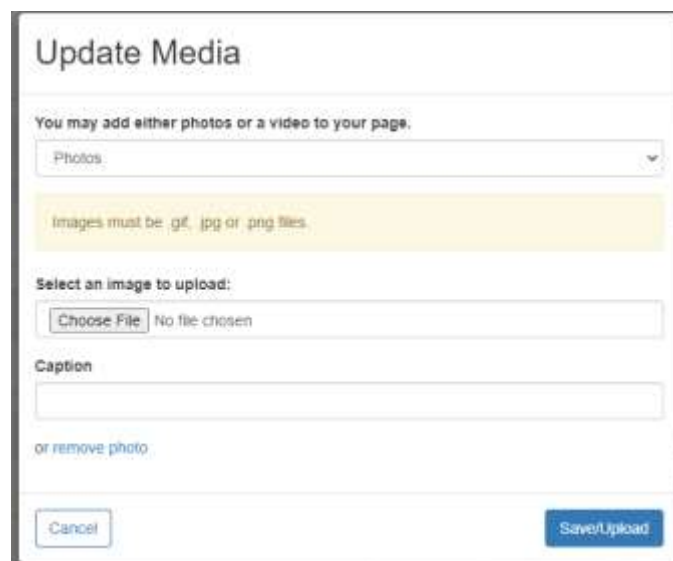
Help me reach my personal fundraising goal by donating today!

Thank you!

Photos/Video [Upload Media](#)



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.



Update Media

You may add either photos or a video to your page.

Photos

Images must be .gif, .jpg or .png files.

Select an image to upload:

[Choose File](#) No file chosen

Caption

or [remove photo](#)

[Cancel](#) [Save/Upload](#)

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: [https://\[redacted\]](https://[redacted]) [URL Settings](#)

Title [Edit Content](#)

Welcome to My Personal Fundraising Page

Body

Please join me in supporting our hospital, Southlake Regional Health Centre!

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I'm fundraising because I want to make sure that my friends and family can depend on Southlake for the best possible care close to home.

Help me reach my personal fundraising goal by donating today!

Thank you!

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

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