

**What is a CSV File?**

A CSV file, or comma-separated values file, allows you to enter data in a table-structured format or spreadsheet. You will need a program like Microsoft Excel to create the file to upload in your Participant Center.

If you have a lot of email contacts that you'd like to migrate into your Participant Center, creating a CSV file for upload may be easier and save you time instead of manually entering each email contact.

**NOTE:** *If you use Yahoo and Gmail email, you can directly import your contacts into the Participant Center without using a CSV file. View the separate Yahoo/Google guide for how to complete this action.*

**Step-1 Prepare your CSV file**


- A. Export your contact list or address book from your email service (follow your service provider's instructions to complete this step).
- B. Create a new CSV file using a text editor (such as Microsoft Windows Notepad) or a spreadsheet application (such as Microsoft Excel) that lets you save a document as a .CSV file type.
- C. Create three column headings: First, Last, Email.
- D. On the lines below these headings, enter the first name, last name and email address of each contact. (You can copy and paste this from the export file you created in Step 1 A.)

For example, your document would look like:

First,	Last,	Email
Jane,	Smith,	<a href="mailto:janesmith@email.com">janesmith@email.com</a>
John,	Smith,	johnsmith@email.com




## STEP 2- Login to your Participant Center

Username Password LOGIN   

**UCI** Anti-Cancer Challenge REGISTER DONATE EVENTS FUNDRAISE OUR PARTNERS ABOUT US

**VIRTUAL PROGRAM BEGINS SAT., JUNE 19**  
**VIRTUAL CHALLENGE DAY SAT., AUG. 14**

REGISTRATION OPENS MARCH 1



[REGISTER](#)

[DONATE](#)

### SEARCH PARTICIPANTS

First Name  
 Last Name

### SEARCH TEAMS

Team Name

### SHARE



### CHALLENGE ACCEPTED

Whether you ride, run or walk in the 2021 UCI Anti-Cancer Challenge—or in the fitness challenges leading up to this year's virtual event day—your participation and fundraising WILL help to change what it means to be diagnosed with cancer.

One-hundred percent of the money you raise goes to the most promising research at the UCI Chao Family Comprehensive Cancer Center. Your contribution supports the inspired investigations of renowned physician-scientists who will stop at nothing to defeat the disease.

Make your miles matter. Registration opens March 1, 2021. Challenge Day is August 14.

### CAMPAIGN PROGRESS

4% of Goal **\$42,320** Raised



[DONATE](#)

### TEAM HONOR ROLL

CANCER FIGHTERS \$50

## STEP 3- On your Participant Center home page, either click “What to do next?” or click the “All Contacts” tab to access the email and contact area.

### MANAGE YOUR FUNDRAISING

Your Participant Center is your key to fundraising success. From here, you can:

- Update your Participant Profile with a custom picture and share your story. Pro tip: participants with a customized profile raise more and hit their fundraising goal earlier.
- Use email templates to invite your friends and family to make a donation or join your team.
- Share the link to your Participant Profile so that your supporters can make a fast, easy and safe donation.
- Thank your supporters with the email template.
- Monitor your fundraising progress, change your fundraising goal.

Don't forget to check out the [tools and resources](#) section of the website. It's full of ways to help you reach your fundraising goal!

**What to do next?**

- 1. [Customize 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 12 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?
- 7. [Reach Out](#)  
You have 1 contacts that you have not emailed. Consider contacting them about your fundraising effort.

**Recent Activity**

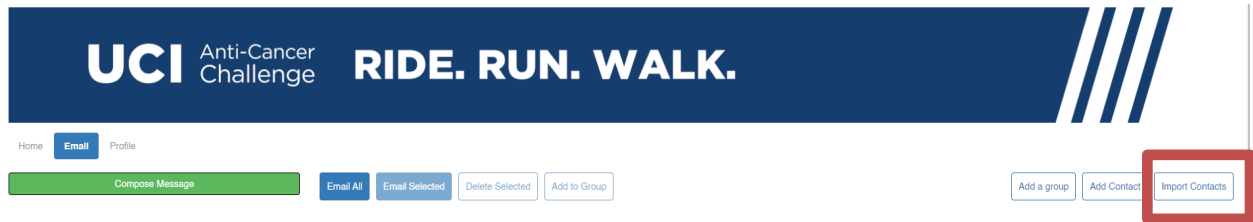
Rhonda Halverson joined your team	Mar 03
Gloriane Luna joined your team	Mar 02
Joy Kiewer joined your team	Mar 01
Caroline Pereira joined your team	Mar 01
You joined 2021 Anti-Cancer Challenge	Feb 22

**Contacts**

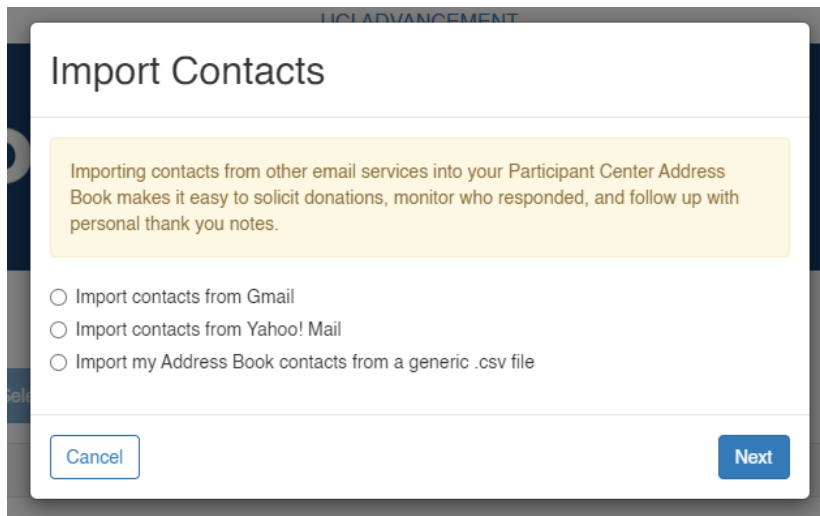
<a href="#">All Contacts</a>	39
Never Emailed	39
Needs follow-up	0
Unthanked Donors	0



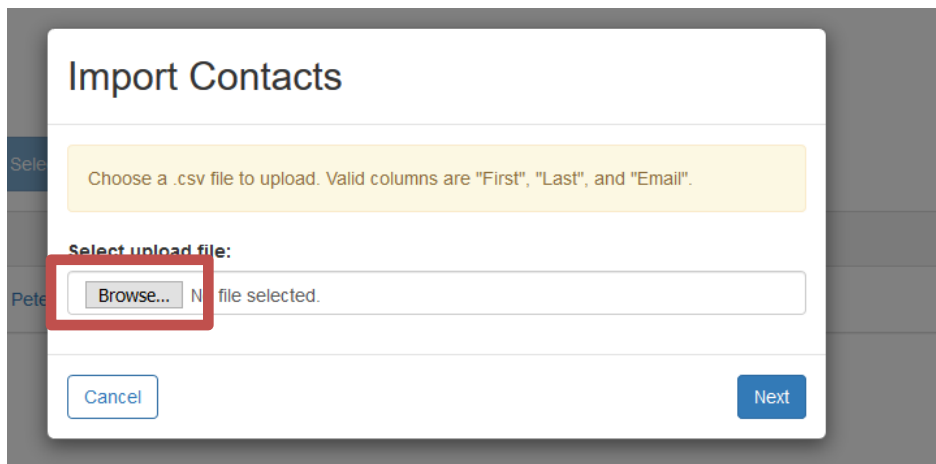
#### STEP 4- Click "Import Contacts"



#### STEP 5-Choose the button next to "Import my Address Book contacts from a generic .csv file..." and click Next.

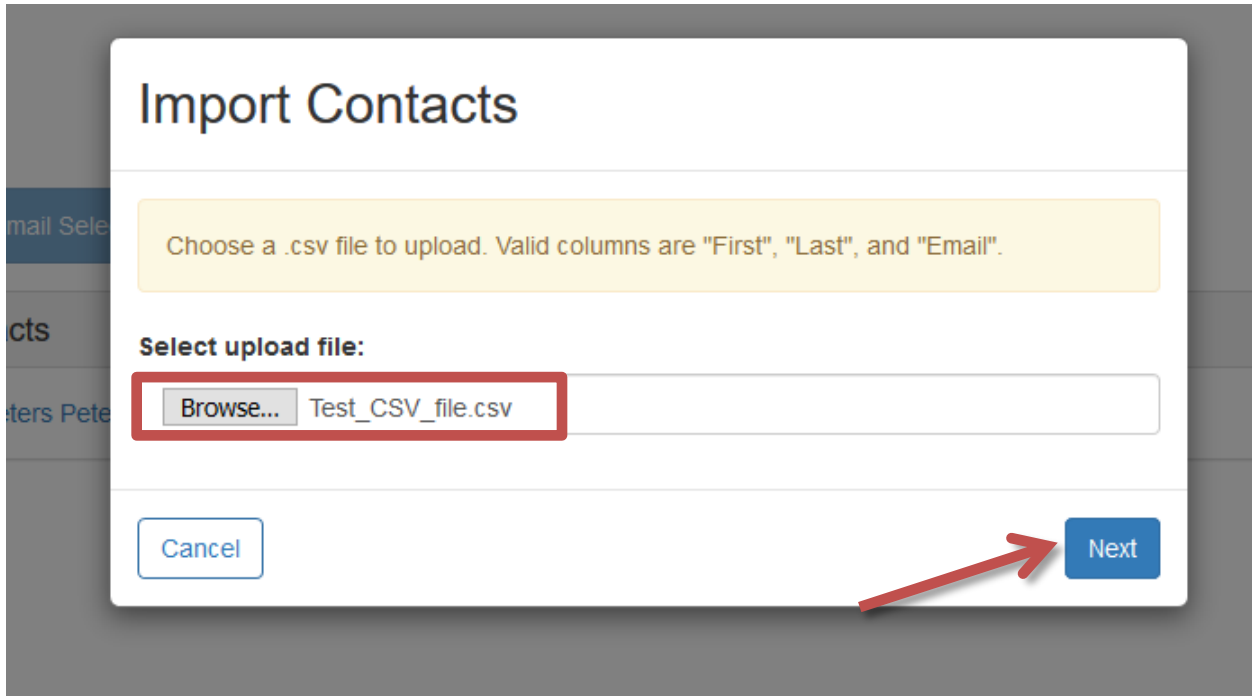


#### Click Browse to search your computer to find your prepared CSV file

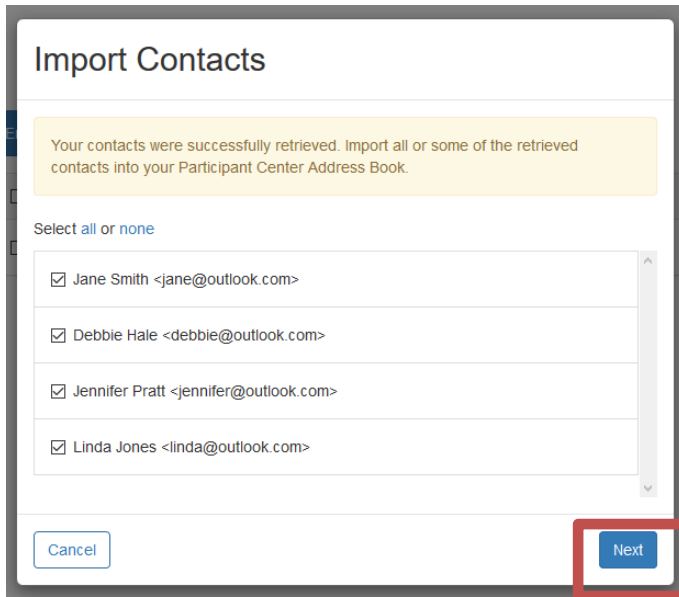




**STEP 6- Once you have selected your file and you see it in the upload file window, click Next.**



**STEP 7- Preview the contacts from your file** and either select All contacts or select the ones you wish to import. Click NEXT.





**STEP 8-SUCCESS!** You will see a yellow text box showing how many of your contacts were successfully imported to your address book. Then, click “Finished” on the bottom of the page. You’re ready to start sending some emails!

Walk for Health English (United States) Help Log Out

Home **Email** Profile

Compose Message

Drafts 1

Sent Messages 0

**Contacts**

All Contacts 4

Never Emailed 4

Needs follow-up 0

Email All Email Selected Delete Selected Add to Group

Add a group Add Contact Import Contacts

All Contacts

- Debbie Hale <debbie@outlook.com>
- Linda Jones <linda@outlook.com>
- Jennifer Pratt <jennifer@outlook.com>
- Jane Smith <jane@outlook.com>