

NOTE: If you use Hotmail, Outlook or another email provider, please refer to the guide on the 'Tools & Resources' page for uploading contacts with a CSV file.

STEP 1- Login to your Participant Center

STEP 2- On your Participant Center home page, either click Step 2 under "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 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 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

- All Contacts 39
- Never Emailed 39
- Needs follow-up 0
- Unthanked Donors 0

STEP 3-Click "Contacts" in the links on the right-side of the screen.

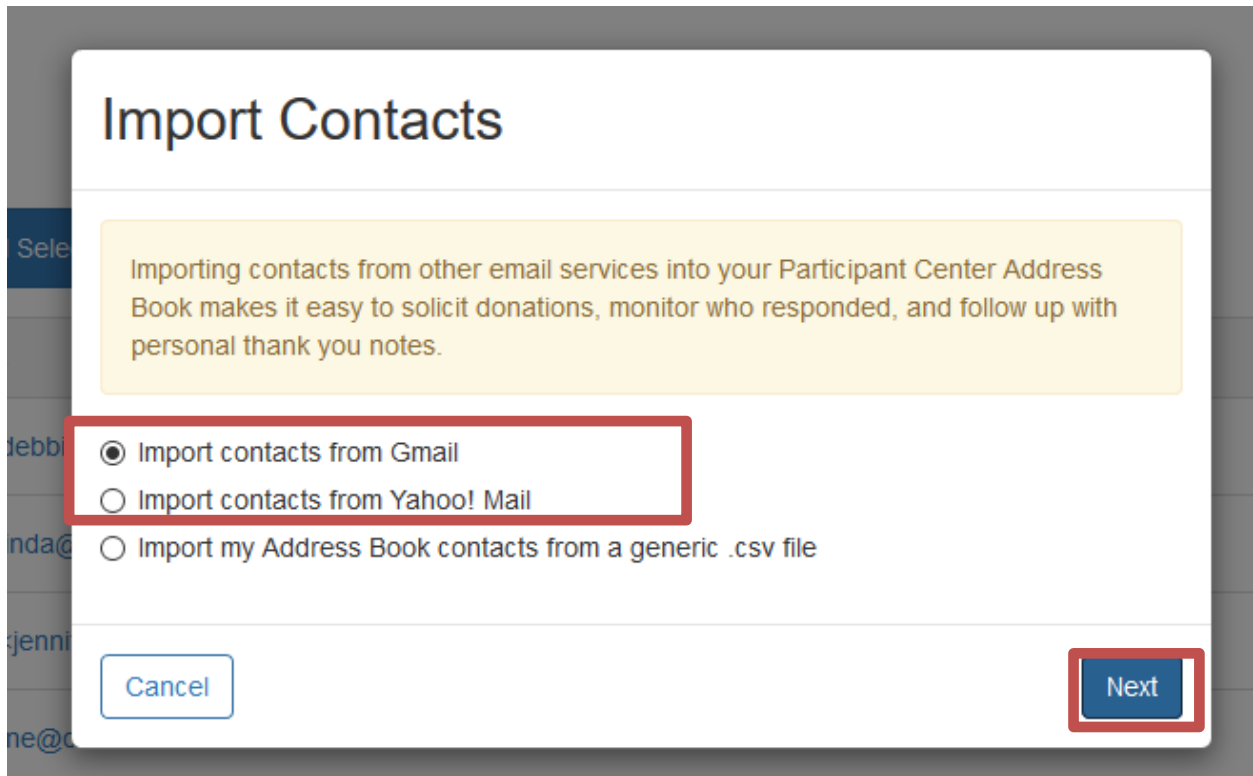
STEP 4- Click "Import Contacts"

UCI Anti-Cancer Challenge **RIDE. RUN. WALK.**

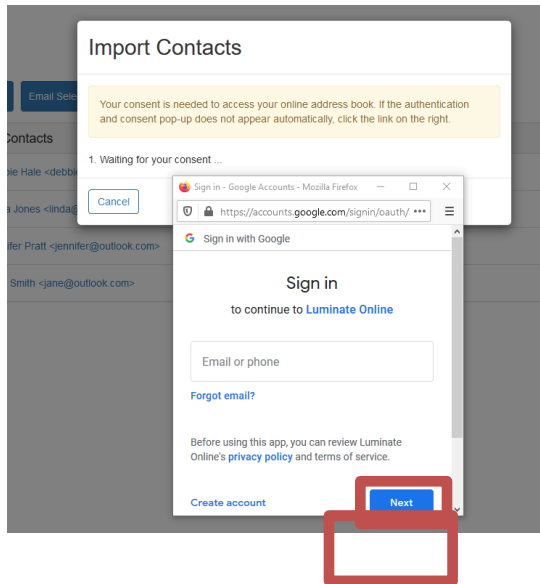
Home **Email** Profile

Compose Message Email All Email Selected Delete Selected Add to Group Add a group Add Contact **Import Contacts**

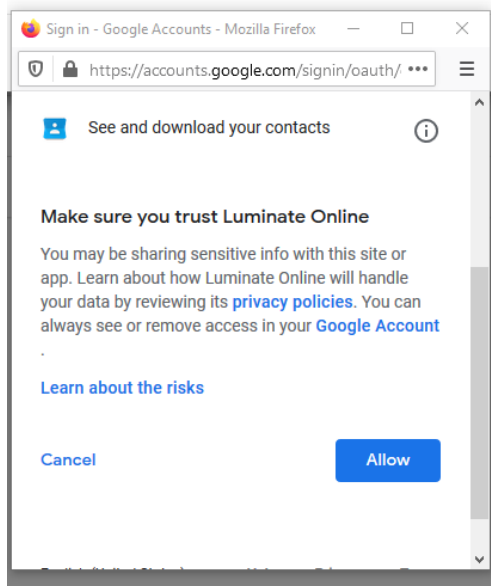
STEP 5-Choose the button next to either Gmail or Yahoo and click “Next”

A screenshot of a web application dialog box titled "Import Contacts". The dialog has a white background and a grey border. At the top, the title "Import Contacts" is displayed in a large, dark font. Below the title is a yellow informational box with the text: "Importing contacts from other email services into your Participant Center Address Book makes it easy to solicit donations, monitor who responded, and follow up with personal thank you notes." Underneath this box are three radio button options: "Import contacts from Gmail" (which is selected and highlighted with a red box), "Import contacts from Yahoo! Mail", and "Import my Address Book contacts from a generic .csv file". At the bottom left of the dialog is a "Cancel" button, and at the bottom right is a "Next" button, which is also highlighted with a red box.

STEP 6-It will take a moment, but an authorization pop-up window will appear for you to give your consent. If this does not appear automatically, check to see if you are receiving a notice that you are blocking pop-ups on your browser



Yahoo or Google will request you to authorize access by logging into your email service provider. Once you log in to your Gmail or Yahoo account, scroll down and click Allow.



STEP 7- Select Contacts to Import

You can opt to import ALL of your contacts from your email address book or select which email addresses you'd like to import by clicking the check box next to the email addresses of the contacts you want to import into your Participant Center. Then, click the "Next" button.



You are now ready to start emailing your contacts!