



# Walk for PKD Participant Center Guide



Your Participant Center provides you with all the tools you need  
To meet your goal and manage your Walk for PKD fundraising.

EVENT HOME PARTICIPANT CENTER FAQ'S ABOUT PKD PENNY KID'S DA BH PRIZES

Home Email Progress Personal Page

### Overview

Your Fundraising Progress

\$0.00 I Have Raised

\$250.00 My Goal (change)

0% Percent

156 Days Left

Send email

- Add Contacts
- View Your Progress
- Edit Personal Page
- Change Team Membership
- Manage Your Display Name

### 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 1 day 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?

Welcome, John to your participant center.

From here you will be able to customize your personal fundraising page, send emails to your family and friends to ask for their support, send thank you emails and track your progress.

<http://walkforpkd.org/walk-400box/fundraising-ops/>

### Recent Activity

Date	Activity	Description	Additional Info
Apr 08	Recruit	You joined Kansas City Walk for PKD	

## Step 1: Set up your Personal Page

While your personal page is set up with text already, we encourage you to customize your personal page with your PKD story and why you are raising funds for PKD.

- Select the **Personal Page** tab
- **Edit the title** by typing in the text box
- **Enter your story** by either typing above the place holder text or removing the text and typing your story in its place.
- Click the green **Save** button on the bottom. To preview your page, click (**View Personal Page**)

Home Email Progress **Personal Page**

Edit Your Personal Fundraising Page ([View Personal Page](#))

✓ The Personal Page content was successfully saved.

Personal Page URL: ([URL Settings](#))  
http://pkdf.convio.net/site/TR/Walk/WalkforPKD?px=1001421&pg=personal&fr\_id=1050  
This page is Public

Title  
Welcome Bob's Walk page

Body

Font family 4 (14pt)

**B** I U ABC [List Bulleted] [List Numbered] [List Check] [List X] [List Plus] [List Minus] [List Star] [List Heart] [List Circle] [List Square] [List Triangle] [List Diamond] [List Circle] [List Square] [List Triangle] [List Diamond]

**Enter your story here**

Polycystic kidney disease — one of the most common, life-threatening genetic diseases — strikes both adults and children. It often leads to the need for dialysis and a kidney transplant. It affects thousands in America and millions worldwide, who are in urgent need of treatments and a cure.

The Walk for PKD is the PKD Foundation's largest annual fundraising event. Funds raised from Walks across the country make up one third of our annual budget.

The more money our walkers raise, the more we can do in the fight to end PKD!

You can help by joining the Walk as a participant, volunteer or donor.

Together, we can walk boldly toward a future where no one suffers the full effects of PKD.

Preview **Save**

The Preview will open in a new window, but will not save your changes.

You can also add your own personal photo or video to your page!

- Click on **Photos/Video** on the right hand column
- Click **Browse...** and select your photo from your computer/device. (Only jpeg images are supported)
- Add an optional **caption** in the text box
- **Click Save/Upload**
- To view your page, click **Content** in the right hand side column and then click (**View Your Personal Page**)

Home Email Progress Personal Page

Photos/Video

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

Photos

 Images must be .gif, .jpg or .png files: **Browse...**

Caption  
[Text Box]

**Save/Upload** or remove photo

Video

Content **Photos/Video**

## Step 2: Add contacts to your Address Book

- Select the **Email** tab and click on Contacts
- Enter individual contacts by clicking **Add single contact**  
(See page 4 for directions on importing your contacts.)

The screenshot shows the 'Email' tab selected in the top navigation bar. Below it, the 'Contacts' section is visible. The 'Email' tab is circled in red. The 'Contacts' section is also circled in red. A red arrow points to the 'Add single contact' button.

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### Contacts

Compose Message Add to Group Delete Email All

Individuals Groups Search Contacts Search

	Name	Groups	Email		Page Visits	Donations Current
			Sent	Opened		
No records found						

(Select all or none) Contacts/Page: 25 << 0-0 of 0 >>

Compose Drafts Sent **Contacts**

Import contacts Add single contact

- Enter the contact's information in the boxes provided and click **Add**

The screenshot shows the 'Email' tab selected in the top navigation bar. Below it, the 'Contacts' section is visible. The 'Add' button is circled in red. A red arrow points to the 'Add' button.

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### Contacts

Compose Message Add to Group Delete Email All

Individuals Groups Search Contacts Search

	Name	Groups	Email		Page Visits	Donations Current
			Sent	Opened		
<input type="checkbox"/>	Jane Smith janes@gmail.com		0	0	0	\$0.00

(Select all or none) Contacts/Page: 25 << 1-1 of 1 >>

Compose Drafts Sent Contacts

Import contacts

**Add Contact**

First  
Last  
\* Email

Cancel **Add**

You will see the contacts you've added here.

To import contacts select **Import contacts**

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Compose Message Add to Group Delete Email All

Individuals Groups Search Contacts Search

Name	Groups	Email		Page Visits	Donations
		Sent	Opened		Current
No records found					

(Select all or none) Contacts/Page: 25 << < 0-0 of 0 > >

Compose Drafts Sent Contacts

Import contacts Add single contact

- Select the email source you want to import from and click **Next**

Home Email Progress Personal Page

### Import Contacts

1 Select Source 2 Retrieve Contacts 3 Select Contacts 4 View Results

Select an Import Source [\(Tell me more\)](#)

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.

Let's begin by identifying where you keep your address book.

You can import contacts directly from an email service below:

Gmail

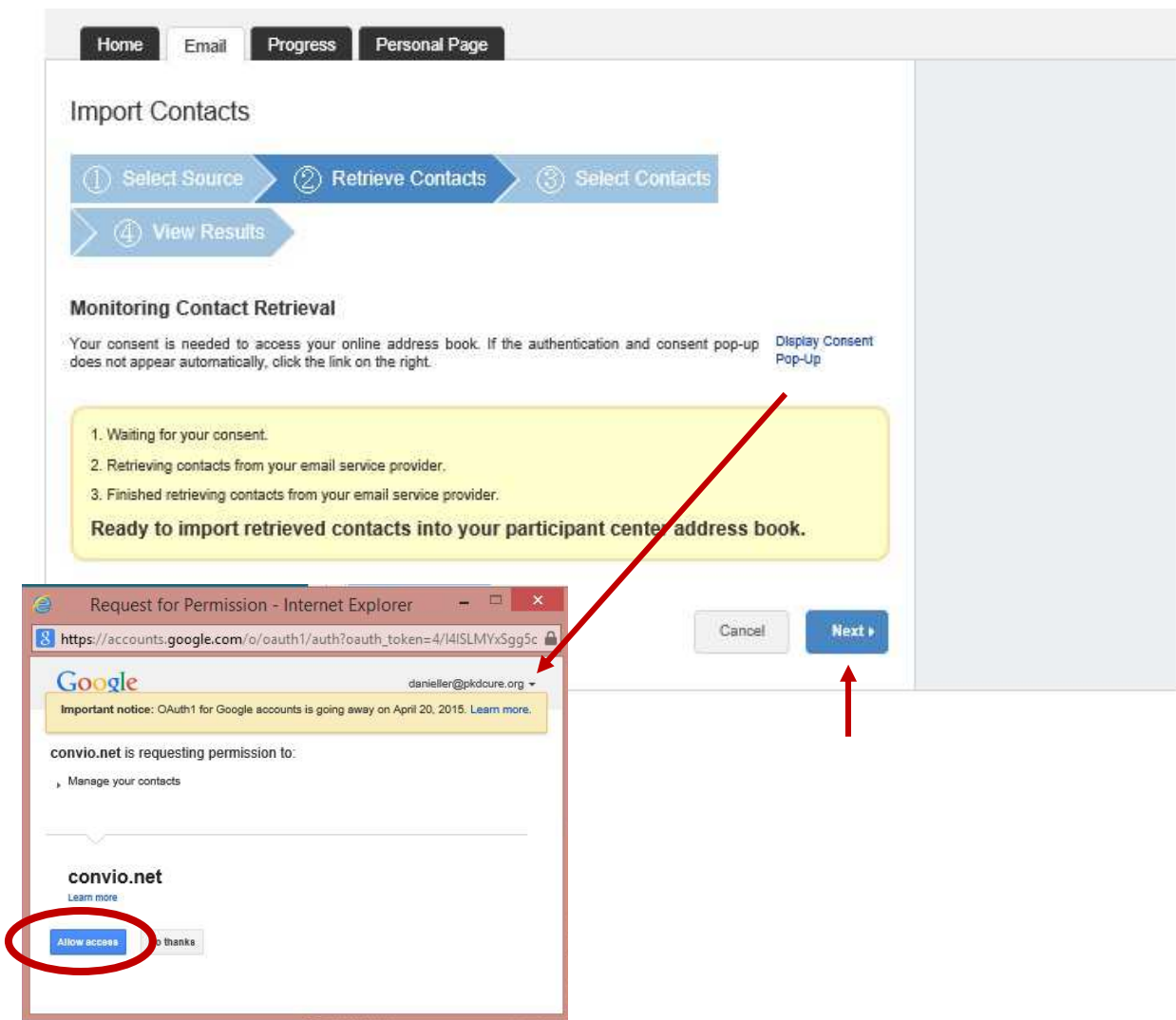
YAHOO!

OR you can upload a .osv file exported from another email client:

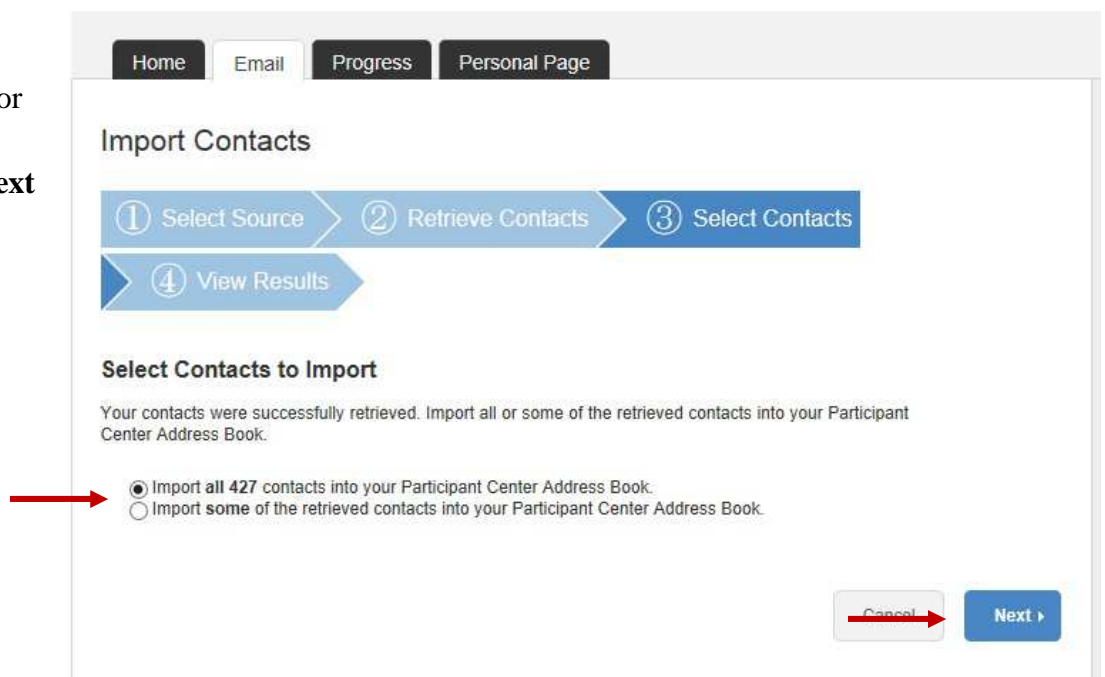
File-based import for...  
(Hotmail, Apple, Outlook, AOL)

Cancel Next >

- Click **Allow Access** when the Consent Pop-up appears, if pop up does not appear, select **Display Consent Pop-up**.
- Click **Next**



- Choose to import all or only some of your contacts then click **Next**




You will see your uploaded contacts on the next page.

- Click **Finish** to go back to the Contacts page

**View and Work with Results** [\(Tell me more\)](#)

Results of the contact import are listed in the sections below.

 **1** Successfully Saved Contacts, 1 New

▼ **Successfully Saved Contacts**

This list shows the retrieved contacts that were successfully saved into your Participant Center Address Book.

First Name	Last Name	Email
Central	Walk	centralfloridawalk@pkdcure.org

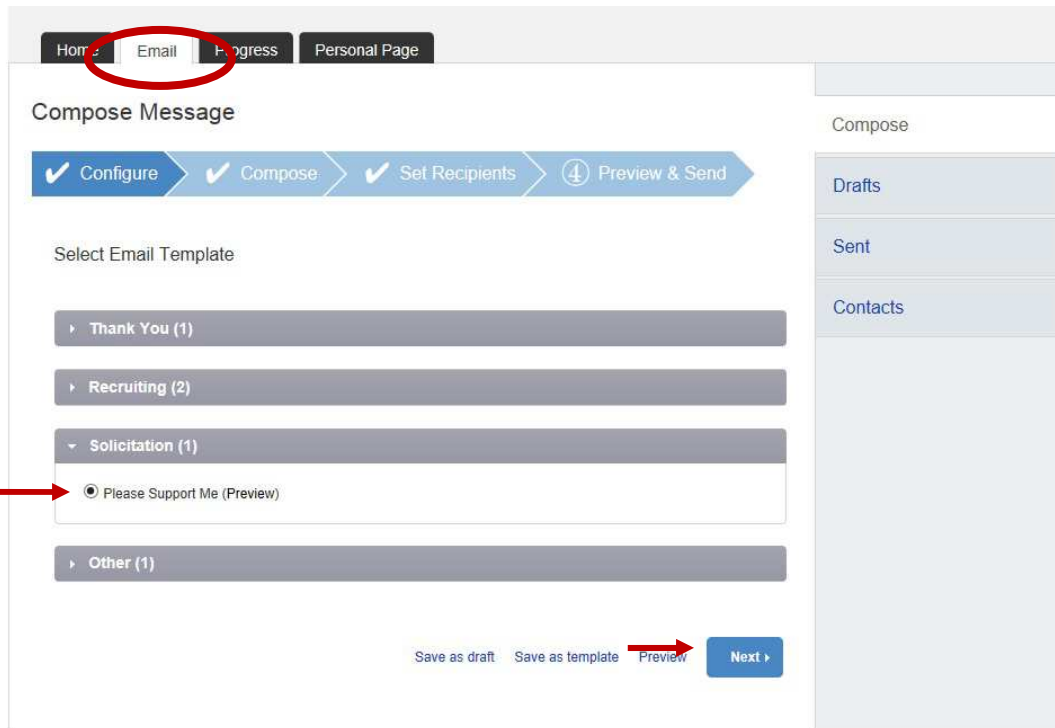


**Finished**

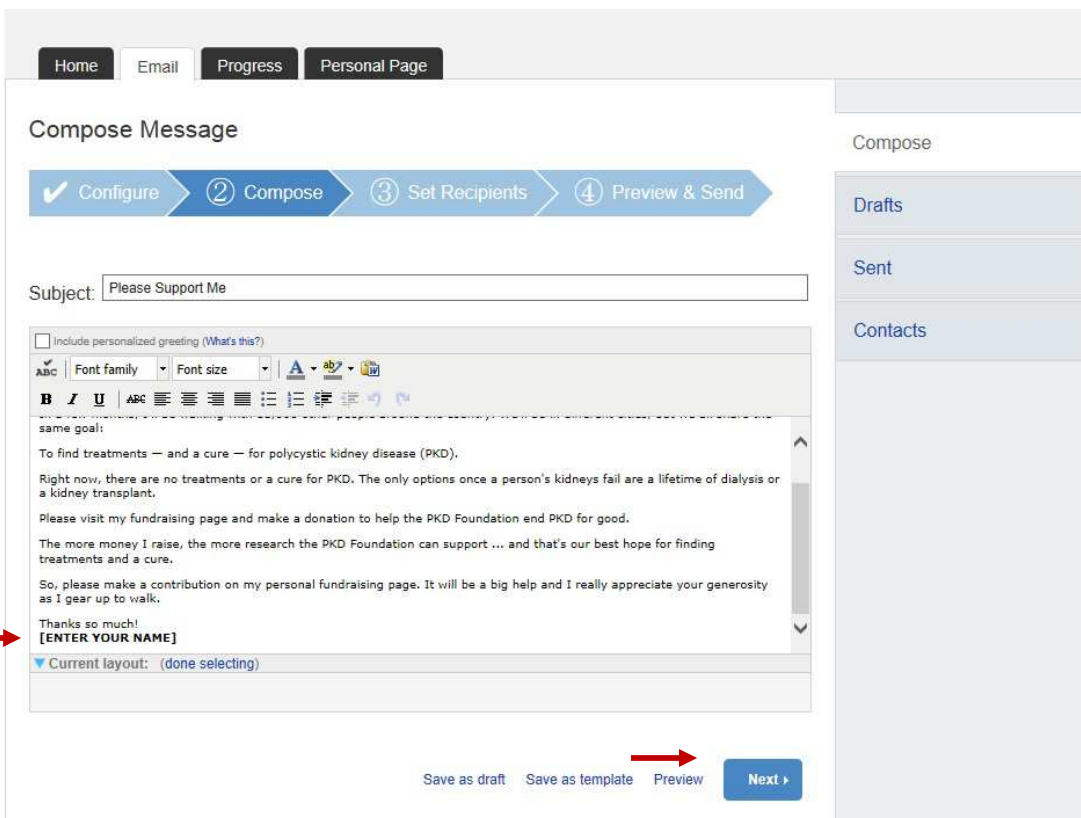
### Step 3: Send an Email

We've created some templates for you to choose from or you can create your own by choosing blank message.

- Select the **Email** tab
- Choose the email you wish to send
- Click **Next**



- Next make any edits to your email in the text box provided. The templates have a spot to enter your name at the bottom of the email
- Enter your name and click **Next**



## Set Recipients

- Add a contact to email or select from your address book and click **Next**

The screenshot shows the 'Add Contact' dialog box with the following fields:

- First Name:
- Last Name:
- \* Email:

Buttons: Cancel, Add

The 'Compose Message' interface shows the 'Add Contact' button highlighted with a red arrow. The 'Available Contacts' list shows 'Team Member' selected with a red arrow. The 'Recipient List' shows 'Team Member' added with a red arrow. The 'Next' button is highlighted with a red arrow.

- Lastly, preview your message and click the green **Send** button

The screenshot shows the 'Compose Message' interface with the following steps:

- Configure
- Compose
- Set Recipients
- Preview & Send

The message content is:

Please Support Me

A message from Bob Ross danieller+test@pkdcure.org.  
Dear Friends and Family,  
In a few months, I'll be walking with 11,000 other people around the country. We'll be in different cities, but we all share the same goal:  
To find treatments — and a cure — for polycystic kidney disease (PKD).  
Right now, there are no treatments or a cure for PKD. The only options once a person's kidneys fail are a lifetime of dialysis or a kidney transplant.  
Please visit my fundraising page and make a donation to help the PKD Foundation end PKD for good.  
The more money I raise, the more research the PKD Foundation can support ... and that's our best hope for finding treatments and a cure.  
So, please make a contribution on my personal fundraising page. It will be a big help and I really appreciate your generosity as I gear up to walk.  
Thanks so much!  
[ENTER YOUR NAME]  
A link to your Page will automatically be added to the bottom of your message.

Buttons: Save as draft, Save as template, Send