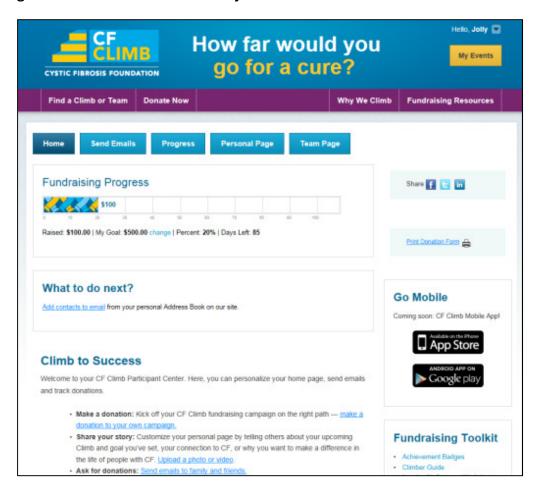


Participant Center Overview

Once you have registered for CF Climb you can access the Participant Center. Tools in the Participant Center include tracking your fundraising progress, sending emails to friends and family, and editing your personal page.

Home Tab

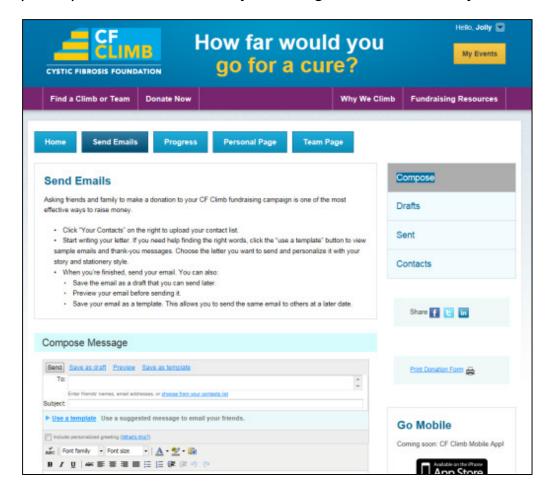
The Home tab allows you to track the amount you have raised or change your fundraising goal. You can also view the percentage of donations received toward your goal and the number of days left to raise additional funds.





Send Emails Tab

Use the email tools in your participant center to spread the word about your participation in CF Climb by emailing friends and family.



To Send Emails:

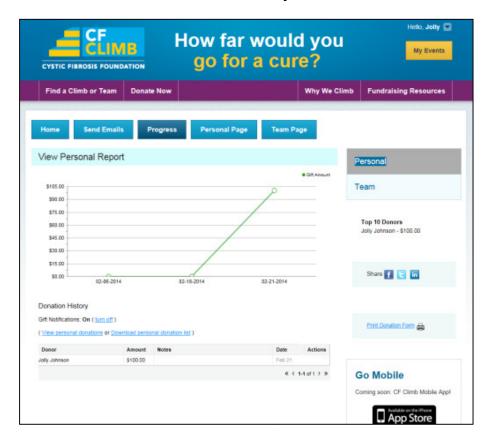
- 1. Log in to the CF Climb website.
- 2. Click the **Send Emails** tab.
- 3. In the **To** line, enter email address for your recipients.
- 4. Enter a subject for your email.



- 5. There are multiple email templates you can use and each template includes a default message that you can customize to fit your needs.
- Check the **Include personalized greeting** checkbox to personalize the greeting of your message.
- 7. Once you have finished with your email, you can save it, preview it, or save it as a template.
 - a. When you save it as a template, you can use it for other email messages.

Progress Tab

After you send your email message, you can review your personal fundraising report on the Progress tab. The information available includes a graph of your donations, a list of all donors, the amount they donated, and the date they made the donation.





To View Your Fundraising Progress:

- 1. Log in to the CF Climb website.
- 2. Click the **Progress** tab.
- 3. View the information in the **Progress Report.**
- 4. If you want to receive notifications when someone donates, verify **Gift Notifications** is set to **On.**