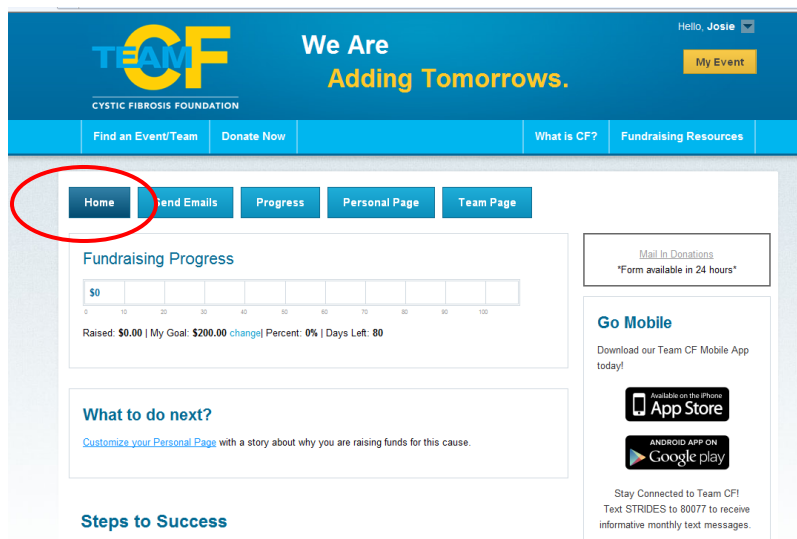


Participant Center Overview

Once you have registered for a Team CF event you can access your Participant Center. Tools in the Participant Center include tracking your fundraising progress, sending emails to family and friends 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 towards your goal and the number of days left to raise additional funds.



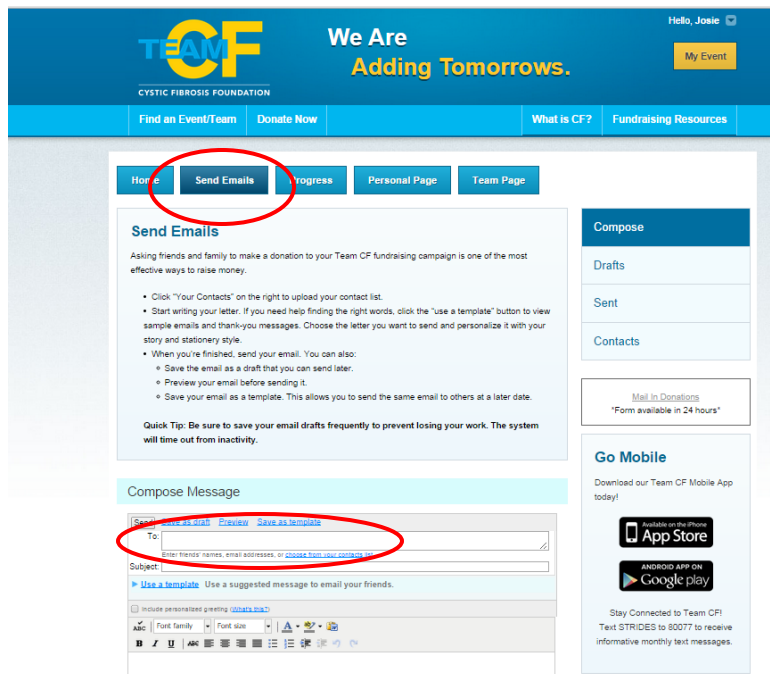
The screenshot displays the Team CF Participant Center interface. At the top, the logo 'TEAM CF' and the tagline 'We Are Adding Tomorrows.' are visible, along with a user greeting 'Hello, Josie' and a 'My Event' button. Below this is a navigation bar with options: 'Find an Event/Team', 'Donate Now', 'What is CF?', and 'Fundraising Resources'. The main content area features a 'Home' tab (circled in red), 'Send Emails', 'Progress', 'Personal Page', and 'Team Page'. The 'Fundraising Progress' section shows a progress bar at \$0, with a goal of \$200.00, 0% completion, and 80 days left. A 'What to do next?' section suggests customizing the personal page. The 'Go Mobile' section promotes downloading the Team CF Mobile App from the App Store and Google Play.

To View Your Fundraising Progress:

1. Log into your Team CF website.
2. Click the **Home** tab.
3. View the amount you have raised towards your fundraising goal.

Send Emails Tab

Use the email tools in your participant center to spread the word about your participation in the Team CF event by emailing friends and family. You can also upload your email contacts from other email providers.



To Send Emails:

1. Log in to the Team CF website and click the **My Events** button
2. Click the **Send Email** tab.
3. In the **To** line, enter the email addresses of 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 best fit your needs.

6. Check the **Include personalized greeting** box 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 emails messages in the future.

To Upload Contacts:

The screenshot shows the 'Send Emails' interface. At the top, there are navigation tabs: Home, **Send Emails**, Progress, Personal Page, and Team Page. The 'Send Emails' tab is circled in red. Below the navigation, the 'Send Emails' section contains instructions and a 'Quick Tip'. On the right side, there is a vertical menu with options: Compose, Drafts, Sent, and **Contacts** (circled in red). Below the 'Contacts' button are two buttons: 'Import contacts' and 'Add single contact', both with red arrows pointing to them. Below the 'Send Emails' section is a 'Contacts' management area with a search bar and a table. The table has columns for Name, Groups, Email, Page Visits, and Donations. Below the table is a 'Go Mobile' section with an App Store logo.

1. Log in to the Team CF website and click the **My Events** button
2. Click the **Send Email** tab.
3. Click **Contacts** from the menu on the right.
4. You can **Import Contacts** or **Add a Single Contact**.
5. To **Import Contacts**, choose that option below the **Contacts** button.
 - You can upload directly from Gmail or Yahoo or download contacts from other email providers into a CSV file.
 - Choose how you want to upload your contacts and click **Next**.
 - If you choose to upload from Gmail or Yahoo you will need to enter your username and password.

- If you choose to upload a CSV file of contacts from another email provider you will be prompted with instructions.
 - You can choose to upload all contacts or select ones.
 - Once you have followed all the prompts you will see your list of uploaded contacts in the **Contacts** section of the **Send Emails** tab.
6. If you want to **Add a Single Contact**, click **Add A Single Contact** below the **Contacts** button.
- Enter the first and last name and email address of your contact.
 - Click **Add**.
 - You will now see the contact you added in your list of **Contacts**.

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 your donors, the amount they donated, and the date they made the donation.

The screenshot shows the 'Progress' tab selected in the navigation menu. The main content area is titled 'View Personal Report' and features a line graph showing 'Gift Amount' over time. The y-axis ranges from \$0.00 to \$1.00, and the x-axis shows dates from 09-02-2014 to 09-17-2014. Below the graph is a 'Donation History' section with a table that currently shows 'No donations found.' Two red arrows point to the 'Gift Notifications: On (turn off)' link and the '(View personal donations or Download personal donation list)' link. To the right, there are sections for 'Personal', 'Team', 'Top 10 Donors', 'Mail In Donations', and 'Go Mobile' with app store links.

Donor	Amount	Notes	Date	Actions
No donations found.				

To View Your Fundraising Progress:

1. Log into the Team CF website and click on the **My Events** button
2. Click on 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**.
5. You can also view the messages that people send you when they make a gift in your Donation History.