

A national peer-to-peer fundraising event, June 18-25, 2023.



Navigating Your Participant Center

Once you're registered, log in and get started! It's as easy as 1-2-3:

Step 1: Personalize your fundraising page with a great message and your photo to let everyone know WHY you're raising funds for The Sunshine Foundation of Canada. *Stats prove that you'll raise more when your page is personalized with a photo and story!*

(Optional) Step 2: Invite all your friends and family to join you!

Get them registered as members of your team to help you break barriers together or gather their support to help motivate you through your challenge.

Step 3: Start fundraising! Check out your thermometer to track your progress. Use your participant center to send emails and keep track of who you contacted. (Details on the next page.)



Uploading your Challenge Photos/Video:

- Upload photos/videos of your completed challenge on your chosen event day (between June 18-25, 2023) to Sunshine's [Google Photos Album](#).
- Simply click the + button to upload your content. If you want, you can add a comment using the speech bubble button to give more detail.
- Don't forget to share your content on social media using #SunshineBreakingBarriers

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Sending Emails From Your Participant Center

Maximizing your fundraising potential by sending email from your Participant Center is quick and easy. Plus, your Participant Center keeps track of who you send to and if you receive responses, such as donations or sign-ups to your team.

Although you can create your own content, templates are available with suggested message content to help you get started.

You can start a message and leave it in draft form to send later - or save messages as templates for future use.

Recipients: You can select your recipients from your personal Contacts List maintained in the Participant Center. Besides manually entering the email address of a contact into the Contacts List, you can import contacts you have in an external address book (like in Yahoo Mail! or Microsoft Outlook) to add the people you want to contact.

The system automatically adds anyone that you manually enter, anyone who donates to you, and teammates or people you have sent an appeal for support but have not yet heard from. You can also organize contacts in your list into groups for easy selection.

Composing messages:

In order to send emails from the Participant Center, you must have a minimum \$5 donation to your name unless you paid the registration fee.

- From your participant center home page, click “send email” from the navigation on the right side of the page.
- From top navigation of any Participant Center page, click “email”
- From contacts list on your address book, click the checkboxes next to the names of the intended recipients (or select all in the upper right) and click “Compose Message”.

For more information, click here:

http://help.convio.net/site/PageServer?pagename=User_TeamRaiser_PC2_Email_00Intro