California YMCA Youth & Government
CAMPAIGNER REGISTRATION

Navigating your Campaigner/Participant Center You will need to log-in to access your Participant Center. You will be provided with a direct link in the registration email that you receive, but you can also log in from the upper right corner of our site with the username and password you chose during registration. Once you log in, there will be a link in the upper right corner that says “Participant Center.” If you forget your password, there is also a link in the upper right corner of our site to request a password reset email.

Save your changes often when working in your Participant Center, to avoid losing any changes from a session timeout.

Homepage The homepage of your Participant Center is a dashboard that allows you to monitor your progress and activity. It also provides shortcuts to different actions you can take to get started on fundraising. Some of the things that you can do here are:

> 1. Change your Fundraising goal. 2. View amount raised so far. 3. Jump to the email section to send an email to your friends and family asking them to donate,
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> join your team, or to thank them. We have templates available in the email tool to help you get started. You can also email your team members from the email section. 4. Leave a message for team members on the homepage of their individual Campaign Centers. 5. View team roster. 6. Jump to the email section to add contacts to your email address book. 7. Jump to the Personal and/or Team Page section to edit the content and picture on your
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> personal and team pages. 8. Share your Campaigner pages on Facebook and Twitter.

The top navigation will allow you to navigate to the Email, Progress, Personal Page, and Team Page sections.
Emails The email tool can be accessed from the top navigation or from one of the email shortcuts on your homepage dashboard.

We have provided content (Thank You, Recruiting, and Solicitation) to help you get started with drafting emails to your friends and family, or you can start from scratch by selecting the blank template.

To create an email, select a template and click “Next”. Update the subject and body of your email and click “Next.” You can also save it as a draft, save as a template, and preview using the links at the bottom of the screen. The next step will allow you to select your contacts by importing*, adding them individually, or selecting from contacts that you have already imported or emailed. Click “Next.” Finally, you will have an opportunity to preview your email can click the “Send” button or save it as a draft for later. You can access your drafts and sent items from the right column.

* To get easy access to your existing email contacts, you can import from Gmail, Yahoo!, or import a .csv file. You also have the option to add contacts individually. You can import contacts from the right column or you will also have the option to do so while composing your email message, on the recipients section.

* A link to your personal page is automatically included at the bottom of any emails you send from the email tool.

Progress Click on Progress in the top navigation. The progress page allows you to monitor your individual and team fundraising performance. The right column allows you to switch between views of your team and individual progress. The summary at the top includes information on how much you have raised, your goal, percentage raised towards goal, and days remaining to fundraise. There is also a graph to show fundraising activity over a period of time.

The donation history section on the personal page allows you to turn on/off notifications that email you when a gift is made. You can also view donors in the table at the bottom and can download donor information as well.

The contributing team members section on the team page allows you to download team fundraising statistics (detailed biographical and fundraising data about team members), view team roster (biographical information and fundraising summary), view all teammates (web-view summary of team members, number of gifts, and amount raised).

Personal Page Your personal page is the fundraising page that is visible to the public and your friends and family for donating to your campaign. Click on the “Personal Page” tab to customize your appeal. You can edit the title, content, and default picture/youtube video on your personal page. You can also enable a blog by clicking on “Components” in the right column. Click “Save” frequently when making updates.

You can view your personal page by clicking preview or with the Personal Page URL link at the top of the page. You can also access your page by going to annualcampaign.calymca.org click on “Give”, and search for your name or team name in the search dialogue box on that page. The URL Settings link at the top of the page can be updated so that you can provide a friendly url to anyone that you want to provide a direct link to. There will also be a link inserted at the bottom of any emails you send from the email section automatically.

Team Page Click on the Team Page tab in the top navigation. This page is only available to team captains. Here you can also edit your public facing team fundraising page. Update the title, body, and image/video with your customized content. Create a friendly url under URL Settings. You can also edit your team name and division association in the right column. Click “Save” frequently.