

## Online Guide – Participant Center

1. Visit your event website.
2. If you have not registered, click the REGISTER button and complete the registration process. If you are registered, click the LOGIN button and enter your Username and Password.



Healthy For Good™  
Heart Walk®

Home  
for your Heart Walk

Register  
to join Heart Walk

Donate  
to a Participant

Login

### My Webpage: Customize your Image/Video and Share your Story

- Click on the Edit My Page Button. Participants have the option to edit their own personal webpage, while Coaches have the option to edit their team's page as well by clicking on the dropdown button.

My  
Dashboard

Fundraising  
Tools

Send  
Email

Edit My  
Pages ▼

- Participants should upload a photo and video to their page. The default text should also be edited.

Update  
the  
picture  
with a  
personal



Fundraising Honor Roll



My Company [American Heart Association](#) My Team [JKB](#)

My Walk is Why!

Upload a  
personal or team  
video from  
YouTube



Edit Story

Edit your personal story and  
share your Why!

Life is Why! Join me in supporting the American Heart Association!  
I'm not just walking. I'm Heartwalking. My participation in Heart Walk

## Personalizing the default video

- Click the Edit Video button on the right corner of the video and select personalized video
- Add your “why” (i.e. My Family)
- Click Save. Please wait 10 minutes to see the changes. If the changes are not shown, refresh the page and play the video!

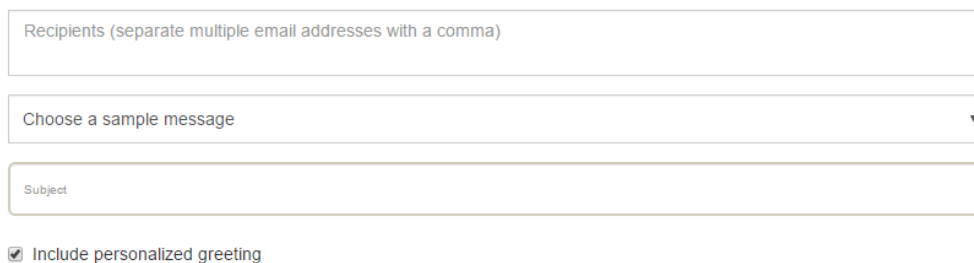
## Email: Send emails to recruit participants and fundraise

- Click the **Email** button



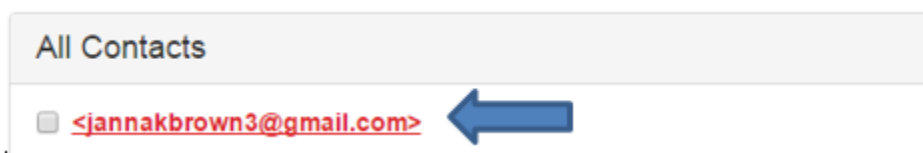
- Under **Recipient** put the person’s email address

*(You have the option to import your address book from Gmail, yahoo, or your outlook)*



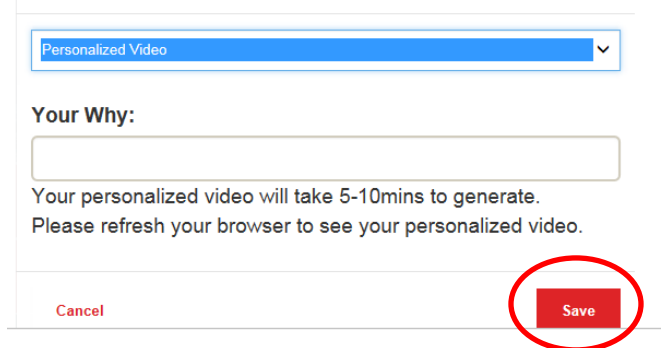
- Quickly send emails to your contacts by clicking **Contacts**. Check the box next to the contacts you want to email and then click **Email Selected**.

- If the email address is not saved with a first and last name (see below) it will be addressed “Dear Friend”



- To enter a first name and last name click on the link with the email and enter the first and last name into the fields in the pop up box and click save. Now when you send an email it will say Dear First Name (i.e. Dear Janna).
- Next to **Choose a Sample Message** click the dropdown arrow to view the type of email you would like to send (Automatically set to Ask 1: Donation Solicitation).
- Below the addresses is the message you will be sending. You can customize the message including using bold or italics.

### Edit Video



### Edit Information



Ask 1: Donation Solicitation

I'm not just walking. I'm Heartwalking.

☒ Include personalized greeting

H1 H2 H3 P B I U

Hi!

The fight against heart disease and stroke is important to me, which is why I'm walking in the American Heart Association's Heart Walk. Will you support my efforts to fight the nation's No. 1 and No. 5 killers - heart disease and stroke?

I Heartwalk for the millions of people who have been affected and for their loved

- If you click out of this screen, the email will save in your drafts. Note: Emails will not save if you have not chosen a template OR have not entered a subject.
- When you have filled everything in, click **Preview & Send** to see what your email will look like to you recipients.
- If your email is to your satisfaction, go ahead and hit **Send Email** (be sure to send a copy to yourself as well)!

## Fundraising with social media

You can use social media to quickly ask your social networks (Facebook, Twitter, etc.) to join your team or make a donation toward your fundraising efforts:

1. At the bottom left of your screen you will see three buttons after you log in. Choose the social media you would like to use and log in to that social media account
  - If you are already signed in to your social network, then you may not be asked to re-log into the site.

[https://www.facebook.com/dialog/share?app\\_id=140586622674265&display=popup&href=http%3A%2](https://www.facebook.com/dialog/share?app_id=140586622674265&display=popup&href=http%3A%2)

 **Share on Facebook**

Share on your own Timeline

 Emma Brown

Say something about this...

**2017 Birmingham Heart Walk - Heart Walk - American Heart Association**

Heart Walk, The American Heart Association, nonprofit fundraising, non-profit, not-for-profit, online fundraiser, fund-raising events, fund raising, donor, donate, donations, philanthropy, philanthropic, charity, charities, charitable, giving, tax deductible, fundraising walk

HEART.COM/IO.NET

 Friends  

**\$75** My Goal **\$300**

**115** Days Remaining

**4** Donations Received

**Edit My Goal**

**Make a Personal Donation**

Share my Personal Page

