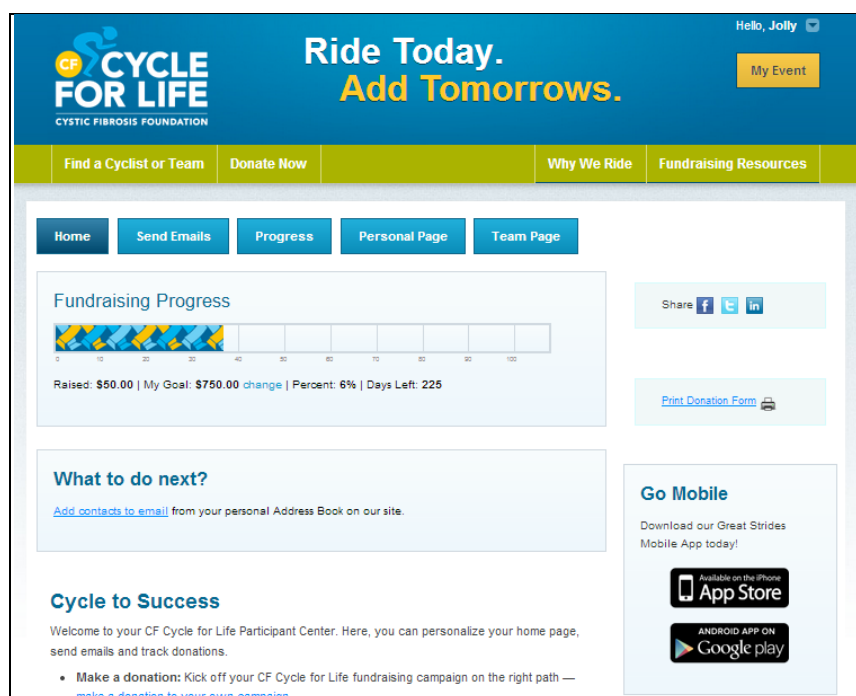


# Participant Center Overview

Once you have registered for CF Cycle for Life 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.



The screenshot shows the CF Cycle for Life Participant Center interface. At the top, there's a blue header with the CF Cycle for Life logo, the text "Ride Today. Add Tomorrows.", and a "Hello, Jolly" greeting with a "My Event" button. Below the header is a green navigation bar with links: "Find a Cyclist or Team", "Donate Now", "Why We Ride", and "Fundraising Resources". The main content area has a blue navigation bar with tabs: "Home", "Send Emails", "Progress", "Personal Page", and "Team Page". The "Home" tab is active, showing a "Fundraising Progress" section with a progress bar (0 to 100%) and text: "Raised: \$50.00 | My Goal: \$750.00 change | Percent: 6% | Days Left: 225". To the right of the progress bar are social media share buttons (Facebook, Twitter, LinkedIn) and a "Print Donation Form" button. Below the progress bar is a "What to do next?" section with a link: "Add contacts to email from your personal Address Book on our site." At the bottom left is a "Cycle to Success" section with a welcome message and a bullet point: "Make a donation: Kick off your CF Cycle for Life fundraising campaign on the right path — make a donation to your own campaign." At the bottom right is a "Go Mobile" section with text: "Download our Great Strides Mobile App today!" and buttons for "App Store" and "Google play".

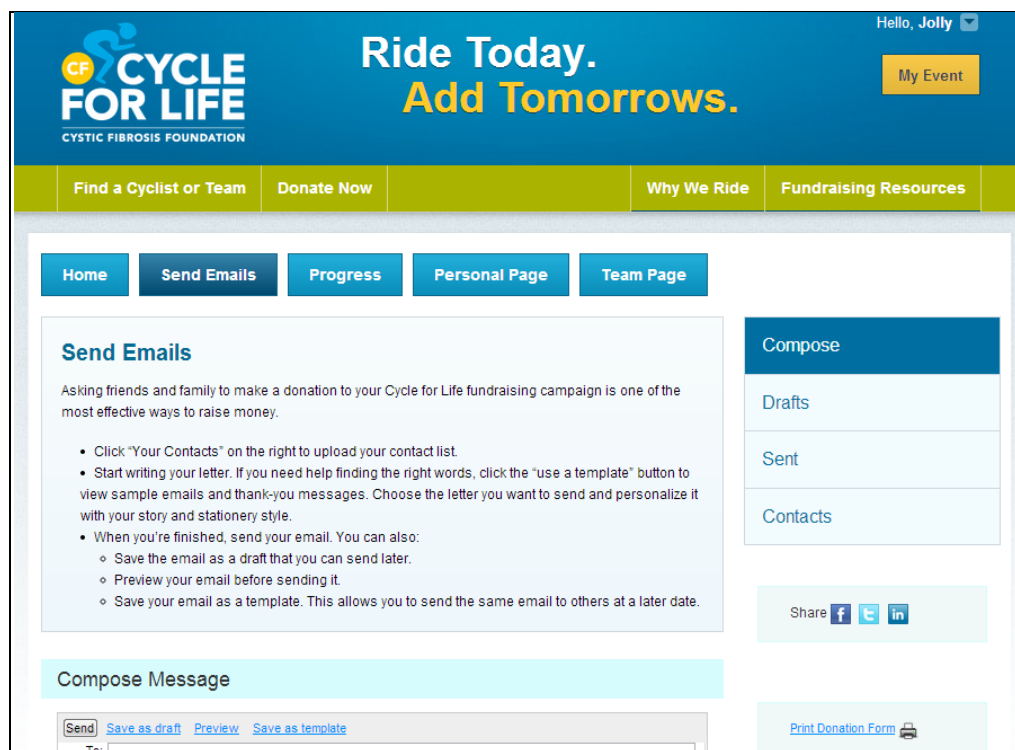
## To View Your Fundraising Progress:

1. Log in to the CF Cycle for Life website.
2. Click the **Home** tab.

3. View the amount you have raised toward your fundraising goal.
  - a. In the **Go Mobile** section, click to download the CF Cycle for Life apps to use your mobile device to track progress, send emails and reminders, or access your participant page.

## Send Emails Tab

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



CF CYCLE FOR LIFE  
CYSTIC FIBROSIS FOUNDATION

Ride Today.  
Add Tomorrows.

Hello, Jolly

My Event

Find a Cyclist or Team Donate Now Why We Ride Fundraising Resources

Home Send Emails Progress Personal Page Team Page

**Send Emails**

Asking friends and family to make a donation to your Cycle for Life fundraising campaign is one of the most effective ways to raise money.

- Click "Your Contacts" on the right to upload your contact list.
- Start writing your letter. If you need help finding the right words, click the "use a template" button to view sample emails and thank-you messages. Choose the letter you want to send and personalize it with your story and stationery style.
- When you're finished, send your email. You can also:
  - Save the email as a draft that you can send later.
  - Preview your email before sending it.
  - Save your email as a template. This allows you to send the same email to others at a later date.

Compose

Drafts

Sent

Contacts

Share f t in

Print Donation Form

Compose Message

Send Save as draft Preview Save as template

To:

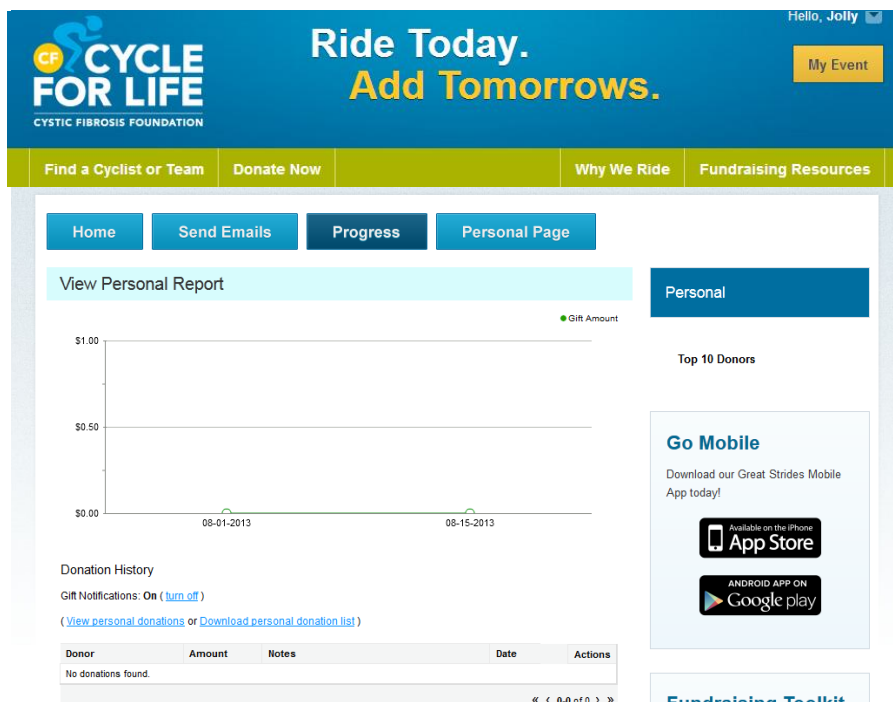
## To Send Emails:

1. Log in to the CF Cycle for Life 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.
6. 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.



The screenshot shows the 'Ride Today. Add Tomorrows.' website interface. At the top, there's a blue header with the Cystic Fibrosis Foundation logo and the text 'Ride Today. Add Tomorrows.' A yellow button labeled 'My Event' is on the right. Below the header is a green navigation bar with links: 'Find a Cyclist or Team', 'Donate Now', 'Why We Ride', and 'Fundraising Resources'. The main content area has a blue navigation bar with 'Home', 'Send Emails', 'Progress' (selected), and 'Personal Page'. Under 'Progress', there's a 'View Personal Report' section with a line graph showing 'Gift Amount' over time (08-01-2013 to 08-15-2013). The graph shows a single data point at \$1.00. To the right of the graph is a 'Personal' sidebar with 'Top 10 Donors' and 'Go Mobile' links for the App Store and Google Play. Below the graph is a 'Donation History' section with a table showing no donations found. At the bottom, there's a 'Fundraising Toolkit' link.

View Personal Report

Gift Amount

\$1.00

\$0.50

\$0.00

08-01-2013 08-15-2013

Donation History

Gift Notifications: On (turn off)

(View personal donations or Download personal donation list)

Donor	Amount	Notes	Date	Actions
No donations found.				

« < 0-0 of 0 > »

Personal

Top 10 Donors

Go Mobile

Download our Great Strides Mobile App today!

Available on the iPhone App Store

ANDROID APP ON Google play

Fundraising Toolkit

### **To View Your Fundraising Progress:**

1. Log in to the CF Cycle for Life 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**.