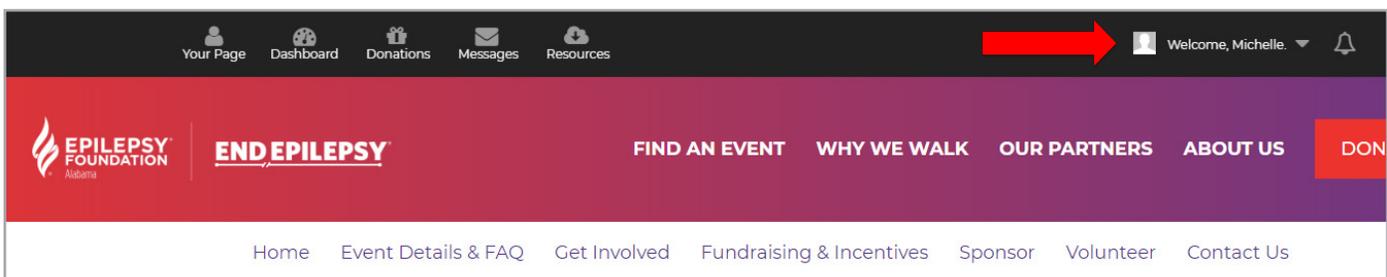


This guide is designed to help you maximize the resources of your Participant Center for the Walk to END EPILEPSY! If you have questions, please contact your local Event Staff – their information can be found on the “Contact Us” tab on the event website.

STEP 1: Register

Ensure you are registered for the event you are hoping to participate in.

If you are registered for the event and you visit your event's website (all active Walk to END EPILEPSY events can be found on [this map here](#)), you should see “Welcome, FIRST NAME” at the top right of the website (example below).



If you see “Login” at the top right of the menu bar (example below), you should be able to login with your registration information and then see the “Welcome, FIRST NAME” on the top right (like the image above) after you've successfully logged in. If you do not remember your login information, please contact walkinfo@efa.org and we will help reset your password/ensure you are registered.

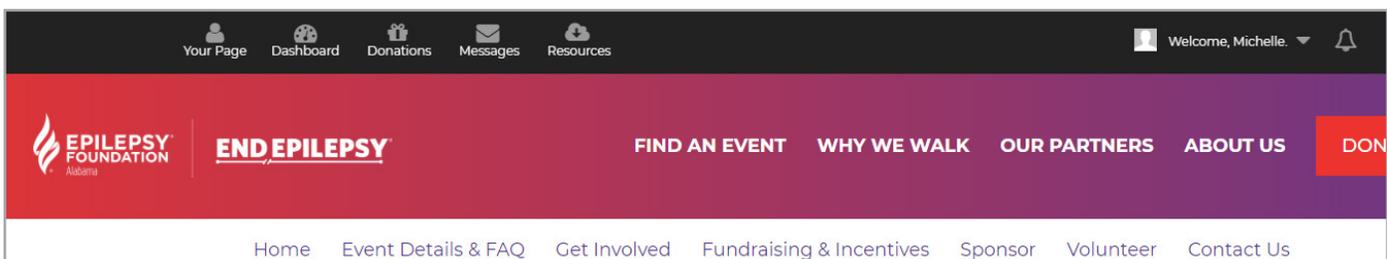


STEP 2: Personalize and Manage Your Participant Center!

You're logged in – now what?

The first thing you should do is familiarize yourself with your Participant Center. This is your hub for all things Walk to END EPILEPSY!

The top black menu bar is where you can access everything available to ensure you have a successful walk experience. You can see “Your Page”, “Team Page” (note – you will only see this option if you are a Team Captain or a part of a team!), “Dashboard”, “Donations”, “Messages” and “Resources”, per the example below:



You can also access similar features via the main body of your Participant Center home page. You can access it via the “Your Fundraising” box on the middle-right of the body, as well as Event Details Information under the “Event Information” box below “Ask Friends to Donate”. See image below for reference.

The screenshot shows the Participant Center interface for the "Walk to END EPILEPSY AL 2020 - Birmingham" event. At the top, there is a "Your Events" dropdown menu and the event date "11/07/2020" in Birmingham, AL. The main content area is divided into several sections:

- Fundraise on Facebook:** A section with a Facebook logo and a "CREATE A FACEBOOK FUNDRAISER" button. Text below the logo states: "Facebook Fundraisers are a fast and simple way to expand your fundraising through your Facebook page."
- YOUR FUNDRAISING:** A sidebar menu with options: "View Your Page", "Make a Donation", "View Donations Received", "Register Another Participant", and "Create a Facebook Fundraiser".
- ASK FRIENDS TO DONATE:** A section with social media icons for Facebook, Twitter, and LinkedIn.
- EVENT INFORMATION:** A sidebar menu with options: "Change Team Membership", "View Event Page", "Print Event Info", "Download Resources", and "Embed a Banner".
- Your Stats:** A section with six stat boxes: "6/10 Overall Rank", "0 Donor Emails Sent", "0 Donations Received", "\$0.00", "\$0.00", and another "\$0.00".

TIP: If you're logged in to your Participant Center for the event you hope to participate in, you can click the Buttons on the top menu bar - see "Home", "Event Details & FAQ", etc. in the below example, and it will take you to the event information pages of your Walk to END EPILEPSY site!

The screenshot shows the top navigation bar of the Walk to END EPILEPSY website. It features a dark purple header with the following elements:

- Navigation Menu:** "Your Page", "Dashboard", "Donations", "Messages", "Resources".
- User Profile:** "Welcome, Michelle." with a dropdown arrow and a notification bell icon.
- Event Information:** "EPILEPSY FOUNDATION Alabama" logo, "ENDEPILEPSY" logo, "FIND AN EVENT", "WHY WE WALK", "OUR PARTNERS", "ABOUT US", and a red "DON" button.
- Footer Menu:** "Home", "Event Details & FAQ", "Get Involved", "Fundraising & Incentives", "Sponsor", "Volunteer", "Contact Us".

Once you've familiarized yourself with the home page, check out each of options in the top black menu bar. Here's a guide for what you can do or access via these buttons:

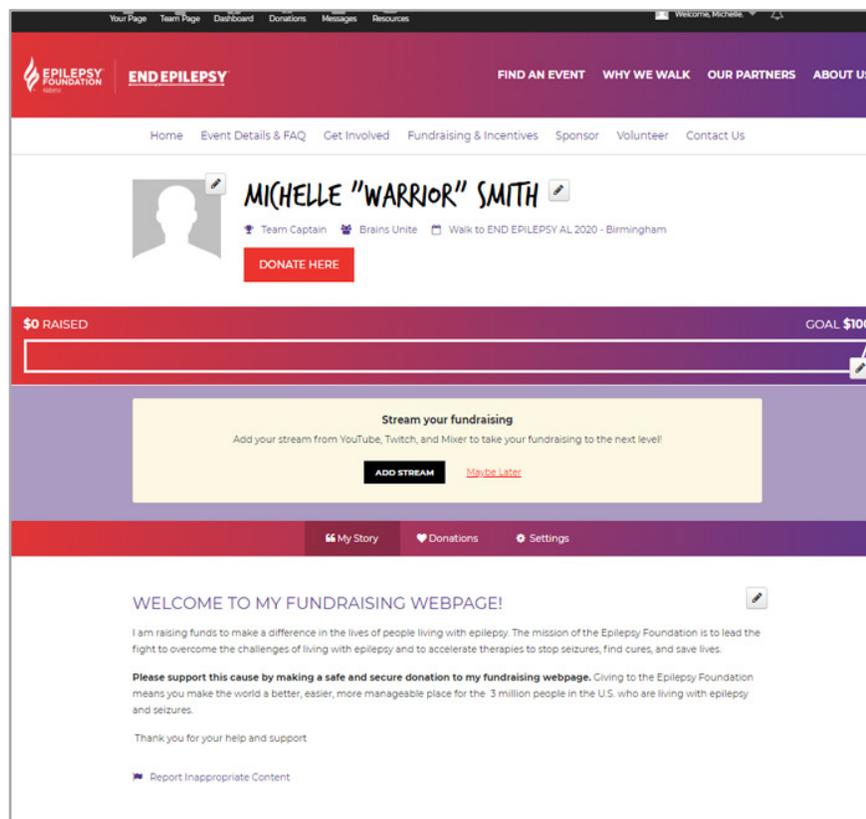


Your Page

This is where you can share “Why you Walk!”! This is the page that all your friends, family, co-workers will see when you ask for their support of your walk. This is what you should do the moment you register – while it's fresh in your mind and you're already on the platform.

You can customize your picture, name, fundraising goal, description on your page, see your donations and change settings such as Facebook Fundraisers and Twitch/streaming. Be sure to always SAVE CHANGES once you've edited any content/settings.

TIP: Head to the “Settings” tab and customize/copy your event page URL. You'll want to have this on hand/easy to access so you can share on social media when you're not logged in to your Participant Center (you can use the Social Media Share Buttons on the bottom of the page if you're logged in and on “Your Page”).





Team Page

This is where you can edit your Team Page or see your Team's progress, depending on your role. If you're a Team Captain, you will manage all the similar components to your Team Page as you can with your Participant Center (editing image, team name, team goal, settings, etc.). You can also see your Team's Roster and all Team Donations from this page.

TIP: If you are a Team Captain and would like assistance managing your site, be sure to contact your local Event Staff - their information can be found on the "Contact Us" tab on the event website.

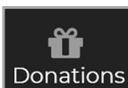
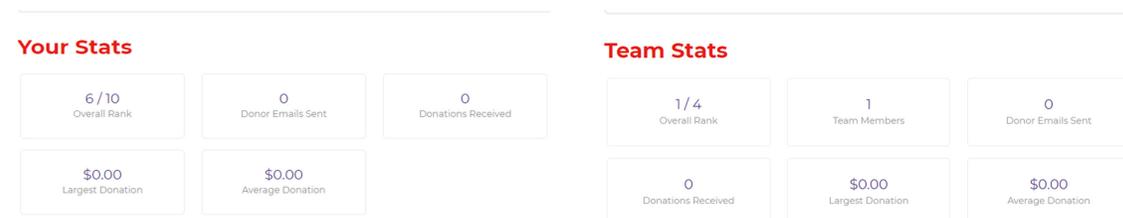


Dashboard

Your Dashboard is your "hub", and the default page you see once you are logged in to the site. It is where you can create a Facebook Fundraiser, access your other pages, share a Facebook post, tweet or email with your supporters, view your donations received, see your team's fundraising (if you are on a team!), and even kick off your fundraising with a self-donation to get closer to raising the \$50 minimum to earn an official Walk T-Shirt!

You can also Register Another Participant, access all Event Details and information from this page, Download Resources (Participant Toolkit, Donor Form) and even Embed a Banner on an external page you manage!). Click any of the options on this page and you'll easily follow steps to execute anything you need.

TIP: You can use the "Your Stats" portion to motivate yourself and/or your team members to see where you rank amongst your fellow Epilepsy Warriors! Example below:



Donations

The Donations tab is just that - it shows all the donations you've collected as an individual, and/or the donations that your entire team has collected (only if you are a part of a team!). It's a great way to track your progress to your goal and see who has donated.

TIP: Use this page to review who has all donated and be sure they receive a personal thank you! If you are on a team, ensure your team members do the same!



Messages

Whether asking for donations, recruiting others to join your Walk, thanking your donors or rallying the troops – the Messages tab can assist! Once you hover over “Messages,” you can see quick options such as “Sent Messages,” to review previous messages you’ve sent, “Compose a Message,” “Drafts,” and your “Contact List.” Once you click “Messages” or any of those quick options, you can easily access the rest of the options from your “Messages” hub.

The Messages tab is easy to use – there are step-by-step instructions for each action. If you have further questions or issues navigating your “Messages,” be sure to contact your local staff under the “Contact Us” tab – they will be able to assist you!

TIP: Utilize the pre-populated messages and upload your contacts into your Participant Center so you can easily ask for donations, thank your donors, recruit team members and more, all in one place!



Resources

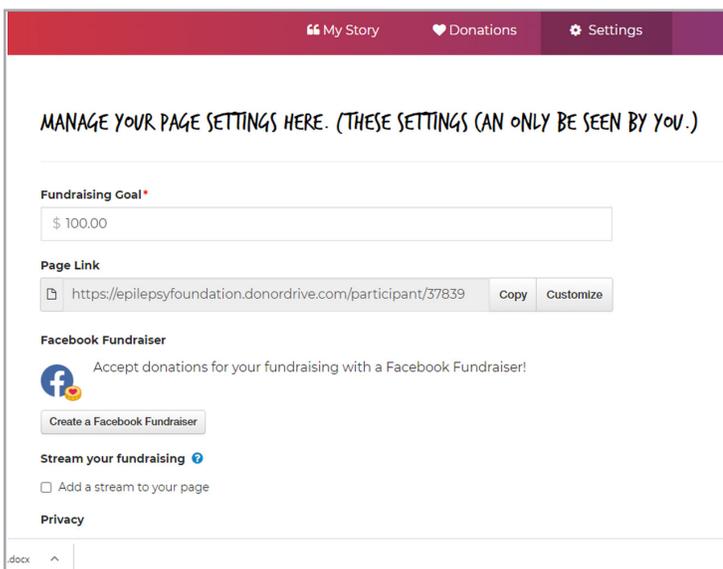
Each event has its own “Resources” tab where you can access the Fundraising Toolkit, see easy ways to fundraise, offline donation collection forms, and more! Click “Resources” and download the file for your own use, at any time.

STEP 3: Get Started!

You’ve familiarized yourself with your Participant Center – let’s do this!

Let’s get your page up and running! The first thing you should do is head to the “Your Page” and “Team Page” (if you are the Team Captain) and customize your content! Add an image, why you walk, ensure your fundraising goal is active and be sure to SAVE! This is the external website your friends, family and co-workers will see when they visit your page.

TIP: Be sure to save that Page Link under the “Settings” Tab – these are direct links to your Participant Center and/or your team’s page! Don’t forget to SAVE CHANGES if you customize your URL. See example below:



Set up a Facebook Fundraiser. On your “Dashboard,” find the heart coin with “Create a Facebook Fundraiser” to link your Facebook and easily ask for the support of your network. Participants that utilize their Facebook Fundraiser raise more than those who don’t! Once you click the link, you will be taken through the steps to easily set it up.

Make a Self-Donation. If you didn’t donate to your Walk during the registration process, now is the time! Click “Make a Donation” with the present icon next to it, and get things rolling. You’ll soon hit the \$50 minimum to earn the official Walk to END EPILEPSY T-Shirt, and your fundraising goal in no time!

Upload your Contacts and Send Messages. Click that “Messages” tab and upload your contacts and figure out your game plan for sending an email or coaching your team members (if you are a team captain). Use those pre-loaded messages for easy content and customize for more personalization.

STEP 4: Schedule Yourself

I updated my personal (and/or team pages), connected my Facebook and created a Facebook Fundraiser, made a self-donation and sent out my first messages. Now what?

Schedule yourself: This is the KEY to your success! Now that you’ve got the hang of your Participant Center, schedule yourself 5-15 minutes+ a week/month to check your progress, send more messages, get updated details from the event and even register another participant and download resources! The more times you log in, send messages, and fully engage with all the features, the more successful you’ll be – we promise.

Questions? Be sure to contact your local event staff under the “Contact Us” tab!