

PARTICIPANT CENTER USER GUIDE



WALK FOR HOPE.
WALK FOR HELP.
WALK FOR LIFE.

TABLE OF CONTENTS

- Online Fundraising Benefits Page 1
- Participant Center Overview Page 2
 - Username and Password
 - Log in
- Participant Center Home Page Page 4
- Fundraising Pages Page 5
 - Personal Page
 - Team Page
- Email Page 10
 - Composing Emails
 - Adding Contacts
- Progress Page 16
 - Personal Progress
 - Team Progress

We strongly encourage you to spend some time exploring the Participant Center. If you have questions or need help, please don't hesitate to contact the Special Events Team.

847 679 3311

events@lesturnerals.org

ONLINE FUNDRAISING BENEFITS

Online fundraising has dramatically increased over the past few years. In fact, in 2016, over 65% of all ALS Walk for Life donations were made online and this number continues to grow each year.

In addition to ease, there are many benefits to online fundraising. Did you know...

- Walk participants who send emails raise on average \$134.46 more than those who do not send emails?
- Walk participants who send emails receive on average 3 more gifts than those who do not send emails?
- Facebook and other social media channels make it easier than ever to share why you are participating in the ALS Walk for Life and to encourage your followers to join you?

To help accommodate this growing trend, we have created a robust Participant Center for you to utilize. This online portal is designed to streamline your fundraising and recruitment efforts. There is a lot of functionality, most of which is explained in great detail throughout this packet.

PARTICIPANT CENTER OVERVIEW

The Participant Center (PC) is available to every registered event participant. In order to access the PC, first time participants will need to create a username and password and returning participants will need to enter their existing information during the event registration process. **Write down your username and password and store it in a place that you can easily reference.**

Username and Password

For new and repeat participants, click the 'Register' button on the Walk home page to begin.

LES TURNER ALS FOUNDATION **ALS WALK FOR LIFE**

Username Password LOGIN f t y

EVENT HOME EVENT FAQ'S FOUNDATION WEBSITE DONATE

REGISTER
Join us at the ALS Walk for Life

DONATE
Help people with ALS

GET INSPIRED
Meet other teams

CAPTAIN & WALKER TOOLS
Start fundraising

Then, select the appropriate registration option.

LES TURNER ALS FOUNDATION **ALS WALK FOR LIFE**

Username Password LOGIN f t y

EVENT HOME EVENT FAQ'S FOUNDATION WEBSITE DONATE

Register for the 2017 ALS Walk for Life
Get started now! **80 cents of every dollar the Foundation spends** directly supports people living with ALS and world-class research.

Register as a Team Captain
Start your team and fundraising here!

Register to join a Team
If you are interested in joining a Walk team that has already been created, use this link to find your team and register as a member. To see if your team is already registered, [click here to see a full listing of registered teams](#).

Register as an individual Walker
If you are coming to the Walk, but not part of a team, use this option to register.

Register as a Virtual Walker
Can't join us at Soldier Field but want to help raise funds? This is your option!

Register as a Volunteer
If you'd like to volunteer at the Walk, use this link to get started.

First time participants should select 'Join as a new participant'.

LES TURNER ALS FOUNDATION **ALS WALK FOR LIFE**

Username Password LOGIN f t y

EVENT HOME EVENT FAQ'S FOUNDATION WEBSITE DONATE

2017 ALS Walk for Life

Returning Participant or User Login

New User * Indicates Required

JOIN AS A NEW PARTICIPANT

Returning User

* User Name:

* Password:

LOG IN

[Email me my login information](#)

Complete the following steps as directed. During step 3, you will indicate your username and password. As a reminder, we recommend you write down your username and password and store it in a place that you can easily reference.

Participant Center Login Information

* User Name:
5 to 60 characters

* Password:
5 to 20 characters

* Repeat Password:

Additional Information

1. Why do you Walk for Life?

(Maximum response 255 chars, approx. 5 rows of text)

* 2. How did you hear about the ALS Walk for Life?

- Previous Participant
- Family Member or Friend Participant
- Social Media
- Les Turner ALS Foundation E-Newsletter
- Les Turner ALS Foundation Website
- Search Engine
- Support Group/Home and Community Services Team
- Lois Insolvia ALS Clinic
- Radio/TV/Newspaper

Returning participants will need to enter the username and password that they previously created in order to begin the registration process. If you forgot your username and/or password, click 'Email me my login information' and follow the instructions in the email.

LES TURNER ALS FOUNDATION **ALS WALK FOR LIFE**

Username Password LOGIN f t

EVENT HOME EVENT FAQ'S FOUNDATION WEBSITE DONATE

2017 ALS Walk for Life

Returning Participant or User Login

* Indicates Required

New User

JOIN AS A NEW PARTICIPANT

Returning User

* User Name:

* Password:

LOG IN

[Email me my login information](#)

Log in

To log in to your Participant Center, simply enter the username and password you created during registration at the top of the Walk home page. You can also log in directly from the confirmation screen or email you receive after completing registration.

LES TURNER ALS FOUNDATION **ALS WALK FOR LIFE**

Username Password LOGIN f t

EVENT HOME EVENT FAQ'S FOUNDATION WEBSITE DONATE

REGISTER
Join us at the ALS Walk for Life

DONATE
Help people with ALS

GET INSPIRED
Meet other teams

CAPTAIN & WALKER TOOLS
Start fundraising

PARTICIPANT CENTER HOME PAGE

When you log in to your Participant Center, you will automatically be on the 'Home' tab. This dashboard includes shortcuts to the most frequently used tools, including:

1. Customizing your fundraising page(s)
2. Adding contacts to your PC address book
3. Sending emails
4. Thanking your donors
5. Updating your fundraising goal
6. Reviewing your fundraising progress
7. Communicating with your team members
8. Viewing your own and other team member's recent activity

The screenshot displays the ALS Walk for Life Participant Center Home Page for a captain. At the top, there is a navigation bar with tabs for Home, Email, Progress, Personal Page, and Team Page. Below the navigation bar, the Overview section shows the user's fundraising progress, including a progress bar, a goal of \$100.00, 0% progress, and 151 days left. The What to do next? section lists four tasks: 1. Set up your Personal Page, 2. Add Contacts to Your Address Book, 3. Send an Email, and 4. Thank your Donors. The Recent Activity section shows a table with columns for Date, Activity, Description, and Additional. A side bar on the right contains a Send email button, a list of links (Add Contacts, View Your Progress, Edit Personal Page, Email Team, View Team Roster), and a Message from Your Team Captain section.

Date	Activity	Description	Additional
Apr 29	Recruit	You joined 2015 ALS Walk for Life	

You can click on the tabs at the top of the page and quick links on the side bar for added functionality. Additional details for each tab are included in upcoming sections of this packet.

Please note: The PC home screenshot above is for a captain. Walkers' PC home page will be nearly identical but will not include the 'Team Page' tab. Captains will have more functionality than walkers, including the ability to:

- Personalize the Team Page
- Update the Team's fundraising goal
- Send a message to all team members which will appear when they log in to their PC
- View and download transaction reports that summarize all donations made to the team

FUNDRAISING PAGES

All registered walkers will receive a Personal Fundraising Page. Team captains will also receive a Team Fundraising Page. Both types of pages are public websites designed to help with recruitment and fundraising efforts.

If you participated last year, you will have access to last year's participant center information as well as any personalized text and/or photos you uploaded to your Personal Fundraising Page. All other Personal and Team Pages page will automatically have generic event text but we strongly encourage you to customize your page(s). Fundraising pages with photos/videos and unique stories are proven to be more compelling and as a result, yield larger and more frequent donations.

If you need help with the personalization, please contact the Foundation Event Staff at events@lesturnerals.org or 847 679 3311. We are more than happy to customize your Personal or Team page on your behalf.

Personal Page Summary

After completing registration, you will be given a default Personal Page that includes the following information:

1. Customizable text, photos/video and greeting line
2. Link to donate to you as a walker
3. Link to register to join your team
4. Link to your Team Page
5. Your personal fundraising progress compared to your original goal
6. Honor roll of donors who contributed to you and designated that their gift can be made public during the donation process
7. Shortcuts for you to share a direct link to your Personal Page on your various social media accounts

The screenshot displays a personal fundraising page for the ALS Walk for Life. At the top left is the logo for the Les Turner ALS Foundation. The page title is "Welcome to My Personal Page". Below the title is a photo of a group of people at a walk, with a callout '1' pointing to the text area. To the right of the photo is a "DONATE NOW" button (callout '2') and a "JOIN LIZ'S TEAM!" button (callout '3'). Below these is a "Miles for Monte" link (callout '4'). The "PERSONAL PROGRESS:" section shows a progress bar at 0% of goal with a "\$0 Raised" indicator (callout '5'). Below that is a "FUNDRAISING HONOR ROLL" section (callout '6'). At the bottom is a "SHARE" section with social media icons (callout '7').

Personal Page Customization

To customize your Personal Page, click on the 'Personal Page' tab when logged in to your PC. You will automatically be directed to the 'Content' sidebar. From here, you can complete the following actions:

1. View your current Personal Page
2. Create a user friendly URL to make it easier for people to visit and find your page
3. Add a personalized title/greeting
4. Personalize the text by sharing why you Walk for Life and edit the text format
5. Preview your updates
6. Save any changes made

The screenshot shows the 'Edit Your Personal Fundraising Page' interface. At the top, there are navigation tabs: Home, Email, Progress, Personal Page (selected), and Team Page. A sidebar on the right contains 'Content' and 'Photos/Video'. The main content area includes: 1. A URL field for the Personal Page URL, currently showing a long alphanumeric string. 2. A 'Title' field containing 'Welcome to My Personal Page'. 3. A rich text editor for the 'Body' text, containing a paragraph about the ALS Walk for Life. 4. A 'Preview' button. 5. A 'Save' button. 6. A 'Content' sidebar on the right.

To upload a photo or video, click the 'Photos/Video' sidebar on the 'Personal Page' tab, select the appropriate radio button and follow the instructions.

The screenshot shows the 'Photos/Video' sidebar interface. It features a radio button for 'Photos' (selected) and a radio button for 'Video'. Below the 'Photos' option, there is a 'Choose File' button, a 'Caption' field, and a 'Save/Upload' button. A sidebar on the right contains 'Content' and 'Photos/Video' (selected).

Team Page Summary

As mentioned above, a Team Page will be automatically be generated when a team registers. This page includes the following information:

1. Customizable text and photos/video
2. Link for visitors to donate to the team (gifts made through this link are not attributed to an individual walker, therefore, they are considered general team gifts and will be included in the Team Gifts total).
3. Link for visitors to register to join the team
4. A team roster that indicates the total amount raised by each walker and includes clickable links to walkers' Personal Pages
5. Team's overall fundraising progress compared to its original goal
6. Honor roll of all team donors (both general team and specific walkers) who designated that their gift can be made public during the donation process
7. Shortcuts for anyone to share a direct link to the Team Page on their various social media accounts

LES TURNER ALS FOUNDATION **ALS WALK FOR LIFE**

Username Password LOGIN

EVENT HOME EVENT FAQ'S FOUNDATION WEBSITE DONATE

2017 ALS Walk for Life

1

MILES FOR MONTE



Our team is participating in the 2017 ALS Walk for Life because we believe in the work of the Les Turner ALS Foundation, we believe in providing the best possible care to Chicagoland area ALS patients and their families and we believe that the money we raise together will together will lead to finding the cure for ALS.

The ALS Walk for Life is one of the world's largest gatherings of ALS patients, families and friends. Now in its 16th year, the Walk has raised over \$12 million in support of Chicago's independent leader in ALS, the Les Turner ALS Foundation.

Join us in our mission to end ALS!

The money raised through the Walk helps people currently living with ALS (PALS) and their families through the Foundation's Home and Community Service and grant programs. It also supports the Les Turner ALS Research and Patient Center at Northwestern Medicine where PALS are seen by a multi-disciplinary clinical staff at the Lois Insolia ALS Clinic, ensuring no part of their disease goes unseen and untreated. The Center also supports three full functioning research laboratories, each one providing hope of a future without ALS.

Join us as we Walk to end ALS.

2 DONATE NOW

3 JOIN TEAM

4 TEAM ROSTER

	RAISED
★ Steven Melvin	\$0
Liz Melvin	\$0
Team Gifts	\$0

★ Denotes a Team Captain

5 TEAM PROGRESS

0% of Goal \$0 Raised

6 TEAM HONOR ROLL

7 SHARE

Team Page Customization

Only captains are given access to update the Team Page. To do so, captains should click on the 'Team Page' tab when logged in to their PC. From here, the following actions can be completed:

1. View the current Team Page
2. Create a user friendly URL to make it easier for people to visit and find the Team Page
3. Edit the team name
4. Personalize the text by sharing why this team participates in the ALS Walk for Life and edit the text format
5. Upload a personal photo or video
6. Preview updates
7. Save any changes made

LES TURNER ALS FOUNDATION **ALS WALK FOR LIFE**

Welcome Lizzz! LOG OUT PARTICIPANT CENTER

EVENT HOME EVENT FAQ'S FOUNDATION WEBSITE DONATE

Home Email Progress Personal Page Team Page

Edit Your Team Fundraising Page (View Team Page) 1

Team Page URL: (URL Settings)
http://events.lesturnerals.org/site/TR/Events/General?team_id=3831&pg=team&fr_id=1150 2

Team Name
Test Team 1 3 Edit

Body

ABC Font family Font size [Icons]

B / *I* / U [Icons]

The ALS Walk for Life is one of the world's largest gatherings of ALS patients, families and friends. Now in its 15th year, the Walk has raised over \$11 million in support of Chicago's independent leader in ALS, the Les Turner ALS Foundation.

The money raised through the Walk helps people currently living with ALS (PALS) and their families through the Foundation's Home and Community Service and grant programs. It also supports the Les Turner ALS Research and Patient Center at Northwestern Medicine where PALS are seen by a multi-disciplinary clinical staff at the Lois Insolia ALS Clinic, ensuring no part of their disease goes unseen and untreated. The Center also supports three full functioning research laboratories, each on providing hope of a future without ALS.

Our team is participating in the 2016 ALS Walk for Life because we believe in the work of the Les Turner ALS Foundation, we believe in providing the best possible care to Chicagoland area ALS patients and their families and we believe that the money we raise together will lead to finding the cure for ALS.

Join our team as we Walk to end ALS. 4

Photo

Images must be .gif, .jpg or .png files. 5
Choose File No file chosen

Caption
Join us in our mission to end ALS!

Save/Upload or remove photo

6 Preview Save 7

The Preview will open in a new window, but will not save your changes.

EMAIL

Within the 'Email' tab, you can complete the following actions:

- Create and send emails
- View a log of sent emails
- Import contacts into your PC address book

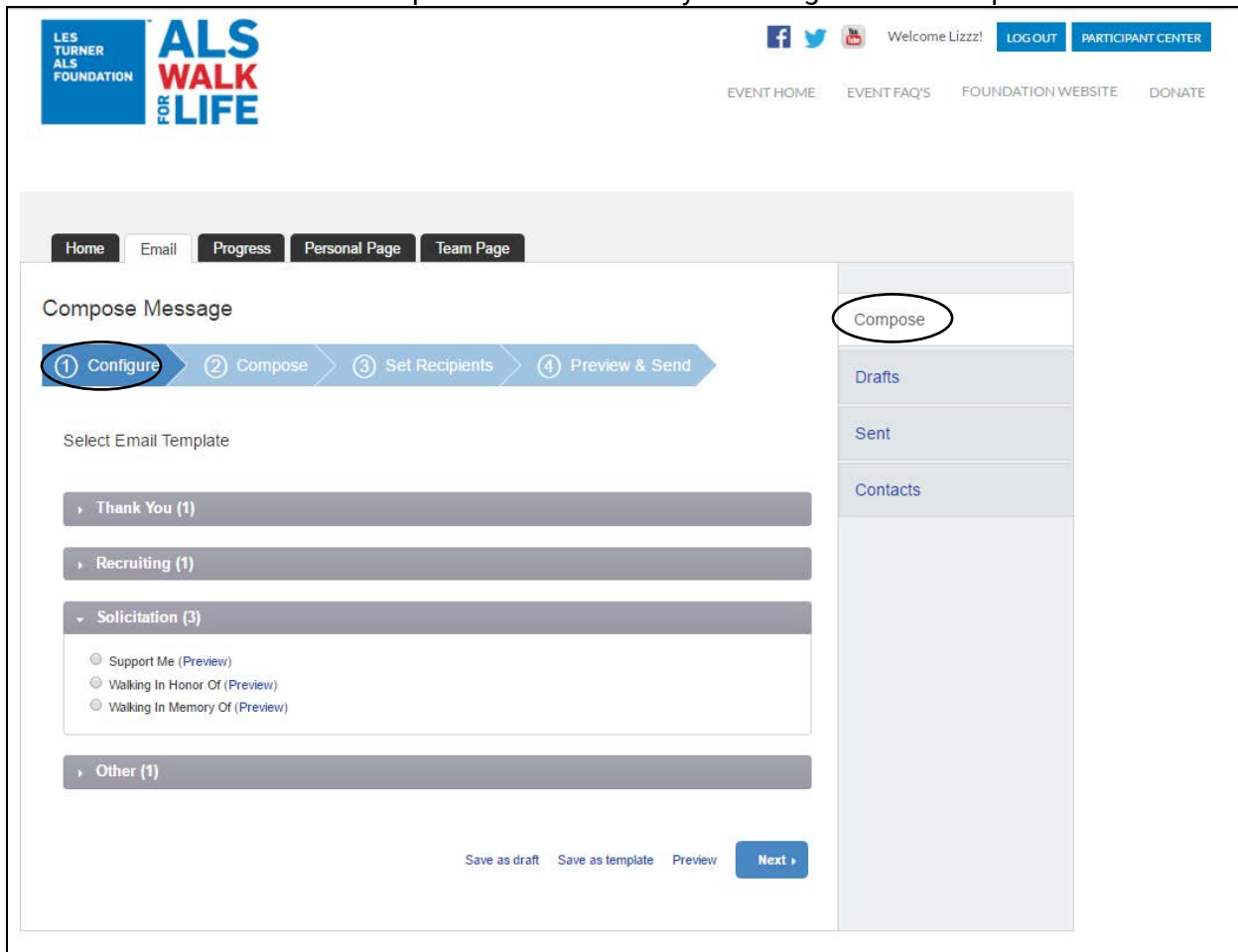
Please note: A link to your Personal Page will automatically be included at the footer of every email you send. This ensures your friends and family can donate directly to your personal fundraising total.

Create and Send Emails

When you select the 'Email', you will automatically be taken to the 'Compose' sidebar which is where you will configure, compose, select recipients and send emails.

The first step is to configure your email. To help guide you, templates have been created. You can preview each template by expanding its corresponding drop down and selecting 'Preview'. You can also start from scratch under the 'Other' dropdown. Select the appropriate email template radio button and click 'Next' at the bottom of the page.

Please note: If you want to finish up at a later time, you can select 'Save as draft'. You can also save the revised email as a template for future use by selecting 'Save as template'.

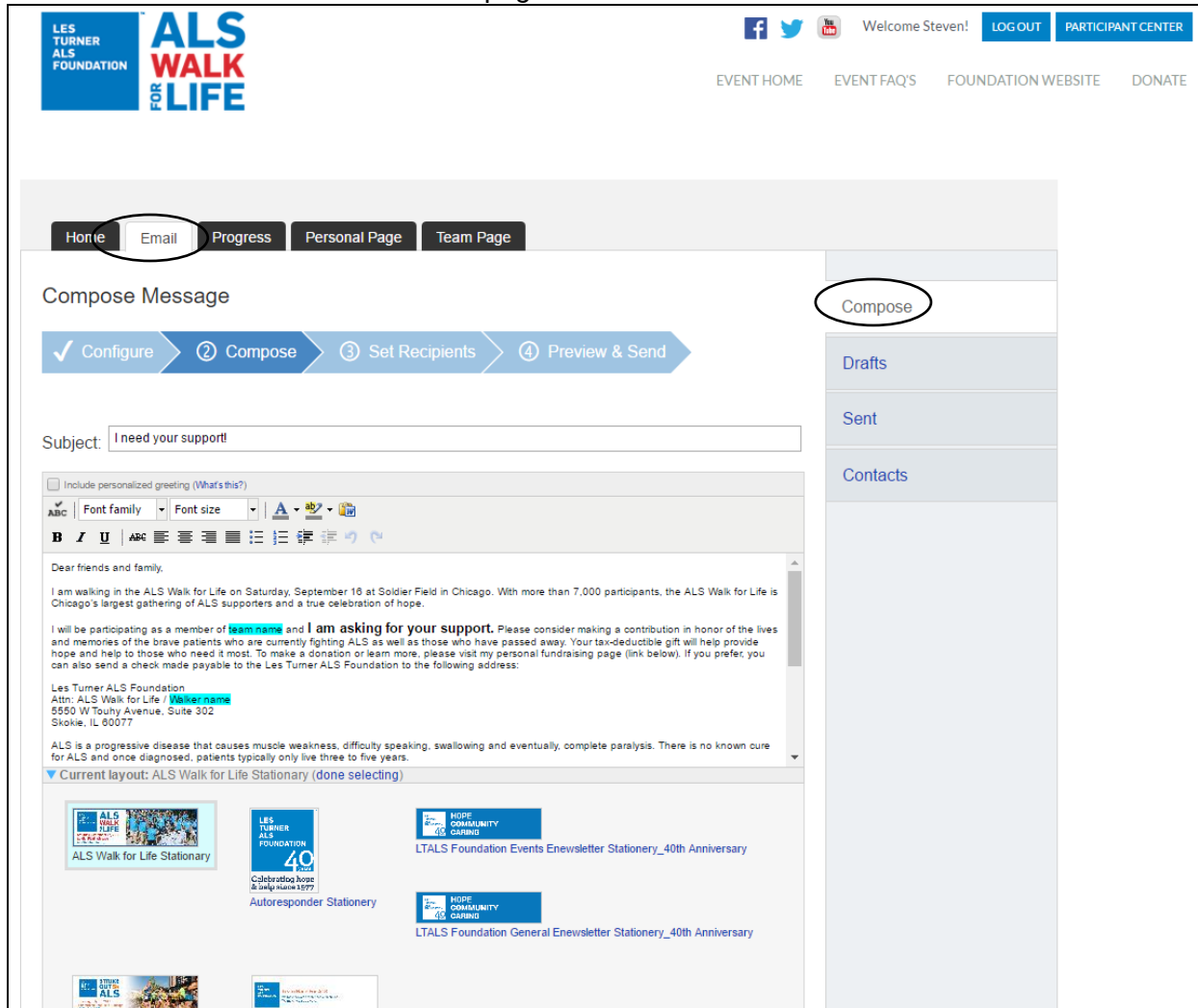


The screenshot shows the 'Compose Message' interface for the ALS Walk for Life event. At the top left is the ALS logo with the text 'LES TURNER ALS FOUNDATION' and 'ALS WALK FOR LIFE'. The top right features social media icons for Facebook, Twitter, and YouTube, along with a 'Welcome Lizzz!' message, 'LOG OUT', and 'PARTICIPANT CENTER' buttons. Below this is a navigation bar with 'EVENT HOME', 'EVENT FAQ'S', 'FOUNDATION WEBSITE', and 'DONATE' links. The main content area has a breadcrumb trail: 'Home' > 'Email' > 'Progress' > 'Personal Page' > 'Team Page'. The 'Compose Message' section includes a progress indicator with four steps: 1. Configure (circled in red), 2. Compose, 3. Set Recipients, and 4. Preview & Send. Below the progress indicator is a 'Select Email Template' section with four categories: 'Thank You (1)', 'Recruiting (1)', 'Solicitation (3)', and 'Other (1)'. The 'Solicitation (3)' category is expanded, showing three radio button options: 'Support Me (Preview)', 'Walking In Honor Of (Preview)', and 'Walking In Memory Of (Preview)'. At the bottom of the main area are buttons for 'Save as draft', 'Save as template', 'Preview', and 'Next >'. On the right side, there is a sidebar with a 'Compose' button (circled in red), and a list of 'Drafts', 'Sent', and 'Contacts'.

Now, you can customize the content and formatting of the chosen template. Remember, this is another opportunity for you to share your story!

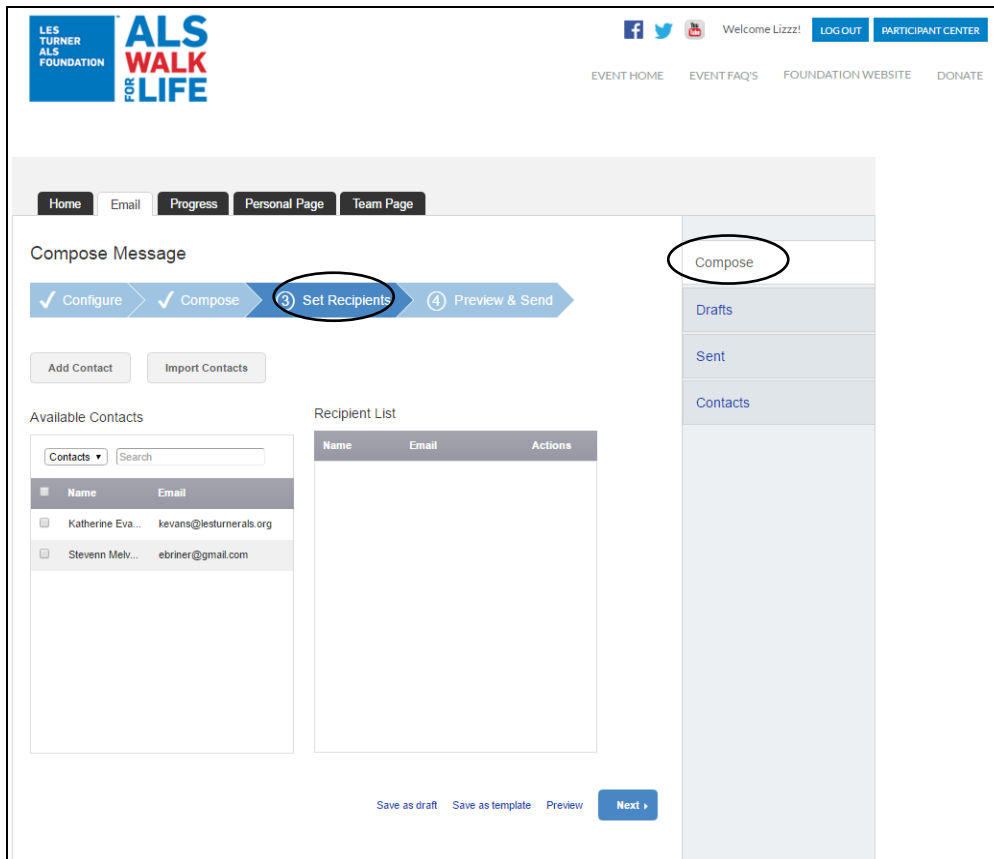
You will also notice that certain fields are highlighted in turquoise. These should be customized with your name and/or team name as indicated in the template prior to sending to potential donors or walkers.

Once the email has been customized and updated, select 'Preview' to view your changes and then select 'Next' at the bottom of the page.

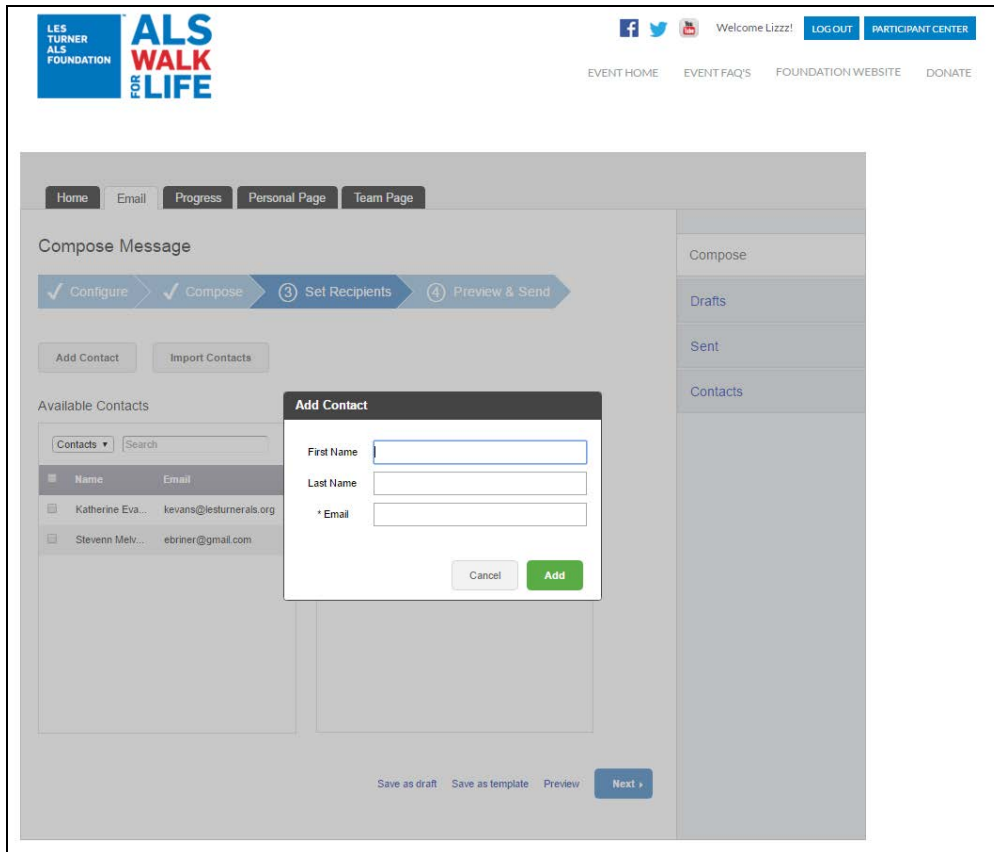


Now that the email is ready to be sent, the next step is to select the recipients. You can enter contacts one by one or import a group of contacts.

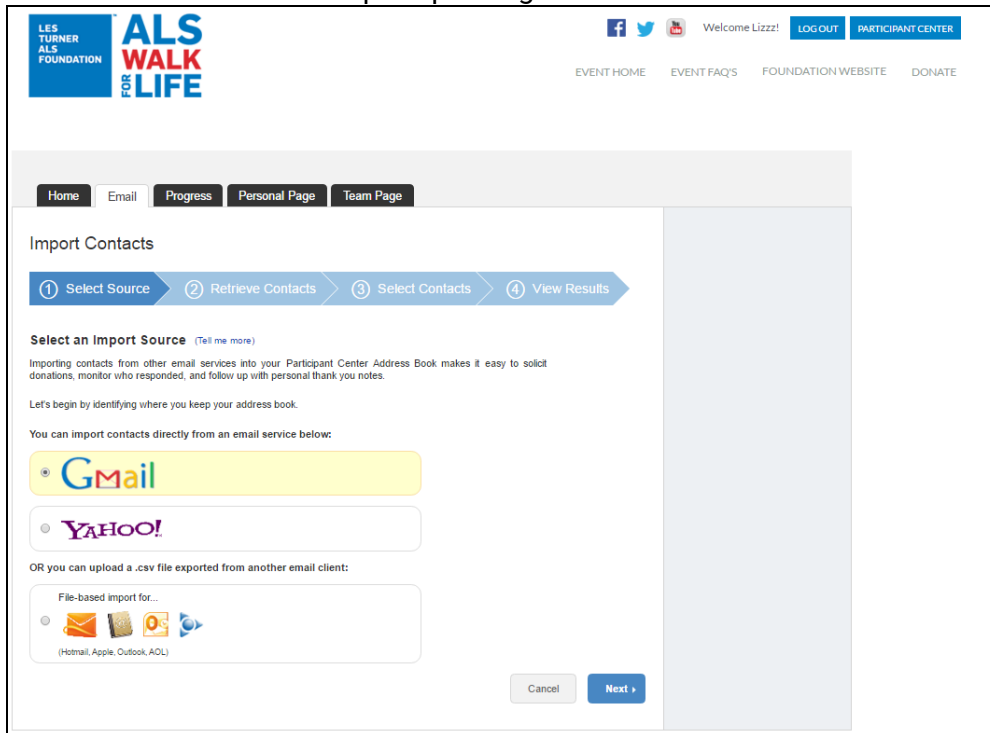
Please note: As team members register, they will automatically be added to the captain's 'Available Contact' list. General team donors will be added to all team members' 'Available Contact' list and personal donors will be added to the corresponding walker's 'Available Contact' list. This makes it easy for captains to communicate with their walkers and for everyone to thank their supporters. Repeat captains will also have email addresses for last year's registered participants preloaded in their Participant Center.



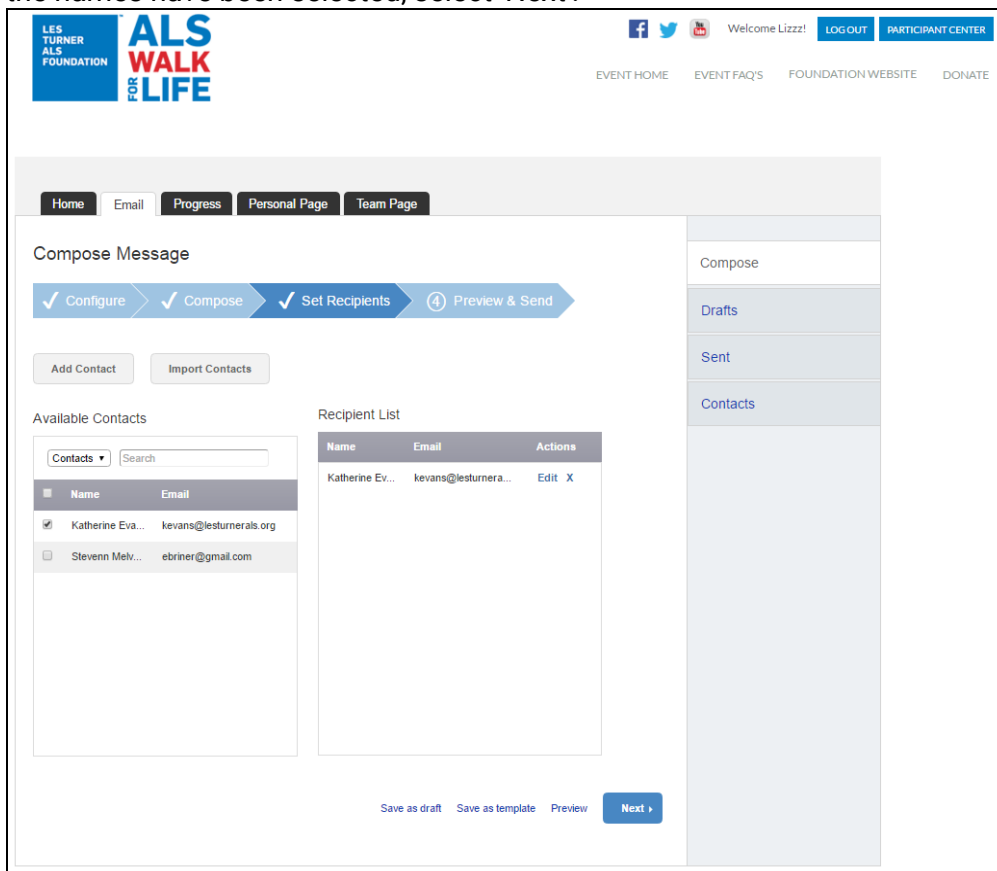
To enter contacts individually, select the 'Add Contact' button, enter the contact's first name, last name and email address and select 'Add'.



To import a group of contacts, select the 'Import Contacts' button, designate your email source, select 'Next' and follow the prompts as guided.



Once contacts have been added individually or imported as a group, select the names that you would like to send the email to to add them to the 'Recipient List' in the right column. Once all of the names have been selected, select 'Next'.




With the email written and the recipients selected, you are now able to preview your email one final time. If everything is okay, you can select the green 'Send' button.

Home | Email | **Progress** | Personal Page | Team Page

Compose Message

✓ Configure > ✓ Compose > ✓ Set Recipients > **④ Preview & Send**

I need your support!



LES TURNER ALS FOUNDATION **ALS WALK FOR LIFE**
 Saturday, September 16, 2017
 Soldier Field | Chicago
 ALSWalkforLife.org

Dear friends and family,

I am walking in the ALS Walk for Life on Saturday, September 16 at Soldier Field in Chicago. With more than 7,000 participants, the ALS Walk for Life is Chicago's largest gathering of ALS supporters and a true celebration of hope.

I will be participating as a member of **Miles for Moments** and I am asking for your support. Please consider making a contribution in honor of the lives and memories of the brave patients who are currently fighting ALS as well as those who have passed away. Your tax-deductible gift will help provide hope and help to those who need it most. To make a donation or learn more, please visit my personal fundraising page (link below). If you prefer, you can also send a check made payable to the Les Turner ALS Foundation to the following address:

Les Turner ALS Foundation
 Attn: ALS Walk for Life | **Walker.name**
 5550 W Touhy Avenue, Suite 302
 Skokie, IL 60077



ALS is a progressive disease that causes muscle weakness, difficulty speaking, swallowing and eventually, complete paralysis. There is no known cure for ALS and once diagnosed, patients typically only live three to five years.

In spite of the cruelty of this disease, Chicago is lucky because the Les Turner ALS Foundation's resources make this difficult experience a little bit easier. The Foundation provides support to the vast majority of people living with ALS in the Chicagoland area through full spectrum patient service programs while simultaneously offering hope for a future without ALS by supporting the Les Turner ALS Research and Patient Center at Northwestern Medicine, which brings together three research laboratories and a multi-disciplinary patient clinic under one umbrella.

Thank you for helping me make a difference!
Walker.name

A link to your Page will automatically be added to the bottom of your message.

5550 West Touhy Avenue #302, Skokie, IL 60077
 Les Turner ALS Foundation © 2017 All rights reserved.

FOLLOW US:  

[Donate](#) | [Visit our website](#) | [Unsubscribe](#)

Powered by **blackbaud** nonprofit software

Save as draft | Save as template | **Send**

Draft Emails

You can view, edit/send and delete previously saved drafts by clicking on the 'Drafts' sidebar under the 'Email' tab.

LES TURNER ALS FOUNDATION **ALS WALK FOR LIFE**

Welcome Lizzz! [LOG OUT](#) | [PARTICIPANT CENTER](#)

[EVENT HOME](#) | [EVENT FAQ'S](#) | [FOUNDATION WEBSITE](#) | [DONATE](#)

Home | Email | **Progress** | Personal Page | Team Page

Drafts

Recipients	Subject	Date
kevans@lesturnerals.org	I need your support!	4/21/16

« 1 of 1 »

Compose
Drafts
 Sent
 Contacts

Sent Emails

You can view previously sent emails by clicking on the 'Sent' sidebar under the 'Email' tab.

The screenshot shows the 'Sent' email view. At the top, there is a navigation bar with the ALS Walk for Life logo, social media icons, and a 'Welcome Lizz!' message. Below the navigation bar, there are tabs for 'Home', 'Email', 'Progress', 'Personal Page', and 'Team Page'. The 'Email' tab is selected. On the right side, there is a sidebar with buttons for 'Compose', 'Drafts', 'Sent', and 'Contacts'. The 'Sent' button is circled in red. The main content area shows a search bar for sent messages and a table of sent emails.

Date	Subject	Recipients	Delete
4/21/16	I need your support!	kevans@lesturnerals.org	

Contacts

To import, add and manage your contacts, click on the 'Contacts' sidebar under the 'Email' tab, click on the various buttons and following the instructions as prompted.

The groups function within 'Contacts' is a great way to organize your contacts. You can create groups for team members, current donors, past donors, new team members, etc. to make communicating with the various groups of contacts easier and more streamlined.

As a reminder, as team members register, they will automatically be added to the captain's 'Available Contact' list. General team donors will be added to all team members' 'Available Contact' list and personal donors will be added to the corresponding walker's 'Available Contact' list. Repeat captains will also have email addresses for last year's registered participants preloaded in their Participant Center. This makes it easy for captains to communicate with their walkers and for everyone to thank their supporters.

The screenshot shows the 'Contacts' view. At the top, there is a navigation bar with the ALS Walk for Life logo, social media icons, and a 'Welcome Lizz!' message. Below the navigation bar, there are tabs for 'Home', 'Email', 'Progress', 'Personal Page', and 'Team Page'. The 'Email' tab is selected. On the right side, there is a sidebar with buttons for 'Compose', 'Drafts', 'Sent', and 'Contacts'. The 'Contacts' button is circled in red. The main content area shows a search bar for contacts and a table of contacts.

	Name	Groups	Email		Page Visits	Donations Current
			Sent	Opened		
<input type="checkbox"/>	Katherine Evans kevans@lesturnerals.org		1 Apr 21	0	0	\$0.00
<input type="checkbox"/>	Stevann Melvinn ebriner@gmail.com		0	0	0	\$0.00

PROGRESS

The 'Progress' tab provides a snapshot of personal and team fundraising efforts.

Personal Progress

By default, you will be directed to the 'Personal' sidebar when you initially click the 'Progress' tab. On this particular page, you will be able to do the following:

1. View the total amount you have raised, personal fundraising goal indicated during registration, percent to personal fundraising goal and days until event
2. Update your personal fundraising goal
3. View a daily chart of personal donations received
4. Change email notifications settings ('on' means you will be notified every time someone makes a contribution to your Personal Page, 'off' means you will not be notified when someone makes a contribution to your Personal Page)
5. View and/or download a list of all personal donors
6. View top 10 personal donors

The screenshot shows the 'View Personal Report' page. At the top, there are navigation tabs: Home, Email, Progress, Personal Page, and Team Page. The 'Personal Page' tab is selected. The main content area is titled 'View Personal Report' and includes a 'Personal' sidebar on the right. The sidebar has 'Personal' and 'Team' options, with 'Personal' circled. The main content area shows 'Your Fundraising Progress' with four metrics: 'I Have Raised' (\$0.00), 'My Goal (change)' (\$100.00), 'Percent' (0%), and 'Days Left' (0). Below these is a line chart showing 'Gift Amount' over time, with a '3' marking a point on the chart. The 'Donation History' section shows 'Gift Notifications: On (turn off)' and a table with columns: Donor, Amount, Notes, Date, and Actions. The table contains the text 'No donations found.' and a '5' marking the table. A '6' marks the 'Top 10 Donors' section on the right sidebar.

The screenshot shows a 'Personal Donations' window. It has a 'Close Window' link at the top left. Below it is a table with columns: Donor, Amount, Notes, and Date. The table contains the text 'No donations found.'

Hint: Achieving your personal fundraising goal is fantastic accomplishment! Once you hit this milestone, we recommend that you increase your goal to encourage additional donations.

Team Progress

You can also view your team progress by selecting the 'Team' sidebar while on the 'Progress' tab. On this particular page, you be able to do the following:

1. View the total amount your team has raised, team fundraising goal the captain indicated during registration, percent to team fundraising goal and days until event
2. View a daily chart of team donations received
3. View and/or download a list of all team donors
4. View and/or download a team roster that indicates how much each team member has raised (screenshot below)
5. Download team statistics report
6. View top 10 team donors

Captains will be able to complete the following actions:

7. Update team fundraising goal

The screenshot shows the 'Team Report' page for the ALS Walk for Life. The page includes a navigation bar with 'Home', 'Email', 'Progress', 'Personal Page', and 'Team Page'. The 'Team Report' section displays 'Team Fundraising Progress' with a bar chart (1), 'Team has raised \$0.00', 'Team goal (change) \$1,000.00' (7), '0% To team goal', and '0 days left'. A daily chart (2) shows donations from 04-07-2016 to 04-21-2016. Below the chart is the 'Team-Specific Donation History' table (3) with columns for Donor, Amount, Notes, and Date. The 'Contributing Team Members' section (4) includes links for '(View all teammates or Download roster)' and '(Download team statistics)' (5). A sidebar on the right has 'Personal' and 'Team' (circled) options, with 'Top 10 Donors across Team' (6) listed below.

Team Roster

Close Window

Name	Number of Gifts	Amount
Katherine Evans	0	\$0.00
Steven Meliken	0	\$0.00
Lizz Meliken	0	\$0.00

Team Donations

Close Window

Donor	Amount	Notes	Date
No donations found.			

Hint: Similar to personal fundraising goals, we recommend that captains increase their team fundraising goal once it has been achieved to encourage team members to keep fundraising.

Please note: When you click 'View' for one of the reports, a new tab will open in your browser summarizing the information you requested. When you click 'Download', a .CSV file will download, allowing you to open, edit and save the information to your hard drive. This applies to both the 'Personal' and 'Team' sidebar action items.