



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



**ALS  
WALK  
FOR LIFE**

**PARTICIPANT CENTER  
USER GUIDE**



---

## TABLE OF CONTENTS

---

- Online Fundraising Benefits Page 3
- Participant Center Overview Page 3
  - Username and Password
  - Log in
- Participant Center Home Page Page 6
- Fundraising Pages Page 7
  - Personal Page
  - Team Page
- Email Page 11
  - 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 us.

The Les Turner ALS Foundation Team  
847 679 3311  
[events@lesturnerals.org](mailto:events@lesturnerals.org)

---

## ONLINE FUNDRAISING BENEFITS

---

Online fundraising has dramatically increased over the past few years. There are many benefits to using online platforms to ask for support and raise funds. Did you know...

- Participants who update their personal fundraising page raise on average \$229.54 more than those who do not update their page?
- Participants who send emails raise on average \$252.47 more than those who do not send emails?
- Participants who send emails receive on average 4 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, encourage your followers to join you and collect donations?

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.

---

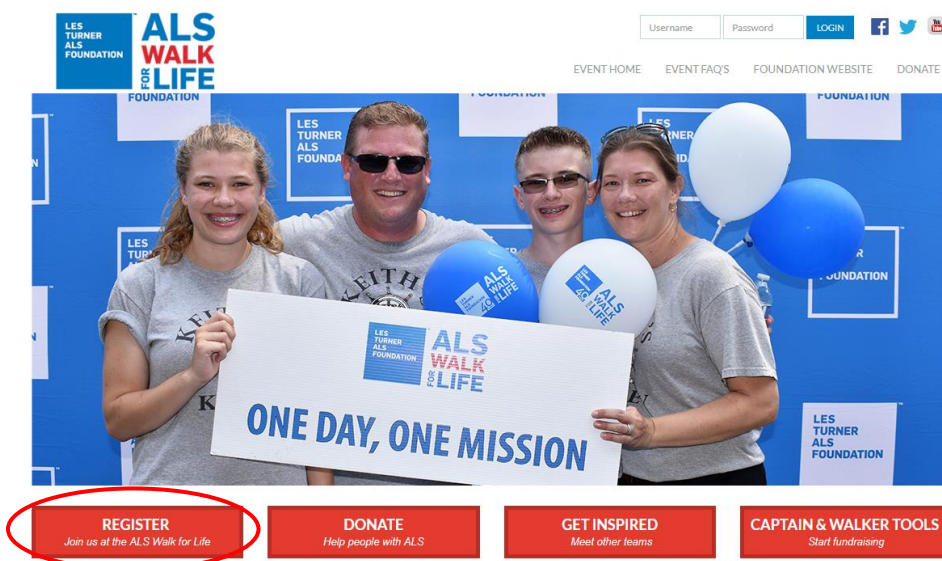
## PARTICIPANT CENTER OVERVIEW

---

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.



Then, select the appropriate registration option.



Username  Password  LOGIN   

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

### Register for the 2018 ALS Walk for Life

Choose from one of the registration types below and get started on your fundraising for people living with ALS!

#### 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! *(Please note, if you are interested in joining a team as a virtual walker, please select the link to "Register to join a Team," select your team and then select "Virtual Walker.")*

**First time event participants** will be asked to create a Participant Center username and password during registration. To begin, select 'Join as a new participant'.

Complete the steps as directed. During the registration process, in the Participant Center Login Information section, 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.



Username  Password  LOGIN   

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

### 2018 ALS Walk for Life Returning Participant or User Login

**New User** \* Indicates Required

Returning User

\*User Name:

\*Password:

[Email me my login information](#)

**Participant Center Login Information**

\*User Name:

5 to 60 characters

\*Password:

5 to 20 characters

\*Repeat Password:

**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.

### 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

### Log in

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

The screenshot shows the top navigation bar of the ALS Walk for Life website. It includes the logo on the left and a search bar with fields for 'Username' and 'Password', followed by a 'LOGIN' button circled in red. A red arrow points to this button. To the right of the search bar are social media icons for Facebook, Twitter, and YouTube. Below the navigation bar is a large photo of four people (two women and two men) smiling and holding a white sign that says 'ONE DAY, ONE MISSION'. The background of the photo is blue with the ALS Walk for Life logo. At the bottom of the page are four red buttons with white text: 'REGISTER' (with subtext 'Join us at the ALS Walk for Life'), 'DONATE' (with subtext 'Help people with ALS'), 'GET INSPIRED' (with subtext 'Meet other teams'), and 'CAPTAIN & WALKER TOOLS' (with subtext 'Start fundraising').









# FUNDRAISING PAGES

## Personal Page Summary

After personalizing your personal fundraising page, you can use your personal page URL to view your page. This is the page people will see when they click the custom personal page URL or search your name on the ALS Walk for Life homepage. Here are the following:

1. Customizable text, photos/video and greeting line
2. Link to donate to you as an individual
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



### Walk for Hope. Walk for Help. Walk for Life. 1



Join me as I participate in Les Turner ALS Foundation's 22nd Anniversary ALS Walk for Life!

I believe in the mission of the Les Turner ALS Foundation. I believe in providing the best comprehensive care to people living with ALS and their families and I believe that the money we raise together will lead to treatments and a cure for ALS. This cause is important to me and people living with ALS need your help!

ALS is scary. Really scary. Its rapid progression can mean tomorrow is often worse than today. As a result, people living with ALS are overwhelmed and unsure of what questions to ask and what to do next. But that's where the Les Turner ALS Foundation comes in. They exist to care for those affected by the disease, guide them to answers, support them and their loved ones and provide hope through scientific research.

I'm proud to be a member of the Les Turner ALS family. Join me as we work to support people living with ALS and those who love them every step of the way! Please consider making a donation to help me reach my fundraising goal. Together, we can create a world free of ALS!

**DONATE TO LTALSF** 2

LTAF Test Team 3

**Achievements**  
No Badges Have Been Earned

**PERSONAL PROGRESS:** 3

0% of Goal 4 \$0 Raised

**FUNDRAISING HONOR ROLL** 5

**SHARE** 6

SHARE 7

## Team Page Summary

As mentioned above, a Team Page will be automatically 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 participant, 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 participant and includes clickable links to individuals' 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 individuals) 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

### 2023 ALS Walk for Life



them to answers, support them and their loved ones and provide hope through scientific research.

We are proud to be members of the Les Turner ALS family. Join us as we work to support people living with ALS and those who love them every step of the way! Please join our team on event day or consider making a donation to help us reach our fundraising goal. Together, we can create a world free of ALS.

#### LTAF TEST TEAM

Our team is participating in the 22nd Anniversary ALS Walk for Life. We believe in the mission of the Les Turner ALS Foundation!

We believe in providing the best possible care to people living with ALS and their families and we believe that the funds we raise together will lead to a cure for ALS. This cause is important to us and we would greatly appreciate your support!

ALS is scary. Really scary. Its rapid progression can mean tomorrow is often worse than today. As a result, people living with ALS are overwhelmed and unsure of what questions to ask and what to do next. But that's where the Les Turner ALS Foundation comes in. They exist to care for those affected by the disease, guide them to answers, support them and their loved ones and provide hope through scientific research.

The screenshot shows a team page layout with the following sections and callouts:

- 1**: Customizable text and photos/video (points to the team description and image).
- 2**: Link for visitors to donate to the team (points to the 'DONATE TO TEAM' button).
- 3**: Link for visitors to register to join the team (points to the 'JOIN TEAM' button).
- 4**: A team roster that indicates the total amount raised by each participant and includes clickable links to individuals' Personal Pages (points to the 'TEAM ROSTER' section).
- 5**: Team's overall fundraising progress compared to its original goal (points to the 'TEAM PROGRESS' section).
- 6**: Honor roll of all team donors (both general team and specific individuals) who designated that their gift can be made public during the donation process (points to the 'TEAM HONOR ROLL' section).
- 7**: Shortcuts for anyone to share a direct link to the Team Page on their various social media accounts (points to the 'SHARE' section).

	RAISED
LTAFSF TEST	\$0
Team Gifts	\$0

Achievements  
No Badges Have Been Earned

TEAM PROGRESS  
0% of Goal      \$0 Raised

TEAM HONOR ROLL

SHARE  
[Social media icons: WhatsApp, Facebook, Twitter, Email]

---

## EMAIL

---

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

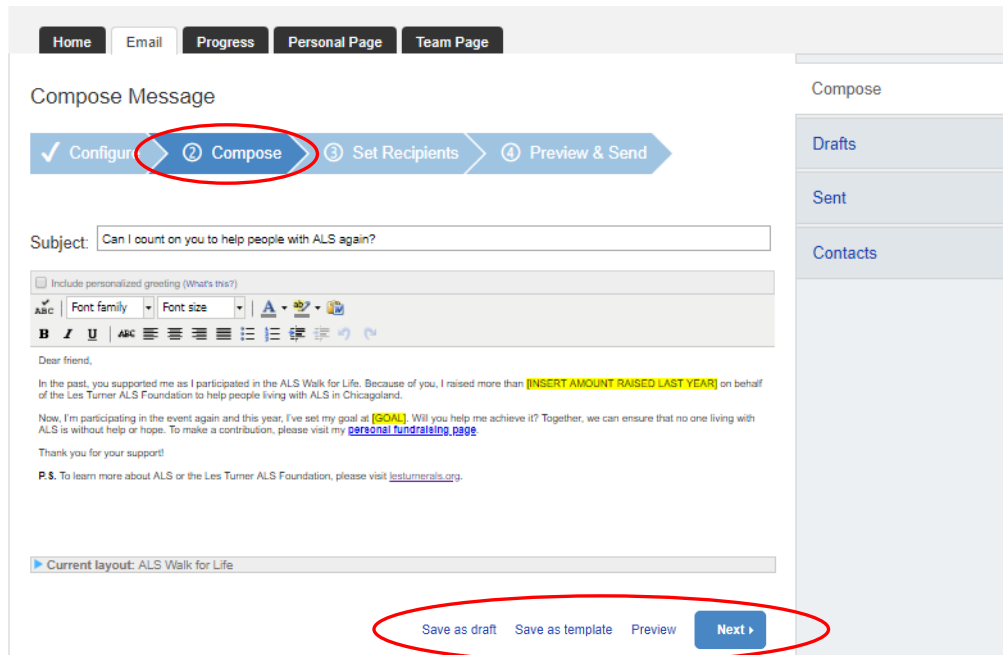
- Create and send emails
- View a log of sent emails
- Import contacts into your PC address book

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.

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 yellow. These fields should be customized as indicated in the template prior to sending to potential donors or teammates.

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



Please note: If you want to finish your email 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'.

### **Add Contacts**

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.

