PARTICIPANT CENTER
HOW-TO GUIDE

SUSAN G. Komen 3-Day
Presented by:
BANK OF AMERICA
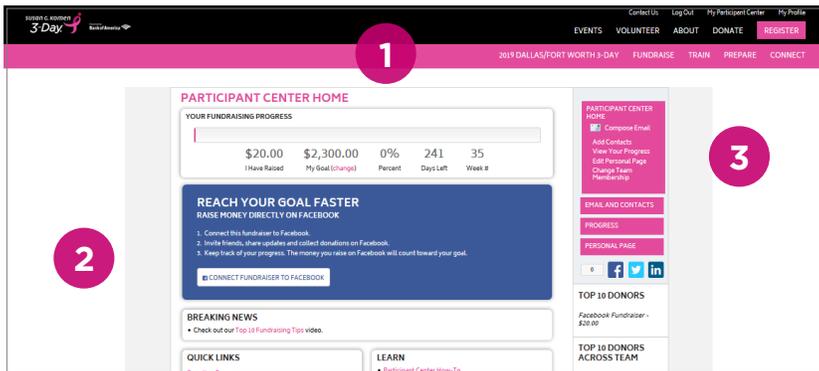
Your Susan G. Komen 3-Day® Participant Center is the hub for all of your fundraising and event preparations. Log in at The3Day.org and you'll be taken straight there. There are three areas you should get familiar with:

1. The top navigation bar, where you'll see links to lots of information and resources.
2. The center of the page, with timely announcements, links and a message from your coach.
3. The right navigation bar, with links to send emails, update your personal fundraising page and track your progress. Keep reading below for instructions on how to use these tools.

EMAIL AND CONTACTS

COMPOSE MESSAGE

① Configure ②Compose ③Set Recipients ④Preview & Send

1. Configure: Select one of our suggested messages from the list. Or just click Next.

2. Compose: Edit your email to personalize it with your own information. Add a subject line if creating your own template. Below the email body in the Current Layout section, choose which photo you would like to appear at the top of your email. Save often. When you are finished writing your email, choose to Save as Draft, Save as Template or Send.

3. Recipients: Select contacts from your list, or select Add Contact or Import Contacts to add new people to your recipient list. From the drop down menu, select Individuals, and check the box next to the names you want to include in the receiver list for your email, or select Groups, and check the box next to the groups you want to include.

4. Preview & Send: Once you have previewed your email, select your recipients and send your emails directly from your Participant Center. You must click Send at the bottom of the Preview page to send the email.

PROGRESS PAGE

Check your chart of when and how your fundraising has progressed. The Progress page lists all of your donations in a table with the donor, amount, any personal note from the donor and the date of the donation. If there is an envelope icon in the Actions column, you can select that to send a thank you email to that donor. From the Progress page you can download a list of your donors and a pdf copy of their donation receipt.

PERSONAL PAGE

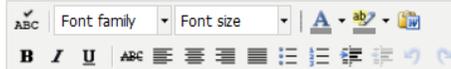### EDIT YOUR PERSONAL FUNDRAISING PAGE (VIEW PERSONAL PAGE)

Personal Page URL: (URL Settings)
http://www.the3day.org/goto/yourinfohere

This page is **Public**

(1)

TITLE

Join me in the fight against breast cancer.

BODY

(2)

Please support me as I take on an incredible challenge to make an impact in the fight to end breast cancer.

PARTICIPANT CENTER HOME

EMAIL AND CONTACTS

PROGRESS

PERSONAL PAGE **(3)**
  Content
  Photos/Video
  Components

TOP 10 DONORS

1. URL Settings: From this link you can create your own short, friendly, personalized URL. Emails you send from your Participant Center will automatically include a link directly back to your Komen 3-Day fundraising page, however, the friendly URL is great to use in social media, email signatures, flyers, business cards, etc.

You can also choose whether your personal page is public or private. Caution: If you make your page private, donors will not find you in the search results on our website. They will only be able to find your page if you provide them with the URL directly or send an email from your Participant Center. Save your changes.

2. Change the Content on Your Personal Page: Edit the page title and body content. Save often.
While your page is fully functional as-is, personalizing your page with your story is an effective way to motivate donors. Your donors want to know why this cause is important to you.

3. Change the Photo: Select Photos/Video from the menu on the right hand side (you can have a photo or video, but not both). Then click the Browse button to find your personal photo file on your computer. Then click Save/Upload. Add a caption under the photo, then click Save/Upload to save your caption.

Note: In addition to saving your content regularly within your Participant Center, backing up your content is always recommended. We advise you to save copies of your Participant Center content, including photos and customized emails, on your own computer.