



LOGIN

- HOME
- FORMS
- RAFFLES
- RIDER EVENTS
- SPONSORSHIPS
- ABOUT US



*Make a donation!*

**DONATE!**

# How to Set Up Your Participant Center and Send Emails

**WAITLIST**

**DONATE**

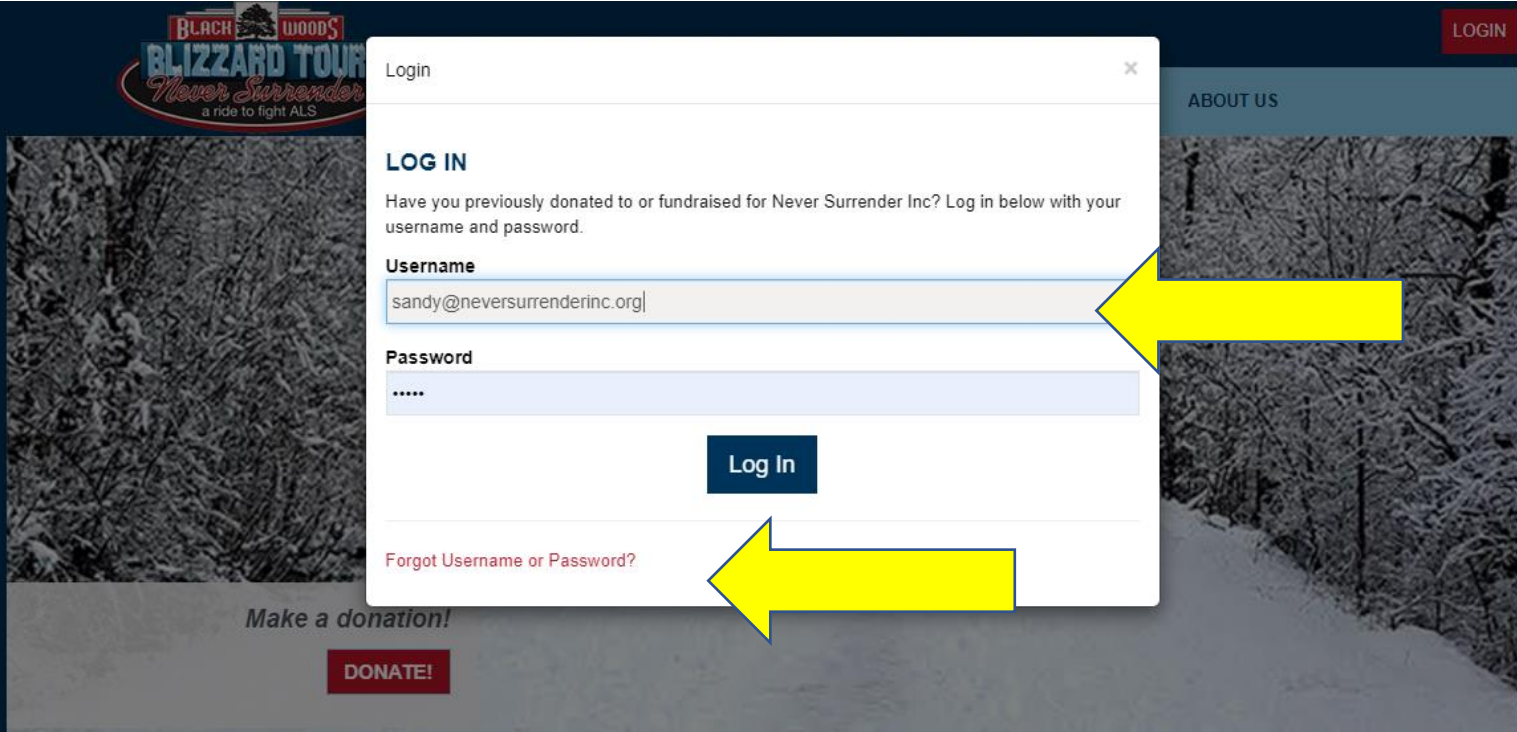
**EVENT INFO**

**FUNDRAISING**



# Log Into Participant Center

- In the top right corner, click on LOGIN



## Log Into Participant Center

- Enter in your user name and password. If you don't know your user name or password, you can click on [Forgot Username or Password](#) or contact Sandy ([sandy@neversurrenderinc.org](mailto:sandy@neversurrenderinc.org))

Welcome Sandy!

LOG OUT

PARTICIPANT CENTER

ME

FORMS

RAFFLES

RIDER EVENTS

SPONSORSHIPS

ABOUT US



## Log Into Participant Center

- Choose Participant Center to gain access to all the tools.



Welcome Sandy!

LOG OUT

PARTICIPANT CENTER

HOME

FORMS

RAFFLES

RIDER EVENTS

SPONSORSHIPS

ABOUT US

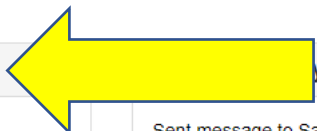
Home

Email

Profile

### What to do next?

- Set up your Personal Page  
Customize your Personal Page with a story about why you are raising funds for this cause.
- Add Contacts to Your Address Book  
Add contacts to email from your personal Address Book on our site.
- Send an Email  
Your last email was sent 8 days ago. Email more friends and family about your fundraising efforts.
- Thank your Donors



Sent message to Sandy Judge

Sep 05

Sent message to Sandy Judge

Sep 05

You joined Black Woods Blizzard Tour

Jul 11

You donated \$5.00

Jul 11

### Contacts

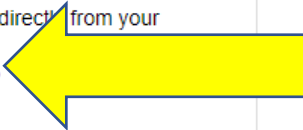
All Contacts

## Setting Up

- Follow the steps on the left.
- First, set up your personal page. Add your story to the content, change the photo to a personal one, the ideas are endless.

In the bottom right of the page, you simply click on the red link to access your personal page.

I more friends and family	
	<b>Contacts</b> <span>All Contacts</span>
ays ago. Consider updating it	All Contacts <span>7</span>
ou set a higher goal?	Never Emailed <span>6</span>
ailed. Consider contacting	Needs follow-up <span>0</span>
	Unthanked Donors <span>0</span>
	Donors <span>1</span>
	Non-Donors <span>6</span>
	<b>Personal Page</b> <span>URL Settings</span>
	You can change your personal page photo or edit your text directly from your personal page. <a href="https://www.neversurrenderinc.org/site/TR/Events/General?px=1001763&amp;pg=personal&amp;fr_id=1040">https://www.neversurrenderinc.org/site/TR/Events/General?px=1001763&amp;pg=personal&amp;fr_id=1040</a>



Editing your personal page is in a new window.  
Add your name to the title by Editing Headline.  
Edit the photo by Edit Photo/Video.  
Make the content YOURS by Edit Story.  
To go back to the Participant Center, go to the previous tab on your computer.

The screenshot shows a personal fundraising page for Sandy Judge. At the top left, there is a blue button with a pencil icon and the text "Edit Headline". A large yellow arrow points from the right towards this button. Below the button is the text "Welcome to the Personal Page of Sandy Judge". Underneath this, there are three main sections. On the left is a photo of an elderly woman with glasses and a floral lei. A yellow arrow points from the left towards the photo. Above the photo is a blue button with a camera icon and the text "Edit Photo/Video". In the middle is a text area starting with "Please Support Me...". A yellow arrow points from the right towards the "Edit Story" button above this text. On the right side of the page, there is a dark blue button with the text "DON" (partially visible). Below that is a section titled "Achievements" which includes a red circular icon with the text "SELF DONOR" and the text "I Made a Donation. I supported donation.". At the bottom right, there is a section titled "PERSONAL PRO" with a progress indicator showing "0% of Goal" and "\$3,000" (partially visible).



Welcome Sandy!

LOG OUT

PARTICIPANT CENTER

HOME

FORMS

RAFFLES

RIDER EVENTS

SPONSORSHIPS

ABOUT US

Home

Email

Profile

### What to do next?

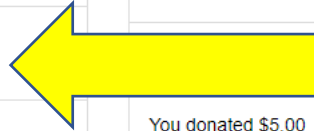
- Set up your Personal Page
- Customize your Personal Page with a story about why you are raising funds for this cause.
- Add Contacts to Your Address Book  
Add contacts to email from your personal Address Book on our site.
- Send an Email  
 Your last email was sent 8 days ago. Email more friends and family about your fundraising efforts.
- Thank your Donors

### Recent Activity

- Sent message to Sandy Judge Sep 05
- Sent message to Sandy Judge Sep 05
- woods Blizzard Tour Jul 11
- You donated \$5.00 Jul 11

### Contacts

All Contacts



# Add Contacts

- Add contacts to your address book. This should be fairly easy, so follow the prompts based on your email host (Gmail, Hotmail, AOL, Outlook, etc.)



Jul 11

✔ **Send an Email**  
Your last email was sent 8 days ago. Email more friends and family about your fundraising efforts.

4 **Thank your Donors**  
Thank your donors!

5 **Set up your Personal Page**  
Your last Personal Page update was 21 days ago. Consider updating it now with new information.

6 **Set a Goal**  
You have reached 0% of your goal. Can you set a higher goal?

**Reach Out**  
7 You have 6 contacts that you have not emailed. Consider contacting them about your fundraising effort.

**Contacts** All Contacts

All Contacts	<span style="background-color: #333; color: white; padding: 2px 5px; border-radius: 3px;">7</span>
Never Emailed	<span style="background-color: #333; color: white; padding: 2px 5px; border-radius: 3px;">6</span>
Needs follow-up	<span style="background-color: #333; color: white; padding: 2px 5px; border-radius: 3px;">0</span>
Unthanked Donors	<span style="background-color: #333; color: white; padding: 2px 5px; border-radius: 3px;">0</span>
Donors	<span style="background-color: #333; color: white; padding: 2px 5px; border-radius: 3px;">1</span>
Non-Donors	<span style="background-color: #333; color: white; padding: 2px 5px; border-radius: 3px;">6</span>



# Sending Emails

- Next, send an email to those contacts asking for support!
- You can write your own message or use one of the templates provided. Be sure to update your name, goal, etc. (most items needing updating are in red)

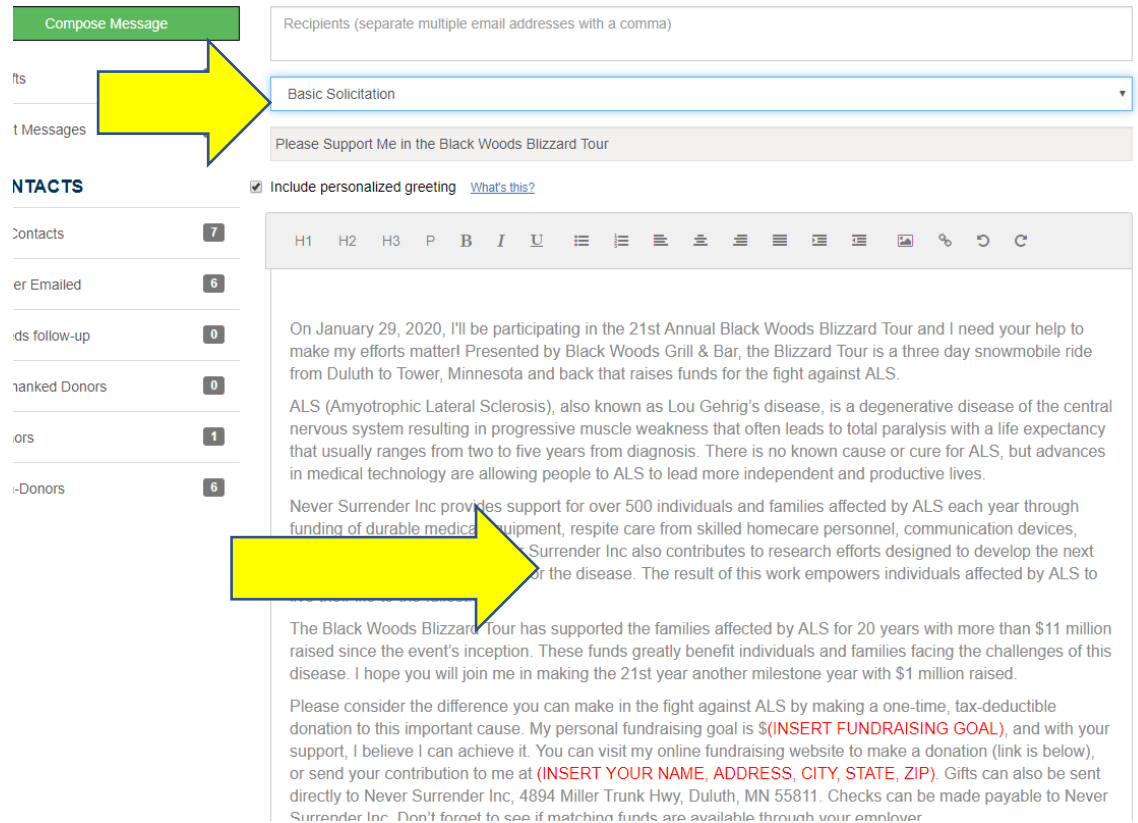
The screenshot shows a web interface for sending emails. At the top left, there are navigation links: 'Home', 'Email' (highlighted in a blue button), and 'Profile'. Below these is a green 'Compose Message' button. To the left is a sidebar with message categories: 'Drafts' (0), 'Sent Messages' (2), and a 'CONTACTS' section with 'All Contacts' (7), 'Never Emailed' (6), 'Needs follow-up' (0), 'Unthanked Donors' (0), and 'Donors' (1). The main area contains a 'Recipients' field with the instruction '(separate multiple email addresses with a comma)', a dropdown menu for 'Choose a sample message' (highlighted with a yellow arrow), a 'Subject' field, a checkbox for 'Include personalized greeting' with a link 'What's this?', and a rich text editor toolbar with options for heading (H1-H3), paragraph (P), bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, link, unlink, redo, and undo.

# Sending Emails

- When you are ready to send emails, click on the Email icon at the top left.
- Then choose one of the sample messages (center) or write your own message.

# Sending Emails

- Here, we choose a Basic Solicitation template.
- You can see that there are some items in red that need to be updated by you. Be sure to take this important step so that donors know your goal and where to mail a donation if they choose not to do a gift online.



The screenshot shows an email composition window. A yellow arrow points to the 'Compose Message' button. Another yellow arrow points to the 'Basic Solicitation' template selected in the dropdown menu. A third yellow arrow points to the red text in the email body, specifically the fundraising goal and contact information.

Compose Message

Recipients (separate multiple email addresses with a comma)

Basic Solicitation

Please Support Me in the Black Woods Blizzard Tour

Include personalized greeting [What's this?](#)

H1 H2 H3 P B I U

On January 29, 2020, I'll be participating in the 21st Annual Black Woods Blizzard Tour and I need your help to make my efforts matter! Presented by Black Woods Grill & Bar, the Blizzard Tour is a three day snowmobile ride from Duluth to Tower, Minnesota and back that raises funds for the fight against ALS.

ALS (Amyotrophic Lateral Sclerosis), also known as Lou Gehrig's disease, is a degenerative disease of the central nervous system resulting in progressive muscle weakness that often leads to total paralysis with a life expectancy that usually ranges from two to five years from diagnosis. There is no known cause or cure for ALS, but advances in medical technology are allowing people to ALS to lead more independent and productive lives.

Never Surrender Inc provides support for over 500 individuals and families affected by ALS each year through funding of durable medical equipment, respite care from skilled homecare personnel, communication devices, and more. Never Surrender Inc also contributes to research efforts designed to develop the next generation of treatments for the disease. The result of this work empowers individuals affected by ALS to live better lives.

The Black Woods Blizzard Tour has supported the families affected by ALS for 20 years with more than \$11 million raised since the event's inception. These funds greatly benefit individuals and families facing the challenges of this disease. I hope you will join me in making the 21st year another milestone year with \$1 million raised.

Please consider the difference you can make in the fight against ALS by making a one-time, tax-deductible donation to this important cause. My personal fundraising goal is \$(INSERT FUNDRAISING GOAL), and with your support, I believe I can achieve it. You can visit my online fundraising website to make a donation (link is below), or send your contribution to me at (INSERT YOUR NAME, ADDRESS, CITY, STATE, ZIP). Gifts can also be sent directly to Never Surrender Inc, 4894 Miller Trunk Hwy, Duluth, MN 55811. Checks can be made payable to Never Surrender Inc. Don't forget to see if matching funds are available through your employer.

# Sending Emails

- Add your recipients, update the items in red and you are ready to send!

Tim Nelson, Sue Johnson, Tom Smith, Carol Thompson

Basic Solicitation

Please Support Me in the Black Woods Blizzard Tour

Include personalized greeting [What's this?](#)

H1 H2 H3 P **B** *I* U [List Icons]

On January 29, 2020, I'll be participating in the 21st Annual Black Woods Blizzard Tour and I need your help to make my efforts matter! Presented by Black Woods Grill & Bar, the Blizzard Tour is a three day snowmobile ride from Duluth to Tower, Minnesota and back that raises funds for the fight against ALS.

ALS ([Amyotrophic Lateral Sclerosis](#)), also known as Lou Gehrig's disease, is a degenerative disease of the central nervous system resulting in progressive muscle weakness that often leads to total paralysis with a life expectancy that usually ranges from two to five years from diagnosis. There is no known cause or cure for ALS, but advances in medical technology are allowing people to ALS to lead more independent and productive lives.

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The Black Woods Blizzard Tour has supported the fight against ALS for 20 years with more than \$11 million raised since its inception. These funds greatly assist individuals and families facing the challenges of this disease. I hope you can help me in making the 21st year a milestone year with \$1 million raised.

Please consider the difference you can make in the fight against ALS by making a one-time, tax-deductible donation to this important cause. My personal fundraising goal is **\$5,000**, and with your support, I believe I can achieve it. You can visit my online fundraising website to make a donation (link is below), or send your contribution to me at **Sandy Judge, 4894 Miller Trunk Hwy, Duluth, MN 55811**. Gifts can also be sent directly to Never Surrender Inc, 4894 Miller Trunk Hwy, Duluth, MN 55811. Checks can be made payable to Never Surrender Inc. Don't forget to see if matching funds are available through your employer.

Your generosity has the ability to positively impact hundreds families throughout Minnesota, North Dakota, South

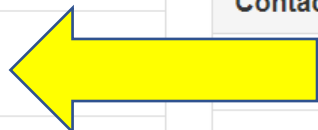
Send an Email  
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4 Thank your Donors  
 Thank your donors!

5 Set up your Personal Page  
 Your last Personal Page update was 21 days ago. Consider updating it now with new information.

6 Set a Goal  
 You have reached 0% of your goal. Can you set a higher goal?

7 Reach Out  
 You have 6 contacts that you have not emailed. Consider contacting them about your fundraising effort.



You donated \$5.00 Jul 11

**Contacts** All Contacts

Contacts	7
Never Emailed	6
Needs follow-up	0
Unthanked Donors	0
Donors	1
Non-Donors	6

# Thank Donors

- As you receive donations, be sure to send them a thank you.
- Log into your Participant Center and send them a note you write or use the template provided.

Send an Email  
✔ Your last email was sent 8 days ago. Email more friends and family about your fundraising efforts.

④ Thank your Donors  
Thank your donors!

Set up your Personal Page  
⑤ Your last Personal Page update was 21 days ago. Consider updating it now with new information.

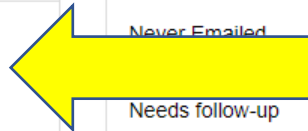
⑥ Set a Goal  
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You donated \$5.00 Jul 11

**Contacts** All Contacts

All Contacts	7
Never Emailed	6
Needs follow-up	0
Unthanked Donors	0
Donors	1
Non-Donors	6



## Update Your Page

- This step will keep you on toes. When its time to update your Personal Page, you'll know by seeing this reminder!

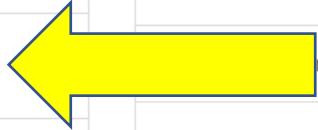
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**Contacts** All Contacts

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Needs follow-up	0
rs	0
Donors	1
Non-Donors	6

# Update Your Goal


- If you get close to your goal, don't hesitate to set a new goal.


**Your Fundraising Progress** [Edit Goal](#)

\$5.00 \$3,000.00

**Badges**

Badges are fun things you can earn.



**P** 

You can change your personal page photo or edit personal page.  
[https://www.neversurrenderinc.org/site/TR/Events/px=1001763&pg=personal&fr\\_id=1040](https://www.neversurrenderinc.org/site/TR/Events/px=1001763&pg=personal&fr_id=1040)

**Personal Donations**

Sandy Judge Ji

## Update Your Goal

- Update your goal on the bottom left of the Participant Center.
- Many times if you've met your goal, people may not think you want or need any additional funding. Its okay to increase your goal!





# Have Fun!

*Make a donation!*

**DONATE!**

- Best wishes on a successful email campaign. Contact Sandy if you have any questions!
- [sandy@neversurrenderinc.org](mailto:sandy@neversurrenderinc.org) or 218-302-1331



**WAITLIST**

**DONATE**

**EVENT INFO**

**FUNDRAISING**