

What is my Personal Page? How do I set it up?

Your Personal Page is your very own webpage dedicated to your fundraising efforts for the Wag 'n Trail. Setting up your Personal Page is easy, and we've already gotten you started – all you have to do is make it your own!

From the Participant Center, click on the **PERSONAL PAGE** tab at the top of your screen.

Here, you can customize your Personal Page that we've already set up for you. You can:

1. Edit the title of your page.
2. Personalize the content – we automatically provide information we think you might want to include, and you can change it as much or as little as you'd like.

Overview

Your Fundraising Progress

\$25.00 I HAVE RAISED	\$500.00 MY GOAL change	5% PERCENT	81 DAYS LEFT
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What to do next? You have sent no emails to your family or your Address Book and email them about it.

Welcome, Katie and , to your Participant Center!

Thank you for signing up for the Dumb Friends League Wag 'n Trail!

What should you do next?

Update your personal fundraising page.
Click on the "Personal Page" tab above and follow the directions. You can change the layout of your personal appeal, upload a photo or use the one we've provided. If you have any questions, sherren@dfli.org or 720-241-7145.

PERSONAL PAGE

DUMB FRIENDS LEAGUE WAG 'N TRAIL

HOME INFO PARTICIPANT CENTER SPONSORS VENDORS TELL-A-FRIEND VOLUNTEER DONATE

Personal Progress:

5% of Goal	\$25 Raised
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Fundraising Honor Roll

Kathe...	\$25
Shipley	

Please support me in my goal to raise money for animals in need of a home and tender loving care. I am participating in the Wag 'n Trail in an effort to help the homeless pets of the Dumb Friends League Buddy Center shelter in Castle Rock.

The Buddy Center needs our support to care for the more than 4,000 animals that come through its doors every year. Animals are brought to the shelter every day.

(see more information below)

3. Share your personal page with family and friends – just highlight the URL, copy and paste it in emails, on Facebook, Twitter and other social networking sites, etc. (You can also create a custom URL by clicking on “URL Settings.”)

SEPTEMBER 20 • 8 A.M. to NOON

HOME EMAIL PROGRESS PERSONAL PAGE RETURN TO EVENT Help

Edit Your Personal Fundraising Page [View Personal Page](#)

Personal Page URL: <http://support.ddfl.org/goto/ktshipley>
This page is Public

1. Edit the title of your page.

2. Personalize the content—explain why this cause is important to you!

3. Copy & paste this link to share with family & friends.

Title
Hike to help homeless pets!

Body
Please support me in my goal to raise money for animals in need of a home and tender loving care. I am participating in the Wag 'n Trail in an effort to help the homeless pets at the Dumb Friends League Buddy Center shelter in Castle Rock.
The Buddy Center needs our support to care for the more than 4,000

Content
Photos/Video
Components

Share [f](#) [t](#) [in](#)

Once you've finished adding your own personal touches to your page, don't forget to **SAVE** it. You can also preview your page at any time by clicking either on the “Preview” link at the bottom of the screen or on the “View” link next to your personal URL.



Sharing your Personal Page through email

You can compose and send emails directly from the Participant Center to help spread the word to your family and friends and encourage them to support your fundraising efforts. From any page in the Participant Center, just click on the **EMAIL** tab at the top to access your email resources.

Composing your email

Click on the "Compose" menu option on the right side of the screen to open the email center. We've made it easy for you by providing pre-written email templates. Click on "Use a Template" to view the suggested messages we've already created, or you can write one from scratch.

If you create an email from scratch and want to save it as a template for future use, click on "**Save as template**" and it will appear in your saved messages templates. The next time you want to send an email, it'll be there for you!



HOME EMAIL PROGRESS PERSONAL PAGE [Help](#)

Compose Message

✓ Your template was successfully saved.

[Send](#) [Save as draft](#) [Preview](#) [Save as template](#)

To:

Enter your friends name, email address, or [choose from your contacts list](#)

Subject:

▼ [Hide templates](#)

<input type="radio"/> Thank You (1)	Thank you for your donation	
<input type="radio"/> Recruiting (1)		
<input type="radio"/> Solicitation (3)		
<input type="radio"/> Other (2)		
<input checked="" type="radio"/> Your Saved Templates (1)		

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

Font family Font size

B *I* U

You're amazing!

Thank you so much for donating to my Furry Scurry Web page. Because of you, I'm one step closer to reaching my fundraising goal.

Compose
Drafts
Sent
Contacts

Share



Adding contacts to receive your email

To add people that you want to receive your message, first you can either select the "Contacts" option on the right side or click on the "[Choose from your contacts list](#)" under the "To" field (both links will take you to the same place).

A screenshot of the "Compose Message" interface. The top navigation bar includes "HOME", "EMAIL", "PROGRESS", "PERSONAL PAGE", and a "Help" link. The main area is titled "Compose Message" and contains a "Send" button, links for "Save as draft", "Preview", and "Save as template". Below these are "To:" and "Subject:" fields. The "To:" field has a placeholder text: "Enter your friend's name, email address, or [choose from your contacts list](#)". An arrow points from this link to the "Contacts" option in the right-hand sidebar. The sidebar also includes "Compose", "Drafts", "Sent", and "Share" options. At the bottom of the main area, there is a "Use a template" link with the text "Use a suggested message to email your friends." and a checkbox for "Include personalized greeting (What's this?)". A rich text editor toolbar is visible below the checkbox, and a large text area for the message body is at the bottom. A status bar at the very bottom indicates "Current layout: (done selecting)".



Then, on the right side of the screen, you will see three options for adding contacts to your email list: **Add single contact**, **Upload Contacts** or **Import Contacts**.

Import Contacts

Select an Import Source

Importing contacts from other email services into your Participant Center Address Book makes it easy to solicit donations, monitor who responded, and follow up with personal thank you notes. Let's begin by identifying where you keep your address book. [Tell me more.](#)

You can import contacts directly from an email service below:

- ☒ **Gmail**
- ☐ **YAHOO!**

OR you can upload a .csv file exported from another email client:

File-based import for... [Tell me more.](#)

☐

(Hotmail, Apple, Outlook, AOL)

[Cancel](#) or [Next](#)

Share

1. Select Source
2. Retrieve Contacts
3. Select Contacts
4. View Results

Compose
Drafts
Sent
Contacts

[+ Import contacts](#)

[+ Add single contact](#)

Share

Add Contact

* First

* Last

* Email

[Add](#) or [Cancel](#)



Once you've added your contact(s), they will appear in a list in the center of your screen. Click the ones you want to send the email to—or click "Select all"—and then you're ready to send (you'll first need to select "Compose Message", then you'll see your contacts added to the "To" field).

The screenshot displays the 'Contacts' management interface. At the top, there are navigation tabs: HOME, EMAIL, PROGRESS, and PERSONAL PAGE. The 'Contacts' section includes a toolbar with 'Compose Message', 'Add to Group', 'Delete', and 'Email All'. A search bar is present for finding contacts by name or email. Below this, there are tabs for 'Individuals' and 'Groups', and a 'Contacts Selected' count of 5.

	Name	Groups	Email		Page Visits	Donations
			Sent	Opened		
<input checked="" type="checkbox"/>	David Smith dsmith@msn.com		0	0	0	\$0.00
<input checked="" type="checkbox"/>	Jane Smith jane.smith@hotmail.com		0	0	0	\$0.00
<input checked="" type="checkbox"/>	Joe Smith jsmith@gmail.com		0	0	0	\$0.00
<input checked="" type="checkbox"/>	John Smith john.smith@yahoo.com					
<input checked="" type="checkbox"/>	Mary Smith msmith@gmail.com					

Below the table is a link that says '(Select all or none)'. An arrow points to this link. To the right of the contacts list, there are buttons for 'Compose', 'Drafts', 'Sent', and 'Contacts', along with 'Import contacts' and 'Add single contact'.

The 'Compose Message' window is overlaid on the bottom right. It has the same navigation tabs. The 'To' field is populated with the selected contacts: David Smith <dsmith@msn.com>, Jane Smith <jane.smith@hotmail.com>, Joe Smith <jsmith@gmail.com>, John Smith <john.smith@yahoo.com>, and Mary Smith <msmith@gmail.com>. The 'Subject' field is empty. There are buttons for 'Send', 'Save as draft', 'Preview', and 'Save as template'. Below the subject field, there is a section for 'Use a template' and a checkbox for 'Include personalized greeting'. At the bottom, there is a rich text editor with various formatting options like bold, italic, underline, font family, font size, and background color.

Sharing your Personal Page on Facebook, Twitter and LinkedIn

A great way to boost your fundraising efforts is to ask for support via social networking sites like Facebook, Twitter and LinkedIn. It's easy to do—just click on either icon on the right side of your screen. Enter the text you want to display and click “Share” (you'll be asked to enter login information for your social media account). Your tweet or status update will then appear, along with a link to your Wag 'n Trail Personal Page.

The screenshot shows the 'Edit Your Personal Fundraising Page' interface. At the top is a banner for the 'DUMB FRIENDS LEAGUE WAG 'N TRAIL' event, dated 'SEPTEMBER 20 • 8 A.M. to NOON'. Below the banner are navigation tabs: HOME, EMAIL, PROGRESS, PERSONAL PAGE (selected), and RETURN TO EVENT. The main editing area includes a 'Personal Page URL' field, a 'Title' field with the text 'Hike to help homeless pets!', and a 'Body' text area with a rich text editor. A 'Share' button with social media icons (Facebook, Twitter, LinkedIn) is circled in red on the right sidebar. A blue overlay window titled 'Share on Facebook' is open, showing a text input field, the text 'Support me', a 'View my page.' link, and 'Share' and 'Cancel' buttons. At the bottom, there are 'Save' and 'Preview' buttons, with a note: 'The Preview will open in a new window, but will not save your changes.'