

How to add my contact's names and email addresses to my Participant Centre

1. **Login** into your Participant Centre.



2. Click on the **Parkinson SuperWalk location** link. This will take you to your Participant Centre.

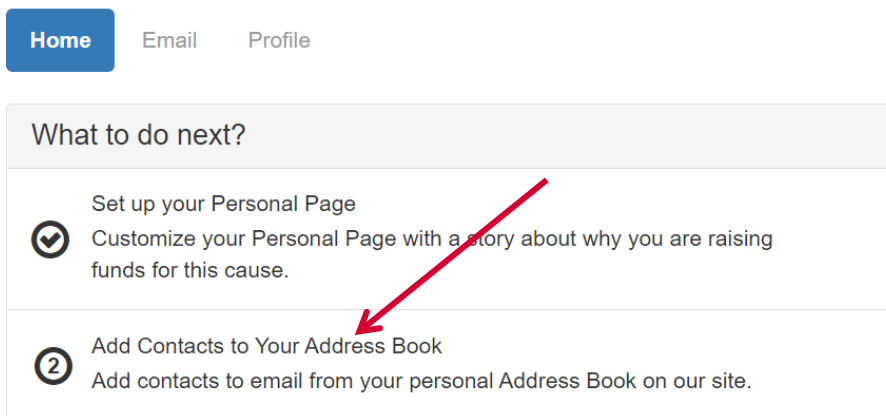
Access Your Participant Centre

You are currently registered for the following event(s):

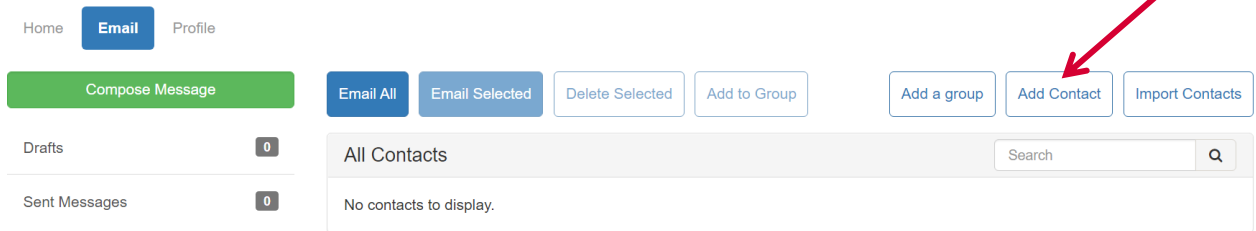
Parkinson SuperWalk Any date that
2021 - Virtual Walk works for you.

[Edit Profile](#) | [Change Password](#) | [Logout](#)

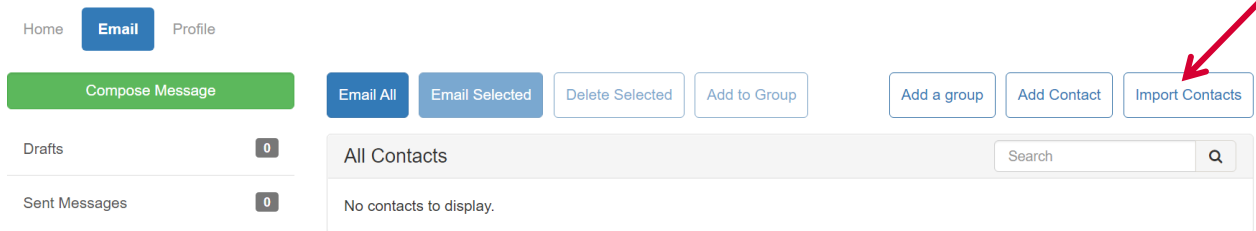
3. Click **Add Contacts to your Address Book** which can be found in the What to do Next section of your home page.



4. You may type in your contact names and email addresses one by one by clicking **Add Contact**. Or you may import your contacts from your personal email account. See steps below.



5. To import your contacts from your personal email account. Click on **Import Contacts**.



6. ***If you are importing your contacts from a Gmail or Yahoo account***, click the appropriate button. Then click **Next**. Go to step 7.

If you are importing from Hotmail, Apple, Outlook, AOL or other email account, you will need to go to your personal email account first and export your contacts to a .csv file and save it on your computer. **Once this is done, go to step 8.**

(We have instructions on how to export contacts from Outlook 2010).

If your contacts are already saved on your computer as a .csv file, **go to step 8.**

Import Contacts

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.

- Import contacts from Gmail
- Import contacts from Yahoo! Mail
- Import my Address Book contacts from a generic .csv file

Cancel

Next

7. Follow the prompts. You may be asked for consent to retrieve your files. You may import all contacts or select the contacts you would like to add then click **Next**.

If you are importing only some contacts, click on the box beside the name of the contacts you would like to add.

Import Contacts

Your contacts were successfully retrieved. Import all or some of the retrieved contacts into your Participant Center Address Book.

Select **all** or **none**

<input type="checkbox"/>	<cara_gibson@gmail.com>
<input type="checkbox"/>	Chris Adams <Chris_Adams@gmail.com>
<input type="checkbox"/>	Jane Smith <Jane_Smith@gmail.com>
<input type="checkbox"/>	Diana Amon <diana_amon@outlook.com>
<input type="checkbox"/>	Jen Hudson <Jen_hudson@gmail.com>

8. If you are importing a file that is already saved as a .csv file on your computer, click **Import my Address Book contacts from a generic .csv file...** then click **Choose File**.

Import Contacts

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.

Import contacts from Gmail

Import contacts from Yahoo! Mail

Import my Address Book contacts from a generic .csv file

Import Contacts

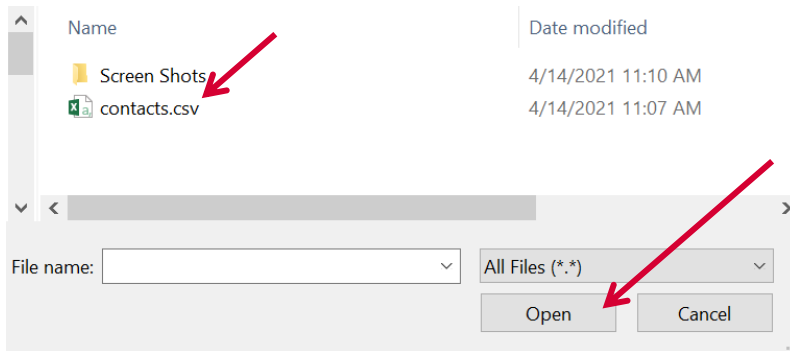
Choose a .csv file to upload. Valid columns are "First", "Last", and "Email".

Select upload file:

Choose File No file chosen

Cancel Next

9. Select the contact file that you have saved on your computer. Click **Open**.



10. You may import all or select the contacts you would like to add, then click **Next**.

If you are importing only some contacts, click on the box beside the name of the contacts you will be importing.

Import Contacts

Your contacts were successfully retrieved. Import all or some of the retrieved contacts into your Participant Center Address Book.

Select all or none

<input type="checkbox"/>	Allan Gibson <Allan_gibson@gmail.com>
<input type="checkbox"/>	Chris Adams <Chris_Adams@gmail.com>
<input type="checkbox"/>	Jane Smith <Jane_Smith@gmail.com>
<input type="checkbox"/>	Jen Hudson <Jen_hudson@gmail.com>
<input type="checkbox"/>	Sara Parker <Sara_Parker@gmail.com>

Cancel Next

11. When you are done, click **Log Out** at the top right of the page. For security, it is **very important to log out when you exit your Participant Page.**

Parkinson SuperWalk 2021

[Help](#) [Log Out](#)

Parkinson SuperWalk
returns this September!

