



I am a team captain. How do I email team members from my Participant Centre?

1. Login to your Participant Centre

The screenshot shows the Parkinson SuperWalk website. At the top left is the logo 'PARKINSON SUPERWALK' with a small icon of a person walking. To its right is the 'Parkinson Society British Columbia' logo. On the right side of the header are three buttons: 'LOGIN' with a user icon, 'FIND A WALK', and 'DONATE'. Below the header is a navigation bar with links: 'HOME', 'ABOUT', 'WALKER SUPPORT', 'RESOURCES & TOOLS', and 'COMMUNITY'. A blue horizontal bar highlights the 'HOME' link.

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 works for you.
[2021 - Virtual Walk](#)

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

3. There are 2 ways to message your team members. *Tip: Use both methods to encourage and motivate your team.*

- a. Send an email to all your team members from your Participant Centre. **Follow instructions starting from Step 4.**
- b. Send a message to your team members' Participant Centres who have registered online. This message will appear on each of your team members' Participant Centre Home page when they are logged in. **Follow instructions starting from Step 9.**

4. From your homepage click on the **Email** button located at the top left-hand side of your screen.

The screenshot shows the 'What to do next?' section of the Participant Centre. It includes three numbered steps:

1. Set up your Personal Page
Customize your Personal Page with a story about why you are raising funds for this cause.
2. Add Contacts to Your Address Book
Add contacts to email from your personal Address Book on our site.
3. Send an Email
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.

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5. Click on the **Teammates** button under contacts.

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

All Contacts	0
Never Emailed	0
Needs follow-up	0
Unthanked Donors	0
Donors	0
Non-Donors	0
Teammates	0
Non-Teammates	0

Current layout:



Parkinson SuperWalk
2021 (Autoresponder)

6. Select the team members that you would like to email and then click **Email Selected**.

[Email Group](#) **Email Selected** [Delete Selected](#) [Add to Group](#)

My Team

Chris Adams <Chris_Adams@gmail.com>

Sean Clark <Sean_Clark@gmail.com>

Allan Gibson <Allan_gibson@gmail.com>

Jen Hudson <Jen_hudson@gmail.com>

Sara Parker <Sara_Parker@gmail.com>

Jane Smith <Jane_Smith@gmail.com>

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- Type in a **subject line** and your **message** in the spaces provided. If you would like to include "Dear <first name>", click on the box beside **Include personalized greeting**.

You may click **Save as Template** to use this email again in the future. Once you have finished editing your message click **Preview & Send**.

The screenshot shows the Parkinson SuperWalk email editor. At the top, there's a header bar with the Parkinson SuperWalk logo. Below it is a recipient list: Sean Clark <Sean_Clark@gmail.com>, Chris Adams <Chris_Adams@gmail.com>, Sara Parker <Sara_Parker@gmail.com>, Allan Gibson <Allan_gibson@gmail.com>. A dropdown menu labeled 'Blank Message' is open. In the main area, the subject line 'Its Time to start Fundraising!' is entered, with a red arrow pointing to it. Below the subject line is a checkbox for 'Include personalized greeting' with a link 'What's this?' underneath, also with a red arrow pointing to it. The message body starts with 'Hi Team,' followed by 'Thank you for joining my SuperWalk Team and supporting the Parkinson's cause.' and instructions to start fundraising. The message ends with 'Good luck!'. At the bottom right are two buttons: 'Preview & Send' (with a red arrow pointing to it) and 'Save as template'.

- A preview of your message will appear. If you are happy with your message, click **Send**.

Preview

[Close](#) [Send](#)

Subject:

Its Time to Start Fundraising!

Message:

A message from Terry Day

Hi Team,

Thank you for joining my SuperWalk Team and supporting the Parkinson's cause.

Let's start fundraising now by sending out emails to our friends, family and co-workers to ask them for donations. We can use the solicitation templates provided or we can create our own.

Good luck!

A link to your Page will automatically be added to the bottom of your message.

Go to step 12 if you want to exit your Participant Centre.

- Start from your homepage. Scroll down to the bottom of your homepage where you will find your fundraising progress. Click the **My Team** button.

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Me My Team

My Team

Message To Your Team

Edit

Team Name

You have not sent a message for your team. Click "Edit" to leave a greeting on your teammates' Participant Centre dashboards.

Team Progress

Edit Goal

\$0.00

\$2,500.00

Team Page

URL Settings

Team Page URL:

[http://events.parkinson.bc.ca/site/TR/SuperWalk21/SuperWalk21?
team_id=1872&pg=team&fr_id=1360](http://events.parkinson.bc.ca/site/TR/SuperWalk21/SuperWalk21?team_id=1872&pg=team&fr_id=1360)

10. Find the box that says Message To Your Team and click **Edit**.

Me My Team

Message To Your Team

Edit

Team Name

You have not sent a message for your team. Click "Edit" to leave a greeting on your teammates' Participant Centre dashboards.

11. Write your message to your team. When you are happy with your message click **Save**.

Me My Team

Message To Your Team

Save

Hi Team. Its time to start fundraising!

12. 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

Parkinson SuperWalk
returns this September!

Help Log Out