

# PARTICIPANT CENTER

Quick Guide



### How to Log Into the Participant Center

A: Click on the "Log In" Button at the top of the event website. Enter the username and password you created when you registered for the event.

### Forgot Username or Password

If you forget your username or password, click the "Forgot Username or Password" link on the login page. Enter your email to receive reset instructions. Check your spam folder if you don't see the email. For help, contact your <u>local Parkinson's Foundation staff partner.</u>





# **Fundraising Basics**

#### **How to Ask For Donations**

Send personal emails, texts or social media posts with your fundraising page link or QR code (found in the Home tab). Sample messages are available under the "Send Messages" tab.

# Starting a Facebook Fundraiser

Click "Fundraise on Facebook" in your Participant Center and follow prompts to link your Facebook account.

# **Tracking Donations**

You'll get an email notification for each donation. See your updated donor list in the Recent Activity box on the Home tab.



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# **Personal and Team Page Management**

### **Editing Your Personal Page**

Select the "My Page" tab in your Participant Center to update your personal fundraising page. Here, you can write or revise your Parkinson's story to share why Moving Day matters to you, upload a photo, update your fundraising goal and more. Be sure to save your changes before exiting so your updates appear on your page.

### **Managing Your Team Page**

If you're a team captain, use the "My Team Page" tab to update your team story and photo, set or adjust your fundraising goal and invite members by email or with your team page link and QR code. You can track individual and team fundraising progress and send messages to your whole team or specific members. These tools help you lead your team and make your Moving Day experience successful.





# Resources & Support

# **Finding Tools & Guides**

Visit the "Resources/FAQ" tab for app tip sheets, team captain guides, fundraising rewards information, social media tools and additional FAQs.

# **Need Help?**

Contact your local <u>Parkinson's Foundation staff partner</u>.