

# PARTICIPANT CENTER USERGUIDE

## LEARN TO:



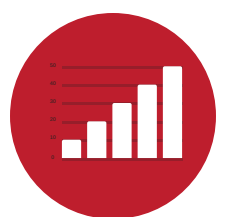
personalize your very own webpage



email potential donors & thank them when they donate



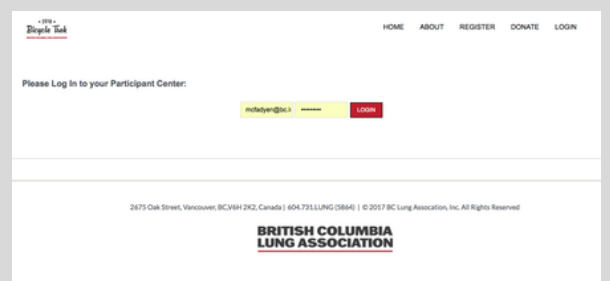
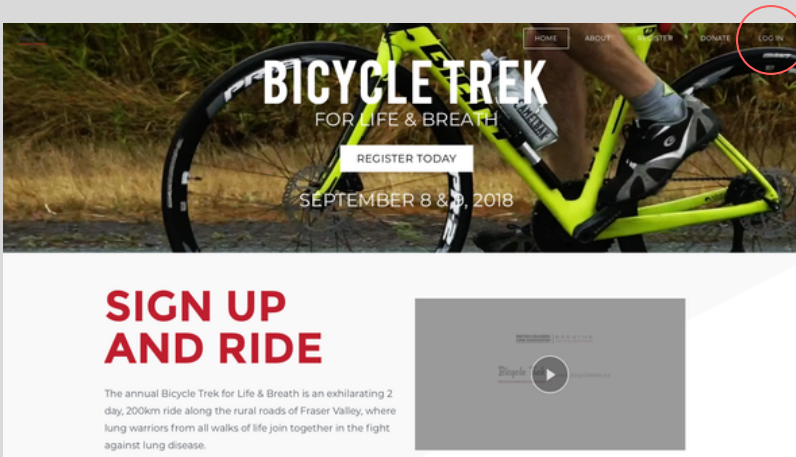
enter donations collected in person



track your fundraising progress

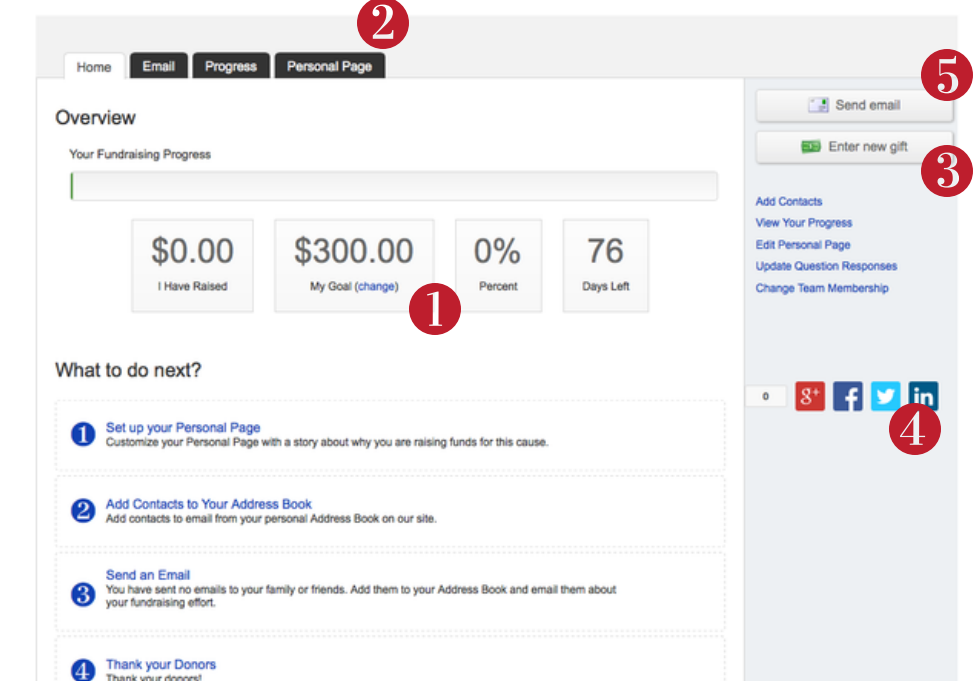
## LOGGING IN

Log in at [www.bicycletrek.ca](http://www.bicycletrek.ca) using the username and password you chose when registering. If you forgot your username or password please email [trek@bc.lung.ca](mailto:trek@bc.lung.ca).



## HOME PAGE

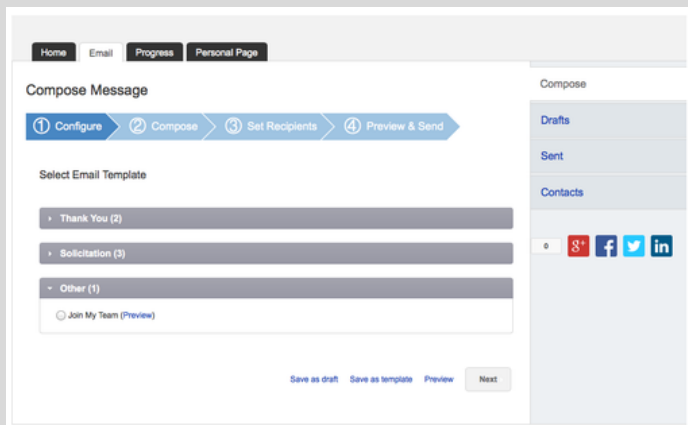
- 1 Update your goal
- 2 Edit your webpage. Use this link to send from another email provider
- 3 Enter a gift collected in person
- 4 Post your page to social media
- 5 Send emails to donors



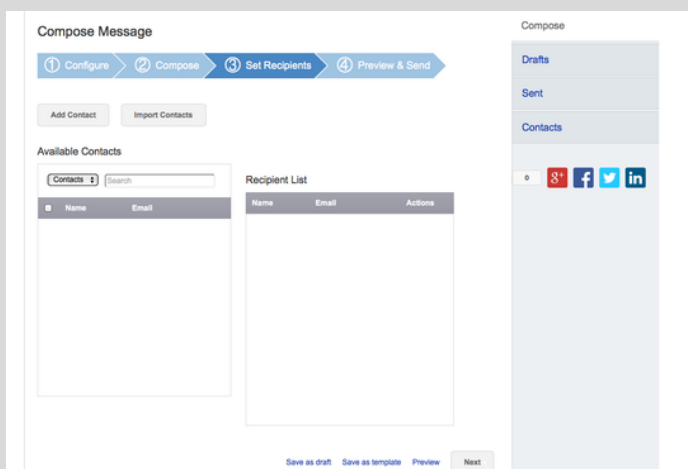
Start with personalizing your webpage by adding a photo and text of why you are riding. Get others inspired! Once you are done, you can post your page to your social media accounts and start emailing donors.

## EMAIL POTENTIAL DONORS

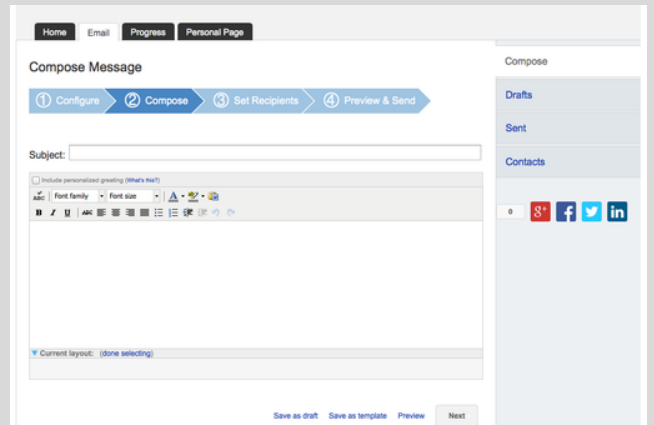
Choose a template or to start from scratch, click NEXT



Add your contacts or import from another email provider



Write your message. Your link will appear at the bottom once it's sent.



Preview your email and send!

