

# **MOVE**



**Your Way**

## **A Guide to Using the Move Your Way Online Platform**



# Registering

## Step 1 - Home Page

Select your registration type:

- [Register as an Individual Fundraiser](#) - create a personal fundraising page so you can ask family and friends for support through donations only (example: a birthday or other special occasion campaign, running a marathon, etc.)
- [Create a Team Fundraiser](#) - create a peer-to-peer fundraising event so you can to ask family and friends to participate in your event and/or help fundraise.
- [Join a Team Fundraiser](#) - search for and join an existing fundraising event and help fundraise.

**Get started! Select one of the following registration options:**

[Register as an Individual Fundraiser](#) 

*Create a personal fundraising page so you can ask family and friends for support through donations.*

[Create a Team Fundraiser](#) 

*Create a fundraising event so you can ask family and friends to participate in your event and help fundraise.*

[Join a Team Fundraiser](#) 

*Search for and join an existing fundraising event and help fundraise.*

If you are registering as “Create a Team Fundraiser” see Step 2: A.

If you are registering as “Join a Team Fundraiser” see Step 2: B

If you are registering as an “Individual Fundraiser”, proceed to Step 3

## Step 2: A - Create a Team Fundraiser

To create a new [peer-to-peer fundraiser](#), enter your desired team name (this is your event name), the fundraising goal, and select your event type (Corporate, Friends & Family, or Youth), and click Next Step.

Proceed to Step 3.

## Step 2: B - Join a Team Fundraiser

This option allows you to join an existing peer-to-peer event team. Search for the existing event using their Team Name. Click Search for a Team Fundraiser. Find the team you want to join in the search results list, and click Join.

Proceed to Step 3.

## Step 3: Participation Options

Select Individual Registration if you are joining an existing event or registering as an individual fundraiser.

Enter your personal fundraising goal.

You have the option to make a self-donation in the Additional Gift box.

Click Next Step.

### Participation Options

Select one of the participation types below.

\* Indicates Required

Select a Participation Type\*

**Individual Registration**

Individual Registration

Your Fundraising Goal:

\$250.00

Suggested Goal: \$250.00

Would you like to make an additional gift?

Additional Gift:

Yes, make this an anonymous gift.
   
 Yes, you can display the amount of my donation publicly.

Next Step

## Step 4: Sign in or Create a New Account

**Option 1:** If you have previously registered for an Arthritis Society Canada peer-to-peer fundraising event in 2017 to 2021 (example: The Walk for Arthritis) you can log in as a Returning User and use your existing login credentials. (Note: Your account can only register for one "Move Your Way" event at a time. If you would like to start/join multiple "Move Your Way" events, register a new account)

Proceed to the section in this guide about your Participant Centre (page 4) for steps to using your fundraising Participant Centre.

Option 2. If you do not have an existing account, select "Join as a New Participant". Proceed to Step 5.

**Returning Participant or User Login**

Indicates Required

**New User**

Join as a New Participant

**Option 2**

**Returning User** **Option 1**

User Name:\*

Password:\*

Log In  Email me my login information

**Social Login**

Log in using one of your preferred sites

Facebook twitter

## Step 5: Registration

Complete your personal registration details.

Complete your Participant Centre Access Information. This is the username and password you will use to sign in. This account is unique to you and your fundraising/event.

Click Next Step

## Step 6: Waiver

Review the Waiver. Click the checkbox "I agree with the terms and conditions above."

Click Next Step

## Step 7: Registration Summary

Review the registration details you have entered to ensure accuracy.

Click Complete Registration.

# Participant Centre

## Overview

Your Participant Centre is where you can update your online personal fundraising page, send messages to your friends and family for support, and view your fundraising progress. If you are a Team Captain and the host of an event, you can also send messages to your team (/event attendees) from the Participant Centre.

Your Home tab will provide a snapshot of your fundraising to date.

This can also be found in your Progress tab. This tab will also show your donation history for details on all donations your page/event has received to date.

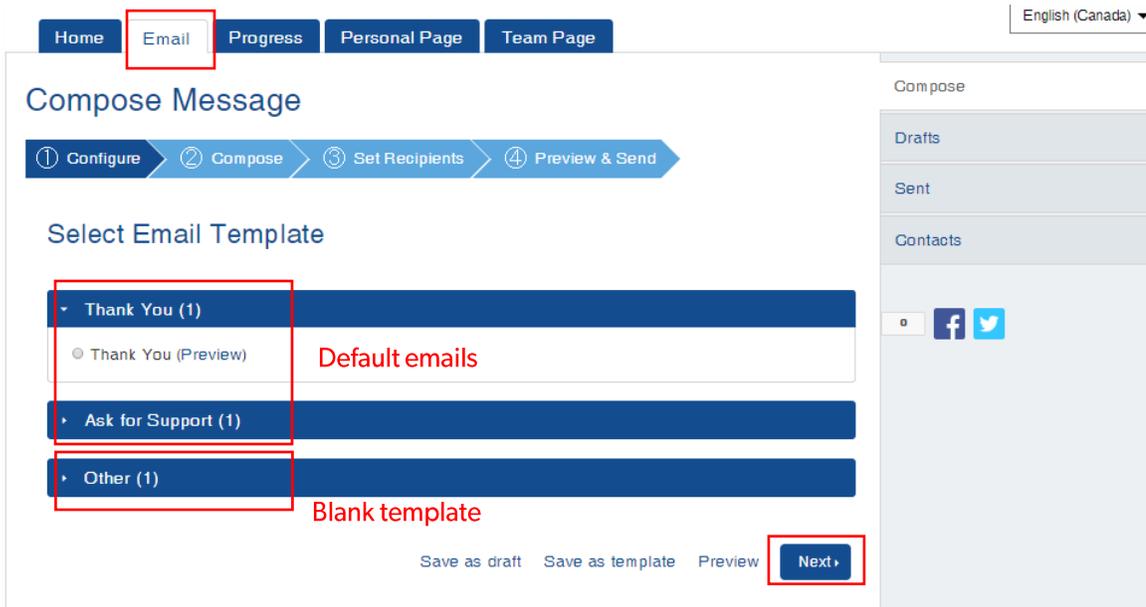
The screenshot displays the 'Participant Centre' interface. At the top, there is a navigation bar with buttons for 'My Dashboard', 'My Profile', 'Change Password', 'Help', and 'Logout'. Below this, a secondary navigation bar contains tabs for 'Home', 'Email', 'Progress', 'Personal Page', and 'Team Page'. The 'Progress' tab is currently selected. The main content area is titled 'Overview' and features a section for 'Your Fundraising Progress' with a progress bar. Below the progress bar, four data points are displayed in boxes: '\$100.00 I Have Raised', '\$500.00 My Goal (change)', '20% Percent', and '0 Days Left'. To the right of the main content, there are two buttons: 'Send Email' and 'Enter New Gift', followed by a list of links: 'Add Contacts', 'View Your Progress', 'Edit Personal Page', 'Email Team', 'View Team Roster', and 'Manage This Event'. A language dropdown menu is also visible in the top right corner, set to 'English (Canada)'.

## Sending Emails

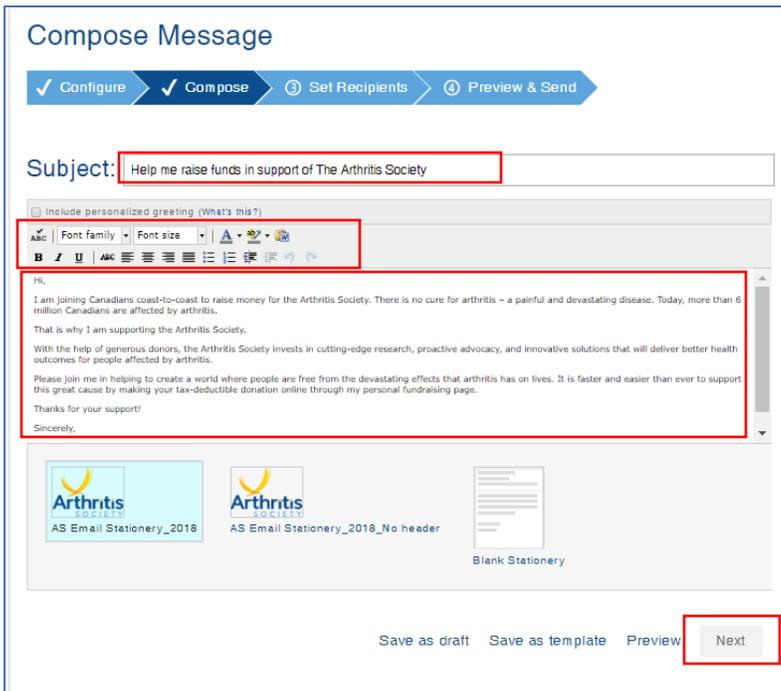
The Emails tab allows you to send messages to your friends and family, as well as the other participants in your event (your team).

There are two default email templates already written - Ask for Support and Thank You, or you can select "Other" to write your own message into a blank template.

Select the type of email you would like to send, and click Next.



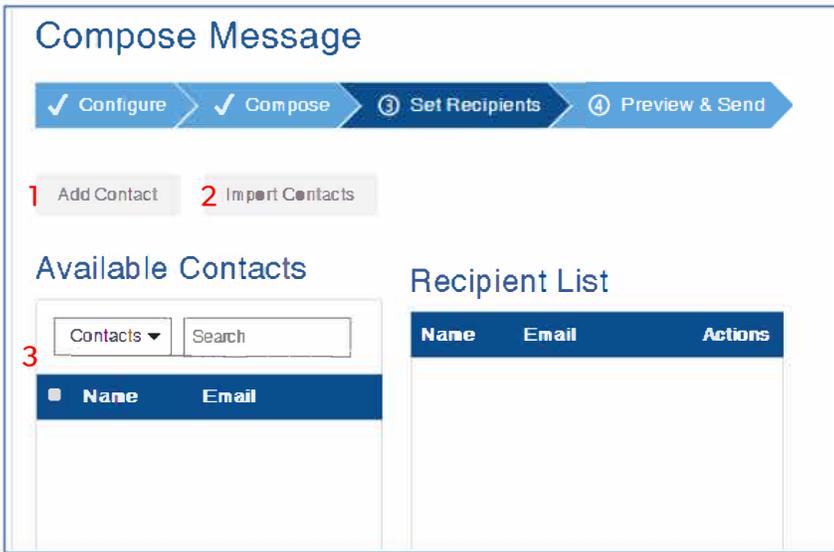
Edit/write the email subject, design your email format, edit/write your email body, and click Next.



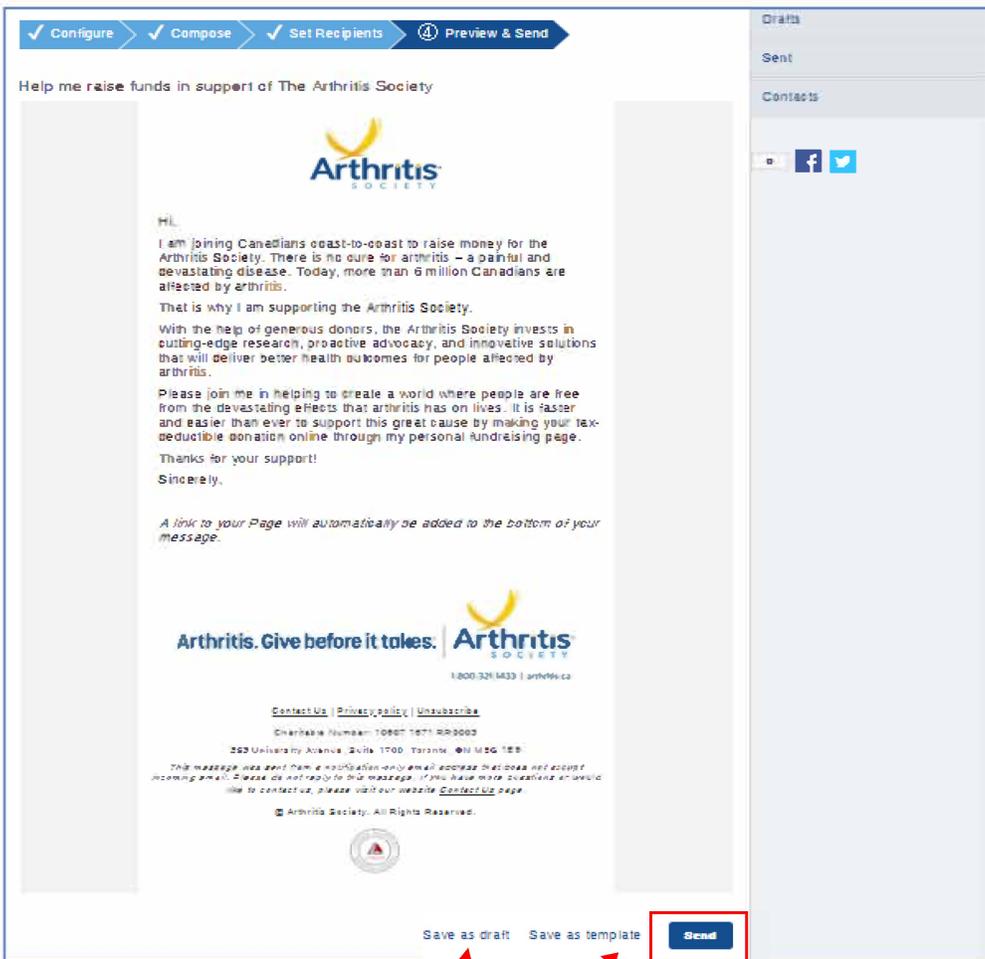
Select the recipients for your email with *one* of the following options:

1. Enter individual contacts by selecting "Add Contact"
2. Import Contacts from your email account by selecting "Import Contacts"
3. Select a specific group of contacts (example: past donors, your teammates, etc.) by selecting "Group" from the Contacts drop down menu, and finding the desired group(s).

4.



You will have the opportunity to preview your email message.  
Click Send to send the message to your previously selected recipients.



You can also save your message as a draft to send later or save the design as a template for future use.

## Updating Your Page Content- Personal Page

All users have a Personal Fundraising Page. This is your customizable profile page, that shows your fundraising progress, and a list of your donors. There are links on that page for visitors to donate to you, and if you are a part of an event or a team captain, there are links for other users to join your team.

Welcome to My Fundraising Page!

There is no cure for arthritis – a painful and devastating disease. Today, more than 6 million Canadians are affected by arthritis. That is why I am supporting the Arthritis Society.

The Arthritis Society has been setting lives in motion for over 65 years. Since it's founding in 1948, the Arthritis Society has been the largest non-government funder of arthritis research in Canada. As the prevalence of arthritis increases, so does the demand for investment into cutting-edge research, proactive advocacy and innovative solutions that will deliver better health outcomes for people affected by arthritis.

Please join me and make a donation to support this important cause.  
Thank you!

Donate Now

Join Test's Team!

Team Test 4

Personal Progress:

0% of Goal

\$0 Raised

Fundraising Honor Roll

You can customize the content of your Personal Page by selecting the Personal Page tab:

1. Customize your page URL and choose whether to make your page Public (everyone can find and view and your Personal Page) or Private (only people who know the exact URL can find and view your Personal Page.)
2. Edit the title of your Personal Page
3. Edit the body text of your Personal Page
4. Upload a photo or video
5. Click Preview to see how your personalized content looks. Click Save to save any changes made.

You can view how your page looks to visitors by clicking "View Personal Page".

## Updating Your Page Content- Team Page

If you are a Team Captain (i.e. registered to Create Team Fundraiser), your Participant Centre will have a “Team Page” tab. This is how you can edit the information about your team fundraising event.

This customizable page shows your event fundraising progress, and a list of donors, as well as the Team Roster with a list of all participants who have joined your event, and their individual fundraising amounts. There are links on that page for visitors to donate to your team fundraising event, and join the team.

You can customize the content of your Team Page by selecting the Team Page tab:

1. Customize your page URL
2. Edit the body text of your Personal Page
3. Upload a photo
4. Change the name or division of your team fundraising event
5. Click Preview to see how your personalized content looks. Click Save to save any changes made.

You can view how your page looks to visitors by clicking "View Personal Page".

The screenshot displays the 'Edit Your Team Fundraising Page' interface. At the top, there are navigation tabs: Home, Email, Progress, Personal Page, and Team Page (which is highlighted with a red box). A language dropdown menu shows 'English (Canada)'. The main heading is 'Edit Your Team Fundraising Page' with a '(View Team Page)' link and a red note 'View how this page looks to visitors'. Below this is a 'Team Page URL' field with a '(URL Settings)' link and the URL: http://tascad.convio.net/site/TR/Events/HostYourOwn?team\_id=2723&pg=team&fr\_id=1341. The 'Body' section has a rich text editor toolbar and contains text about arthritis. The 'Photo' section includes a 'Choose File' button, a 'Caption' field, and a 'Save/Upload' button. On the right side, there are fields for 'Team Name' (Team Test 4) and 'Division' (Corporate), with an 'Edit' button. At the bottom right, there are 'Preview' and 'Save' buttons. Red numbers 1 through 5 are overlaid on the interface to correspond to the numbered list above.