

## Navigating the new Online Fundraising System

We are very excited to introduce our brand new online fundraising system! Here are some basic tips to using the online system:

### How to Log In:

- Go to our website at [www.msbiketours.ca](http://www.msbiketours.ca)
- Click on the **large blue box** that says “register. login. pledge.”
- Click on the **Hinton, Alberta** button on the upper left hand side of the screen
- Enter in your login id and password under the **participant centre** box on the upper right hand side of the screen

### Updating Your Personal Info

- **Set your fundraising goal.** Click on the “PROGRESS” button to change your goal.
- **Customize your personal page.** Click on “PERSONAL PAGE” button to create your own personal fundraising page with a personal message and photo. Click on the photos/video button on the right hand side of the page to add photos/video.
- **Create a shortcut to your personal fundraising url.** Click on “url settings” and put your first name into the box and then click on save.

### Send an email to your friends and family

- Remain logged in to your account and then click on “EMAIL”.
- **Click on “contacts” on the right hand side of the page.** You can choose to import contacts from a previously set up address book that you have in outlook or gmail or you choose to add a single contact.
- **Click on “compose message”.** You can choose to write your own message or select one of the templates that are provided for you.
- **Click on “send”!**
- **Follow Up.** Our new fundraising system allows you to view whether or not your contact opened your email, how many times they visited your page, and how much they donated to you. This will allow you to track and follow up with your donors!

For more tips on how to use the new online fundraising system please contact [abbey.elzen@mssociety.ca](mailto:abbey.elzen@mssociety.ca) or [carolyn.galloway@mssociety.ca](mailto:carolyn.galloway@mssociety.ca).