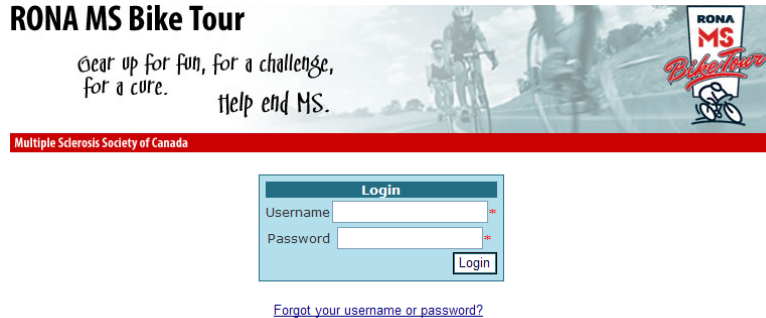


Using the On-Line Fundraising System for the RONA MS Bike Tour

Once you are registered for the RONA MS Bike Tour the system will automatically create a personal web site for you to use. You can use this system to track your fundraising, ask for pledges, set your goals and much more.

To log into your account go to www.ms biketours.com then select the red bar at the top left – Register login, pledge. Select Login to your event. You will get to the following screen.



RONA MS Bike Tour

*Gear up for fun, for a challenge,
for a cure. help end MS.*

Multiple Sclerosis Society of Canada

Login

Username

Password

[Forgot your username or password?](#)

Enter your user name and password and select login.

If you do not know your user name or password you can select the line “Forgot your username or password” and an email will be sent to you. Or you can contact Michelle at the MS Society Ottawa Chapter at michelle.davis@mssociety.ca or 613-728-1583 ext 235

Log-in main page – Welcome Tab

Once you log onto your account you will be directed to your main Welcome page. There are a number of tabs at the top which we will look at further. At the bottom of this page you will also see the top individual and team fundraisers for the event.

Under the Welcome tab you have two additional tabs that you can view.

Fundraising Graph – This will show you the amount of your fundraising to date. It will also include pledges that were submitted to the Ottawa Chapter. When they enter the pledges received your graph will go up by that dollar amount.

Fundraising Summary – This will show you the names of those people that donated to you on-line. This will also show the names of people that donated to you in cash as they are receipted by the Ottawa Chapter. The MS Society will input the dollar amount into the system and but only do the receipting as time allows. Therefore your graph may be up in dollars but the donors names may not appear. As some people may not qualify for a receipt this summary may not always add up to your Fundraising Total.

My Event Info Tab

This page will provide you with the date and time the event starts.

Fundraising Section

This is the main tab that you will be working in. You can ask for on-line pledges, pledge yourself, download a pledge sheet, update your personal page etc from this section. The following is a portion of the screen.

Welcome My Event Info **Fundraising** TeamMS My Account MS Society of Canada Get Help

Fundraising

Click on the tabs below to set your fundraising goal and fundraising page settings, customize your personal fundraising page, or download a pledge sheet to collect funds in person.

Ask for online pledges Pledge myself Send a message to your donors
Download a pledge sheet (PDF)

Settings Personal story Picture Message board Preview web page

I am committed to raising \$0 in the fight against MS.
Goal must be at least \$0.00

I want my fundraising goal shown on my personal fundraising web page.

Pledges collected but not yet handed in to the MS Society: \$
Note: to ensure an accurate fundraising graph, please reset this manually when you hand in pledges for processing.

0

Input your personal Goal

Make sure to bring this field back to \$0 once you hand in any money to the MS Society or your fundraising graph & Summary will be incorrect. Your pledges will be counted twice

Ask for online pledges

Selecting this bar allows you to send emails from the web site to your contacts to get on-line pledges. You will have to add the names and email addresses. If you entered any contacts last year they will be there for your selection. You should just review to ensure the information is still correct.

Upon selecting this bar you will be directed to the page where you can add names and email IDs to send out a form letter to all your contacts to ask for a donation. Follow the instructions on this page.

Add each person's email address. When you are completed select the names that you want to send the email to. Select the button Create Message. You will be transferred to another screen that will have a letter template. You can make any changes in the colored section. When your letter is ready you can send it. Within this letter is a link that the recipient can select that will take them directly to your web page for them to donate on-line. At this page the donor can also download a form that they can mail or fax into the MS office if they prefer not to donate through the web.

Pledge Yourself

Select this button to make your own personal pledge. You will be directed to a new page to input all your information. Make sure your email address is correct as the system will automatically send your income tax receipt to the email ID entered. If you don't see your receipt in your email check your junk folder as some systems will think it is spam or junk.

Download a pledge sheet

Select this button to download your own personalized pledge sheet that you can print and obtain cash pledges.

Send a message to your donors

If you want to send a quick email to all your donors select this button. You will be directed to another page where you can modify anything in the colored section. Once your message is ready select the send button. For this selection the message will not contain any link to your web page.

Settings Tab

This is the first tab under the fundraising menu. On this page you can input your own personal goal. If you do not want this goal to show on your web page unselect the box below the goal.

If you have off-line pledges that you want added to the total input the total into the box beside the words: Pledges collected but not yet handed in to the MS Society: \$ **Note: As soon as you hand the money into the MS Society you MUST bring this back to 0. Otherwise your fundraising total will be incorrect as the system will continue to add this number into your total.**

There are a couple more selections on this page – receiving email when someone pledges and the option of having your name available if someone is doing a search for a participant to pledge. Select the radio buttons according to your preferences.

If you make any changes on this page make sure you select the save changes button.

Personal Story Tab

In this tab you can add your own personal story that will appear on your web page that donors will view. You can change the font, color etc for your story. Once you have the story the way you want select the save Changes bar.

Picture Tab

On this tab you can upload your own picture that will appear on your web page. To change the picture select the Change your Photo bar, select browse on the next screen that opens. Once you find the picture that you want and select it then select the Update Image bar. Your new picture will now show in the window.

Message Board Tab

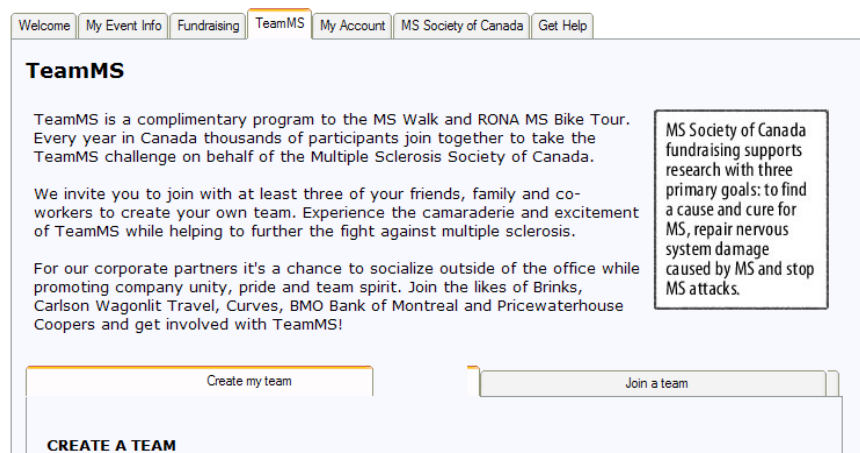
Post your thoughts or keep a journal of your fundraising progress for your friends and family to read. If you would like to add a little message to your web page select this button and follow instructions.

Preview Web Page

As soon as you are registered for the event the system will automatically create a personal web page for you. You can find your personal link under this tab. It will look something like **<https://msofs.mssociety.ca/2010Bike/Sponsor.aspx...>** (This is only a portion of the link) You can highlight and copy your link into an outside email system to send to your contacts. The recipient can then select this link or copy into their browser and they will be directed to your fundraising page. If you want to see what you page looks like select the line – preview your page now. Your web page will open. When you send a message through Ask for On-Line Pledges this link will be embedded into the emails.

Team MS Tab

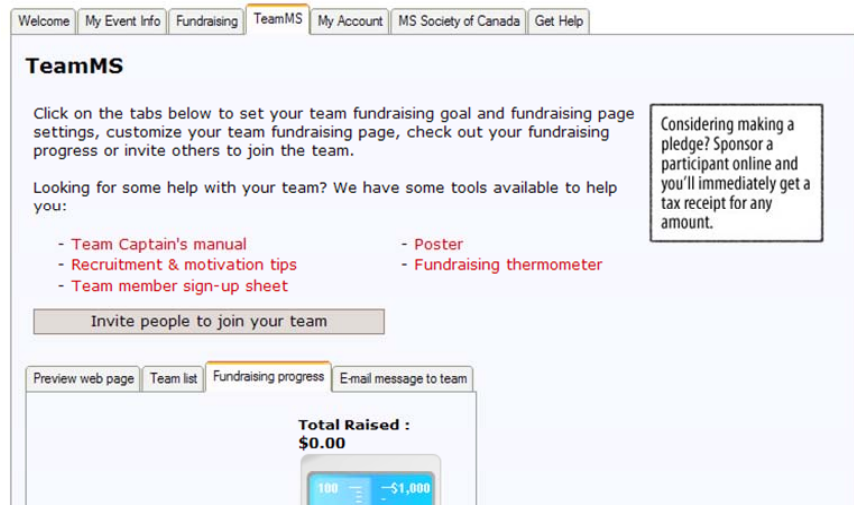
Under this section you can review your teams fundraising efforts. If you are not part of a team you will be able to create a team or join a team from this page.



Join a Team – To join a team select the Join a team tab. In the drop down box select the team that you want to join. Once the team name is in the box select - Join this team. The registered team captain will get an email once you have joined the team. If the team you are looking for is not there you will have to get the captain to register the team name. This can be done by the captain through the page Create a team or by calling Michelle at the MS Society, Ottawa Chapter.

Create a Team – To create your team select this tab then enter the required information. Only the team captain should create a team.

Once you have joined or created a team, this page will then show your teams information.



There are a number of tabs under this selection that you can review when you are part of a team – Preview web page, team member list, fundraising progress and email to team. There are also a number of selections in red on this page that can assist you with helping your team achieve their fundraising goals.

My Account tab

Personal Contact Information: Under this section you can review your personal information – name, address, phone number, email address etc. **Please review to ensure all information is correct. This information is used to send out any mailings for the event.**

User Account Information: If you don't like your user name or password you can go to this page and change it to something you want. Please note that your username and password must each be at least six (6) characters long and cannot contain spaces or begin with the number zero (0). Once you have entered the new information make sure you select Save Changes.

MS Society of Canada

Under this section you can review information about the MS Society of Canada. You can also choose one of the links to see more.

Get Help

If you need help or have any questions go to this tab and complete the email form. You should receive a response from the MS Society within 2 business days.

Log out

When you are finished in the web site, select log out at the top right corner to close your session.

Still need Help

If you need any assistance using the RONA MS Bike Tour Fundraising Web site do not hesitate to contact Michelle at the Ottawa Chapter at michelle.davis@mssociety.ca or 613-728-1583 ext 235.