

## **About this Guide**

This guide will give you some basic information on the 3 most commonly used functions of the Online Fundraising System (OFS) for your MS Society event. It's a tool to help you enhance your fundraising. The 3 areas it covers are: Fundraising (where you set all of your goals and create information for your personal fundraising page), Team MS (where you set your team goals and contact your team members), and My Account (where you can update your personal information at any time). If you have further questions, please contact the MS Society office at 613-728-1583.

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# Fundraising

Welcome My Event Info My Events List **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

The Fundraising tab is the one you will use the most! Ask for pledges, pledge yourself, get your pledge sheets, and thank your donors!

Enter your fundraising goal here. This will show in the thermometer on your web page and when you log in to OFS

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: \$0  
Note: to ensure an accurate fundraising graph, please reset this manually when you hand in pledges for processing.

I wish to be notified by e-mail when I receive an online pledge.

**LET OTHERS SEARCH MY NAME TO MAKE AN ONLINE PLEDGE**  
The online system allows people to search participant names in order to make an online pledge to a specific person. If somebody searches for your name in order to make an online pledge, your first name, last name, and event site will be listed. No other information will be given in the search results.

I consent to allowing my name and event site to be displayed in search results.  
 I do not consent to allowing my name and event site to be displayed in search results.

Save changes

Have money that you haven't handed in? Enter it here! Remember though, to keep your total accurate, **make sure to set the total back to zero when you bring the money into the MS Society!**

Always remember to hit the **Save Changes** button anytime you make updates anywhere in OFS!

Settings Personal story **Picture** Message board Preview web page

**B I U** [List icons] [Image icon] [Link icon]

Font Size Formatting Style

"I raise money for all the people with multiple sclerosis who need help financially to get through life and to help increase funding for research so that one day they will find a cure." By supporting someone in our fundraising events, you can make a difference in the life of someone with multiple sclerosis. Proceeds from MS Society fundraising events provide support and services to help those living with this disease, their families and caregivers as well as fund research with three primary goals: to find a cause and cure for MS, repair nervous system damage caused by MS and stop MS attacks. We believe we will end multiple sclerosis, and with your help we can get there. Please give generously.

Save changes

Get last year's story

Tell your story about why you fight against MS. This will appear on your webpage so that your donors can see it. Note the **Save Changes** button at the bottom! Tip: Write your story in Word or Notepad, then you can copy and paste. This will also come in handy when emailing your donors.

# Fundraising

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.

Your personal fundraising page is located at:

<https://msofs.mssociety.ca/2009WALKoffline/Sponsor.aspx?&PID=1065149&L=2>

[Preview your page now!](#)

Check out your page to make sure everything looks good! This link can also be copied and pasted into email signatures and onto your social networking sites (ie. Facebook, MySpace)

## INVITE PEOPLE TO PLEDGE ME

To build a list of people you would like to pledge you online, enter each person's details and click on "Add".

Click on "Unselect my donors" to exclude anyone who has already pledged you in response to an earlier e-mail using the same address you contacted them at.

When you have completed your e-mail list, click on "Create message" and you will be taken to a page to add personal message to send to your e-mail list.

Any donors you add will be saved so that you can contact the same people every year without having to re-enter all of their contact information.

First Name:   
 Last Name:   
 E-mail:

**E-MAIL TOOLS**

	First Name	Last Name	E-mail	Include?	Date Last Sent	Results
<a href="#">Edit</a> <a href="#">Delete</a>	Bob	Loblaw	trish.vandoornum@mssociety.ca	<input checked="" type="checkbox"/>		

Add your contacts to send out one email inviting people to pledge you. Remember, add all of your contacts first, then click Create Message.

# Fundraising

You can personalize your message by changing the text in the coloured box below.

From: Trish Van Doornum  
 Date: 1/19/2009 1:19:09 PM  
 To: Joe Sample  
 Subject: Support Trish Van Doornum in the MS Walk

You have received this e-mail because Trish Van Doornum is registered in the MS Walk. To ensure you continue to receive e-mails from the MS Walk, please add [events@mssociety.ca](mailto:events@mssociety.ca) to your "safe senders" list.

Dear Joe,

Support me in the MS Walk and make a difference in the life of someone living with MS.

In addition to funding research, the MS Society of Canada provides support and services to help those living with this disease, their families and caregivers.

Visit my personal fundraising page and make a donation online.  
 Please join me in my efforts to end this disease by making a donation today.  
 Secure online donations can be made by VISA, Master Card, American Express or Diners Club. A non-alterable electronic tax receipt for your donation will be sent to you by e-mail.  
 To find out more about the MS Walk, please visit [www.supercitieswalk.com](http://www.supercitieswalk.com).  
 Bring MS to an end. Donate today.

Sincerely,  
 Trish Van Doornum

Personalize your message here! This is another spot where the pre-writing, then copy and pasting will come in handy.

Preview your page before you send it out to make sure it's the way you want it! Also good to look for spelling errors.

**Send a message to your donors**

Select from your donor list below the individuals to whom you wish to send a thank you message. To build on the list, enter each person's details and click on "Add".

When you have completed your list, click on "Create message" and you will be taken to a page to enter a personal message to e-mail to your selected donors.

First Name:

Last Name:

E-mail:

**E-MAIL TOOLS**

The basic form is always the same whenever you want to send information to people from OFS. Add the names first and then you can send one email to everyone.

		First Name	Last Name	E-mail	Include?	Date Last Sent	Results
Edit	Delete	Jim	James	trish.vandoornum@mssociety.ca	☑		
Edit	Delete	Bob	Loblaw	trish.vandoornum@mssociety.ca	☑		

# Fundraising

You can personalize your message by changing the text in the coloured box below.

Use default message

From: Trish Van Doornum  
Date: 1/19/2009 1:36:46 PM  
To: Joe Sample  
Subject: Thank you!

Thank you pledging me and supporting the Multiple Sclerosis Society of Canada!  
Your donation will help the MS Society achieve its mission of being a leader in finding a cure for multiple sclerosis and enabling people affected by MS to enhance their quality of life.

Thank you

Preview Send Cancel

If you don't want to personalize your message, we always have a default message ready to go!

Another key spot to copy and paste a message.

## Fundraising Tab

### Key Features:

- Edit your fundraising goal and how much you've raised, which will show on your personal web page.
- Write your personal story, add pictures, add a YouTube video, start a message board to keep people updated on your progress, and preview your personal web page.
- Invite people to sponsor you, send a thank you note to your donors, download & print your personalized pledge sheets.
- Pledge yourself. This shows your donors that you walk the talk.
- Create a donor list to use every year.
- Always remember to **SAVE CHANGES!**

# Team MS

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

## TeamMS

TeamMS is a complimentary program to the MS Walk and RONA MS Bike Tour. Every year in Canada thousands of participants join together to take the TeamMS challenge on behalf of the Multiple Sclerosis Society of Canada.

We invite you to join with at least three of your friends, family and co-workers to create your own team. Experience the camaraderie and excitement of TeamMS while helping to further the fight against multiple sclerosis.

For our corporate partners it's a chance to socialize outside of the office while promoting company unity, pride and team spirit. Join the likes of Brinks, Carlson Wagonlit Travel, Curves, BMO Bank of Montreal and Pricewaterhouse Coopers and get involved with TeamMS!

MS Society of Canada fundraising supports research with three primary goals: to find a cause and cure for MS, repair nervous system damage caused by MS and stop MS attacks.

**JOIN A TEAM**

Before you can join a team, your team captain must have already created it via the online system. Please ensure the team has already been created before proceeding.

Select your team name from the list below. Note that each team captains' name is listed in brackets following the team name. You can only join a team that is registered at the same event location you are registered for.

Sort by team name  Sort by captain's last name

-- Select --

- Hansen's Monsters (Hansen, Lindsay)
- MS Fighters (Mackowosky, Michaele)
- Munnky Krunchers (Romanuik, Donna)
- Team Joa (Joa, Jessica)
- The Cabin Crusaders (Desranleau, Carole)

Join this team

Internet

Anything you need to be part of a team can be found here.

You can join or create a team when you register or at any time after you register for the event. To join a team, simply select from the drop down list of team names (the captain's name is in brackets). Then click Join this team.

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**CREATE A TEAM**

You will be designated as the captain when you create your team. Your friends and family can join your team via the online system by searching for your name or the team name.

Enter your team name:

Choose your team type: Friends and Family

Company Name:

**You will become the captain of this team if you click on "Create my team".**

Create my team

Whenever you create a new team, you are automatically the captain of that team. Whenever you are part of a team and you register others, they will automatically be listed as members of the team you are on.

# Team MS

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

## TeamMS

Click on the tabs below to set your team fundraising goal and fundraising page settings, customize your team fundraising page, check out your fundraising progress or invite others to join the team.

Looking for some help with your team? We have some tools available to help you:

- Team Captain's manual
- Recruitment & motivation tips
- Team member sign-up sheet
- Poster
- Fundraising thermometer

[Invite people to join your team](#)

Settings | **Team story** | Picture | Preview web page | Team list | Fundraising progress | E-mail message to team

Team Goal: \$   
Goal must be at least \$0.00  
 Check here to allow those you solicit for pledges to see your team fundraising goal.

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.

**LET OTHERS SEARCH MY TEAM NAME TO MAKE AN ONLINE PLEDGE**  
 The online system allows people to search team names in order to make an online pledge to a specific team. If somebody searches for your team name in order to make an online pledge, your first name, last name, and event site will be listed. No other information will be given in the search results.

I consent to allowing my name and event site to be displayed in team search results.  
 I do not consent to allowing my name and event site to be displayed in team search results.

[Save changes](#)

After you join or create a team, you can Invite People to Join Your Team. This will let you send an e-mail to get people to join you. Note: **THIS DOES NOT REGISTER PEOPLE FOR YOUR TEAM. TO DO THAT GO BACK TO MY EVENT INFO AND CLICK REGISTER OTHERS.**

The team Settings page works the same way your individual Settings page works. You can set your team goal and add any money you haven't handed in. Remember: **always reset funds handed in and Save Changes!**

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[Invite people to join your team](#)

Settings | Team story | Picture | Preview web page | **Team list** | Fundraising progress | E-mail message to team

First Name	Last Name	Goal	Amount Raised Online	Offline Funds	Totals	
Trish	Van Doornum	\$0.00	\$0.00	\$0.00	\$0.00	Team Captain
<b>Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Missing TextValueEN 9999

You can check the fundraising progress of your team members in the Team List tab and the Fundraising Progress tab.

Settings | Team story | Picture | Preview web page | Team list | **Fundraising progress** | E-mail message to team

**Total Raised : \$0.00**

Amount Raised Online	<b>\$0.00</b>
Offline Funds	<b>\$0.00</b>
Missing TextValueEN 9999	<b>\$0.00</b>
<b>Totals</b>	<b>\$0.00</b>

# Team MS

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- Poster
- Fundraising thermometer

Invite people to join your team

Settings | Team story | Picture | Preview web page | Team list | Fundraising progress | **E-mail message to team**

Use this feature to e-mail a message to your team members.

Send to just the team captain(s)  Send to all team members

Send

Considering making a pledge? Sponsor a participant online and you'll immediately get a tax receipt for any amount.

Send messages to your whole team to get them pumped up for fundraising! Or you can send messages to your captain if you have a sensational idea!

## Team MS Tab

### Key Features:

- Same as the Individual Fundraising tab
- Can add team pictures, tell the team story, and set fundraising goals for the team, which will all be on your team's web page.
- See how other members of your team are doing at their personal fundraising.
- Track the fundraising progress of your team as a whole.
- Send messages to your team members or just to the team captains

# My Account & Get Help

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

## My Account

To update your personal contact information or user account information, please make your changes in the appropriate area then click on "Save changes".

Personal contact information | User account information

\* Indicates required fields

Title

\*First Name

\*Last Name

\*Address

\*City

\*Province

\*Postal/Zip Code

\*Country

\* Phone Number  
Home Number  Work Number  Extension

\*E-mail Address

Please keep me on your e-mail list.

Language Preference

Have you moved or changed your e-mail address? Update your information here!

Remember the Save Changes button!

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

## My Account

To update your personal contact information or user account information, please make your changes in the appropriate area then click on "Save changes".

Personal contact information | User account information

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).

\* Indicates required fields

\*Username

\*Password

\*Confirm Password

Struggling to remember your username and password? Change it up to something simple for you!

Again, remember to Save Changes!

# My Account & Get Help

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

## Get Help

Need help? Read our online registration and donation system [Frequently Asked Questions](#) to see if we have the answer.  
If you still have a question or need help regarding your registration, fill out the form below, click "Submit" and one of our staff members will follow up within two business days.

Event:

Name:

E-mail Address:

Message:

Have a question that isn't answered on the Frequently Asked Questions page? Click on the Get Help tab! You can send an e-mail right to your local event staff to help you. Staff will follow up within two business days of getting your message.

## My Account & Get Help Tabs

### Key Features:

- Update any changes to your last name, address and e-mail
- Change your username and password! Still forgot? Don't worry, you can always call the office!
- If you have other questions, select the Get Help tab and staff will answer you within 2 business days!
- If you ever have questions, please feel free to contact your local event coordinator by phone!