

# MANAGE TEAM AND PERSONAL ONLINE FUNDRAISING PAGES

Congratulations on registering for CureSearch Gold!

As a result, you now have your own fundraising page that you can customize by adding a photo or video, and your own personal story. Get started with three easy steps:

## ACCESS THE PARTICIPANT CENTER:

1. Click on "Login" at the top right of the CureSearch Gold site, [www.curesearchgold.org](http://www.curesearchgold.org).
2. Enter the User Name and Password that you created when registering for the event.
3. Click "Submit" and you will be logged-in to your Participant Center.

Having Trouble? Please contact [donorservices@curesearch.org](mailto:donorservices@curesearch.org) if you are unable to log-in to your Participant Center or need help resetting your Password.

Your page will also help you track the impact you're making on children's cancer research and the progress toward achieving your goal. As you reach new fundraising levels, you can increase your goal.

Your  
Fundraising  
page is the  
**#1**  
way to rally  
support and  
raise money!

## Make your site work for you!

- The site is a great tool to not only get you started, but keep the momentum going. Use it to reach out to your contact list to ask for support, easily send thank you notes as donations come in, and set and revise goals as needed. This doc will visually walk you through how to use each of the features.

1 **Set up your Personal Page**  
Customize your Personal Page with a story about why you are raising funds for this cause.

2 **Add Contacts to Your Address Book**  
Add contacts to email from your personal Address Book on our site.

3 **Send an Email**  
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.

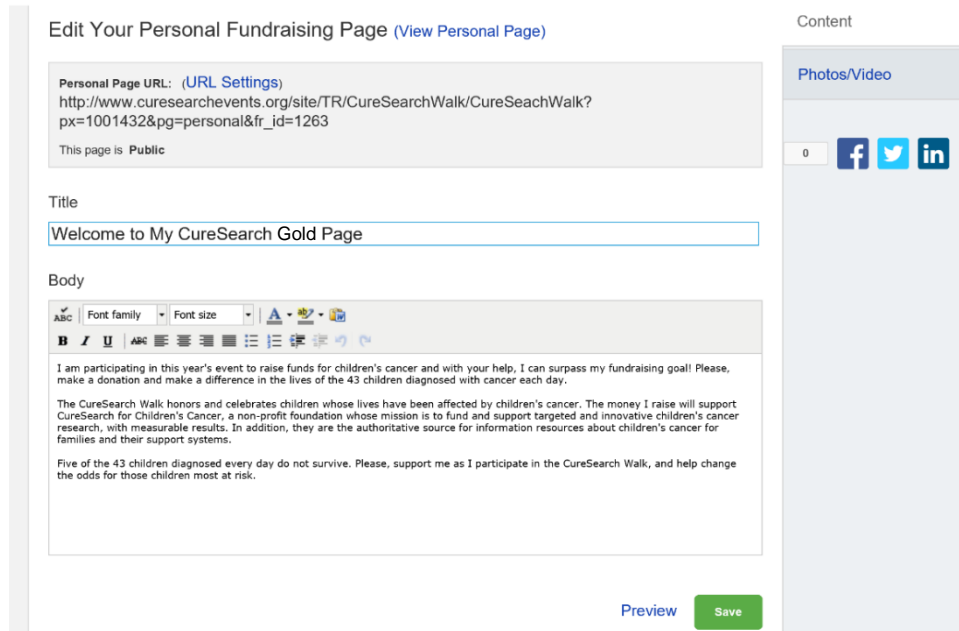
4 **Thank your Donors**  
Thank your donors!

5 **Set a Goal**  
You have reached 0% of your goal. Can you set a higher goal?



## STEP 1 – SET UP YOUR PERSONAL PAGE:

- Click “Set up your Personal Page” to add a picture and share why you are helping to end children's cancer on your CureSearch Gold fundraising page.



Edit Your Personal Fundraising Page ([View Personal Page](#))

Personal Page URL: ([URL Settings](#))  
[http://www.curesearchevents.org/site/TR/CureSearchWalk/CureSeachWalk?px=1001432&pg=personal&fr\\_id=1263](http://www.curesearchevents.org/site/TR/CureSearchWalk/CureSeachWalk?px=1001432&pg=personal&fr_id=1263)  
 This page is **Public**

Title




Body

I am participating in this year's event to raise funds for children's cancer and with your help, I can surpass my fundraising goal! Please, make a donation and make a difference in the lives of the 43 children diagnosed with cancer each day.

The CureSearch Walk honors and celebrates children whose lives have been affected by children's cancer. The money I raise will support CureSearch for Children's Cancer, a non-profit foundation whose mission is to fund and support targeted and innovative children's cancer research, with measurable results. In addition, they are the authoritative source for information resources about children's cancer for families and their support systems.

Five of the 43 children diagnosed every day do not survive. Please, support me as I participate in the CureSearch Walk, and help change the odds for those children most at risk.

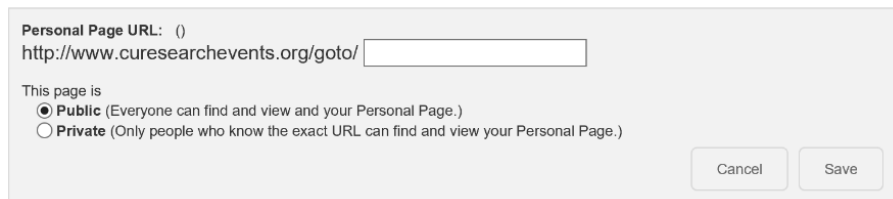
[Preview](#) [Save](#)

Content  
 Photos/Video  
 0   

- You can edit the Title and Body text on your fundraising page and click “Preview” to view your edits.
- Click “Save” to finalize your changes and update your page.

## CREATE A URL SHORTCUT:

- Click “URL Settings” to create a shortcut URL, [www.curesearchevents.org/goto/-----](http://www.curesearchevents.org/goto/-----). This will help make your URL easy to remember and share with friends on social media.



Personal Page URL: ( )  
<http://www.curesearchevents.org/goto/>

This page is  
 **Public** (Everyone can find and view and your Personal Page.)  
 **Private** (Only people who know the exact URL can find and view your Personal Page.)

[Cancel](#) [Save](#)


- Enter your URL shortcut in the box and select if you would like your fundraising page to be Public or Private.
- Click “Save” to submit your changes and create the URL shortcut.



### UPLOAD A PHOTO OR VIDEO:

- On the right side of the page, select "Photos/Video" to update the picture or video on your CureSearch Gold page.

Photos



Images must be .gif, .jpg or .png files.  
[Browse...](#)

Caption

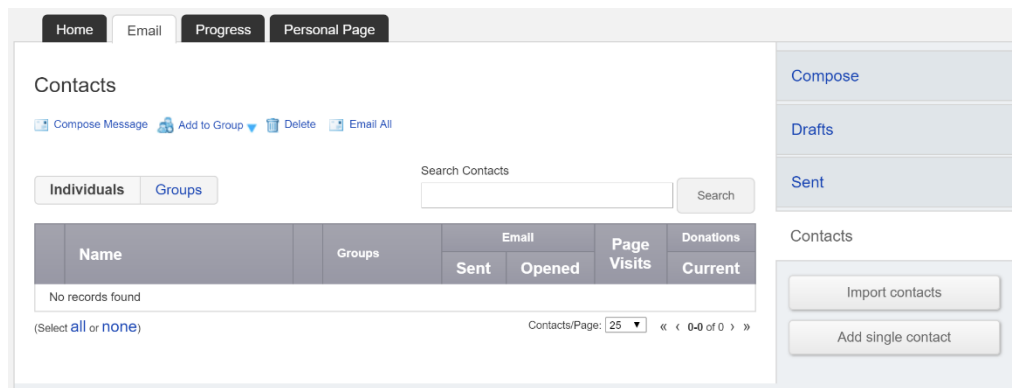
[Save/Upload](#) or [remove photo](#)

Video

- Select "Browse" to pick a photo from your computer, add a caption, and click "Save/Upload" to add the picture to your page.
- To add a video, click the Video option, enter a YouTube URL, and click "Save."

### STEP 2 – ADD CONTACTS TO YOUR ADDRESS BOOK:


- Click "Add Contacts to Your Address Book" to import contacts from your email address book or to add one contact at a time.




The screenshot shows a web interface for managing contacts. At the top, there are navigation tabs: Home, Email, Progress, and Personal Page. Below this is a 'Contacts' section with options for 'Compose Message', 'Add to Group', 'Delete', and 'Email All'. There are tabs for 'Individuals' and 'Groups', and a search box labeled 'Search Contacts'. A table with columns for Name, Groups, Email (Sent, Opened), Page Visits, and Donations (Current) is shown, with a message 'No records found'. On the right side, there are buttons for 'Compose', 'Drafts', 'Sent', 'Contacts', 'Import contacts', and 'Add single contact'.

- Select "Import contacts" on the bottom right and you will be directed to a page where you can import your email address book contacts from Gmail or Yahoo, or upload a .csv file.

You can import contacts directly from an email service below:





OR you can upload a .csv file exported from another email client:

File-based import for...



(Hotmail, Apple, Outlook, AOL)





- When you select Gmail or Yahoo, you will be prompted to log-in to your email account to import the address book contacts.
- You can export the address book contacts from other email providers as a .csv file and upload them through the file-based import option.
- Follow the prompts and steps to complete the process of uploading your email address book.
- To add contacts individually, click "Add single contact" on the bottom right.
- Enter the First and Last Names and the Email address for each person, and select "Add." Repeat this process for each person you would like to add to your contacts.

**Add Contact**

First

Last

\* Email

### STEP 3 – SEND AN EMAIL:

- Select "Send an Email" to create and send solicitation and/or thank you emails to your contacts.
- Pick the Email Template that you would like to use, Thank You, Solicitation, or Other, and click "Next."

✓ Configure
✓ Compose
③ Set Recipients
④ Preview & Send

Subject:

Include personalized greeting (What's this?)

ABC | Font family | Font size |

Hello!

I am writing to you to ask you to support me as I raise money for an incredibly important organization, CureSearch for Children's Cancer. This national non-profit is working towards a cure for the 43 children diagnosed with cancer each and every day! Their mission is to fund and support targeted and innovative children's cancer research in order to change the odds for the children most at risk.

Their work is so important because 12% of children diagnosed with cancer don't survive. And, of those who do survive, about 60% experience life long side effects - sometimes even secondary cancer - as a result of their treatment. By supporting my participation in the CureSearch Walk this year, you will be helping to make treatment possible and a cure probable for these children.

Please, support my Walk today.

Sincerely,  
[PARTICIPANT NAME]

▶ Current layout: Completely Blank Stationery

Save as draft
Save as template
Preview





**CURESEARCH GOLD**  
MOBILIZING TO END CHILDREN'S CANCER

- Personalize the email template to share your story and the reasons you are working to end children's cancer.
- Be sure to save the email as a draft or template so you can edit it or use it reach out to your contacts in the future.
- Select the email recipients you would like to include by choosing from your imported contacts or adding contacts individually.
- Next, preview your email and send it to your selected recipients.

#### **STEP 4 – THANK YOUR DONORS:**

- Be sure to thank your donors as you receive contributions by selecting “Thank your Donors.”
- You will then be directed to select the Thank You Email Template.
- Personalize the Thank You Email Template for your recipients and save it as a draft or a template.
- Select the email recipients you would like to include by choosing from your imported contacts or adding contacts individually.
- Next, preview your email and send it to your selected recipients.

#### **STEP 5 – SET A GOAL:**

- Set or update your fundraising goal on your CureSearch Gold page by clicking “Set a Goal.”

The image shows a screenshot of a web interface titled "Edit Goal". It contains a text input field with the label "Goal:" and a blue border. Below the input field are two buttons: a grey "Cancel" button and a green "Submit" button.

- Enter your Fundraising Goal in the pop-up and select “Submit.”

**WE LOOK FORWARD TO WORKING WITH YOU  
AS YOU PREPARE FOR YOUR CURESEARCH GOLD EVENT!**

Need help or have questions? Please contact the  
Signature Events Manager for your CureSearch Gold event.



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