



How-To Tips #5

Useful Tips and Solutions to Guide You Through Our Website

How to Customize Your Homepage

Customizing your homepage means that you can change details of your website – your website name, slogan, fundraising goal, etc. – update your story, upload a photo, update your events page, manage your guestbook, manage your team, access a list of- and send emails to- your team members and donors.


To access your homepage, follow these steps:

- 1) Login to your WALK for ALS account.
- 2) Click **Administer Your Website**.
- 3) Click on your website.

Changing Website Details

To change details of your website, follow these steps:

- 1) From your homepage, choose **Website Details**.

Your website is located below		Site Owner: Communications Lady						
This menu will not be shown to visitors of your website, it is visible to you because you are the site owner. You can hide this menu at any time.		Last Updated: Jan 25, 2008						
		Site Status: Website Offline						
	You have not activated your website, your website is offline. (click "activate website")							
Your website has not been approved by our staff. Approval usually takes 24-72 hours. Your site will not be publicly available until it has been approved.								
Website Details	Update Your Story	Upload a Photo	Update Events Page	Manage Guest Book	Create Mail-Out	Manage Teams	Your Members	Your Donors

- 2) Type the details of your website into the corresponding text boxes – Your Website Name, Your Website Slogan, Your Fundraising Goal, and Funds Already Collected. Additional information has been provided.
- 3) Select the appropriate option from each of the drop-down menus - Creating Website For This Event, Website Colour Scheme, and Primary Beneficiary. Additional information has been provided.
- 4) Click **Click Here to Proceed**.

Updating Your Story

To update your story, follow these steps:

- 1) From your homepage, choose **Update Your Story**.
- 2) Type the funds collected in the **Funds Collected Offline** text box.
- 3) Type your personal story in the **Edit Your Homepage** text editor.
- 4) Click **Submit Changes**.

Uploading a Photo

To upload a photo, follow these steps:

- 1) From your homepage, choose **Upload a Photo**.
- 2) Click on the **Browse** button next to the **Select Photo to Upload** text box.

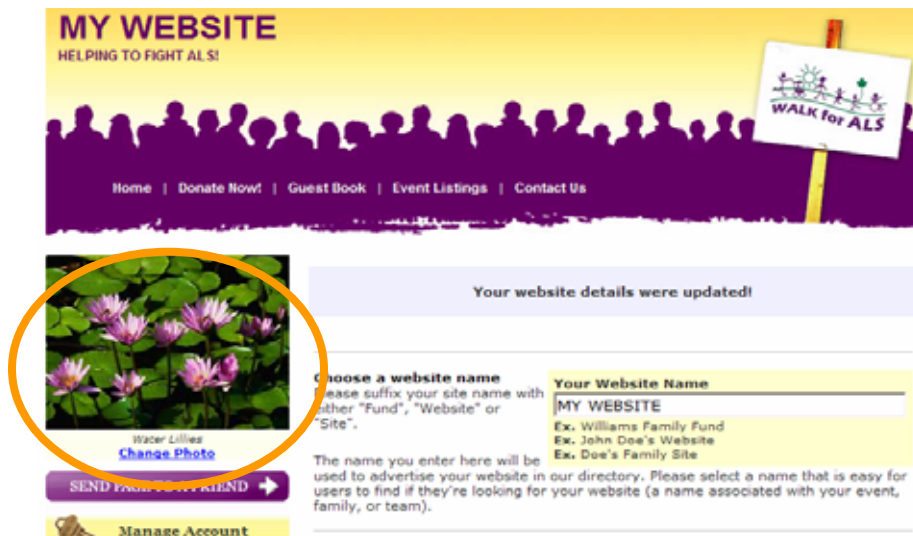
Note: There are a few photos that are available to you free-of-charge. Scroll down the page to **Select an existing photo** and click on one of the options.

- 3) Search for the photo you want to upload. When you have found it, select the file and click **Open**.

Note: The maximum file size should be no larger than 1 megabyte (MB).

- 4) Type a caption for the photo in the **Photo Caption** text box.
- 5) Click **Upload**.

The photo appears on the task pane to the left-hand side of your webpage. If you would like to delete the current photo, click **Delete Photo Now**.



Updating Your Event Listings

Updating your event listings allows you to advertise any events you may be having to support your fundraising efforts (ex. bake sales, dinner parties, picnics, etc).

To update your events page, follow these steps:

- 1) From your homepage, choose **Update Events Page**.
- 2) Type events that you are holding to support your fundraising efforts in the **Event Listings** text editor.
- 3) Click **Update My Events**.

Your events are listed on your Events page.

Note: If you would like to edit your events, click **Edit Your Events** to return to the **Event Listings** text editor and make your changes.

Managing Your Guest Book

Managing your guest book allows you to post messages and view and delete feedback from team members and donors on your webpage.

To post a message on your guest book, follow these steps:

- 1) From your homepage, choose **Manage Guest Book**.
- 2) Type your message in the **Our Guest Book** text box.

Note: Your message cannot exceed 500 words.

3) Click **Add Your Message**.

You are prompted to read over your guest book submission to ensure that it is correct.

4) Click **Cancel**.

5) Read over your submission and click **OK**.

Note: If you would like to delete a message posted on your guest book, click **delete this post** on the upper right-hand corner of the message.

Creating a Mail-Out

Creating a mail-out allows you to compose email messages and manage a list of email recipients. This means that you can keep your family, friends, co-workers and sponsors updated with the latest news on your site, from fundraisers to personal story updates.

Note: This feature is not available until your website has been approved.
You can only send mail to users once within a 24-hour time period.

Managing your email recipients

Before you send an email out it is important that you create an email list. You can make separate email lists for your friends, families, co-workers, and sponsors.

To create an email list, follow these steps:

- 1) From your homepage, choose **Create Mail-Out**.
- 2) Click **Manage My Email Recipients**.
- 3) Type the name of your list (ex. friends, family, etc.) in the **Email Lists** text box.
- 4) Click **Create New List**.

The list appears under the Email Lists heading.

- 5) Click **Manage List**.
- 6) Type an email address in the **Add One Email** text box.

Tip: If you have more than one email address to add, type the email addresses into the **Add Multiple Emails** text box and click **Add Multiple Emails**.

7) Click **Add One Email**.

The email addresses appear under the **Current List Emails** heading below.

If you would like to delete any emails, you may do so at this time by clicking **delete** beside the persons email address.

Composing an email message

To compose an email message, follow these steps:

- 1) From your homepage, choose **Create Mail-Out**.
- 2) Click **Compose Email Message**.
- 3) Type the subject and message in the **Compose Email Message** text editor

Note: Introductory and concluding statements have been prefixed. You have a text limit of 1000 characters (spaces count).

- 4) Click **Choose Recipients-->**
- 5) Select a list from under the **Email Lists** heading.

Note: If you would like to send an email to all of your lists, select the checkbox beside the **Email Lists** heading.

- 6) Verify that the contents of your message are correct.

If there are any changes you would like to make at this time, click **<--Edit Message**.

- 7) Click **Send Email -->**

Your message has been sent.

- 8) To return to managing your emails, click **Back to Email Management**.

Managing Your Teams

Managing your teams allows you to monitor the teams you have joined, either as a member, or as a captain. You are only able to be involved with one team per event registration, and you are only able to join teams where the captain is registered in the same event and province where you are located.

To manage your teams, choose **Manage Teams** from your homepage to display a list of teams you have joined and teams you captain.

To return to your homepage, click <<**Return to your current website**.

Joining a Team

- 1) From your team management webpage, choose **Join a Team**.
- 2) Select an event and team from the corresponding drop-down menus.
- 3) Click **Request to Join Team**.

You are prompted to confirm your request to join the team. Click **OK**.

The team captain is notified of your request to join the team. You will receive an email when they've accepted or declined your request. The team now appears in the 'Teams you have joined' list.

To return to your homepage, click <<**Return to your current website**.

Creating a Team

- 1) From your team management webpage, choose **Create a Team**.
- 2) Select an event from the **Select Event** drop-down menu.
- 3) Type your team name into the **Team Name** text box.

Note: Your team name must be approved before others are able to join or contribute.

- 4) Click **Create Team**.

You are prompted to verify the creation of your team. Click **OK**.

You will receive an email when your team has been approved.
The team now appears in the 'Teams you captain' list.

To return to your homepage, click <<**Return to your current website**.

Managing Your Members

Managing your members provides you with a list of registered members to your site. Members are individuals that registered through your website, posted a message on your website, or contributed to your fund. You may also control member access, and give members administrative privileges, allowing them to edit your website. Only give administrator privileges to those individuals that are over the age of 18 and can be trusted to speak on your behalf.

To manage your members, choose **Your Members** from your homepage to display a list of registered members to your site, and a list of those who have administrative privileges appears.

You may make a registered member an administrator by clicking **Make Admin** beside the person's name. You are prompted to verify your decision to make the individual an administrator. Click **OK**. The person's name now appears under **Administration Members**.

To remove administrative privileges, click **Remove Admin** beside the person's name. You are prompted to verify your decision to remove administrative privileges from the individual. Click **OK**. The person's name no longer appears under **Administration Members**.

Managing Your Donors

Once someone has donated to your website, they appear on **Your Donors** list, with details of the amount and date of the donation. You may send them an email simply by clicking on their name or organization.

Note: This feature is not available until your website has been approved.

Activating Your Homepage

Once you have put together your homepage it is time to activate it. When your website is approved by our staff it will become publicly available. Approval usually takes 24-72 hours.

To activate your homepage, click **activate website**, located on the upper left-hand corner of the webpage.

The screenshot shows a website management dashboard. At the top left, a box contains the text: "Your website is located below" and "This menu will not be shown to visitors of your website, it is visible to you because you are the site owner. You can [hide this menu](#) at any time." To the right of this box, it says "Site Owner: Communications Lady", "Last Updated: Jan 25, 2008", and "Site Status: Website Offline". Below this is a prominent warning: "You have not activated your website, your website is offline. (click 'activate website')". A red circle highlights the "activate website" link. Below the warning is a navigation menu with buttons for: Website Details, Update Your Story, Upload a Photo, Update Events Page, Manage Guest Book, Create Mail-Out, Manage Teams, Your Members, and Your Donors. The main content area has a yellow header with "MY WEBSITE" and "HELPING TO FIGHT ALS!". Below the header is a silhouette of a crowd and a sign that says "WALK FOR ALS". A navigation bar includes links for Home, Donate Now!, Guest Book, Event Listings, and Contact Us. On the left, there is a section for "Upload Your Photo" with a note that the display box is not shown to visitors. On the right, there is a "Donation Tracking" section with a red message: "This feature is not available until your website has been approved". Below that is an "Event Sponsors" section featuring logos for Canon and HBC. At the bottom left, there are buttons for "SEND PAGE TO A FRIEND" and "JOIN OUR TEAM".

A prompt appears to confirm that the content is correct and error free. Click **OK**.

Logging out of Your Homepage

To logout of your homepage at any time, click Log Me Out, located on the menu panel to the left of the webpage.

Home | Donate Now! | Guest Book | Event Listings | Contact Us

Upload Your Photo
This display box is not shown to visitors.

SEND PAGE TO A FRIEND →
JOIN OUR TEAM →

TEAM: Enzo Test

Member	Website
Enzo Aspeni	view site
David Wilson	view site

Team Total Raised Online: \$0

Manage Account
Log Me Out

Participation
We are participating in the WALK for

MY WEBSITE
[Click here to CHANGE the text on this page.](#)

Be the First to Donate!
\$0 raised, our goal is \$1,000!

Start 50% 100%

"Most people with ALS lose the use of their legs in the first two years of the disease. What would you do, while you still could?"

I am showing my support for ALS by participating in this great event and I hope you will too. You can donate to my site and/or choose to participate along with me. Please help us to raise money to find a cure for this devastating disease and support those living with ALS and their families in our community.

Amyotrophic Lateral Sclerosis, ALS, is also known as Lou Gehrig's disease, after the famous American baseball player who died of ALS in 1941. ALS is a progressive and ultimately fatal neuromuscular disease. It causes nerve cells to degenerate. These nerve cells control movement by sending electrical impulses to the muscles. When the motor neurons degenerate, the muscles weaken, resulting in paralysis. ALS is a progressive, fatal, neuromuscular disease, which has no known cause, cure or drug therapy of consequence. Individuals who are diagnosed with ALS do not typically survive beyond 3-5 years. This devastating disease slowly robs the individual of the ability to walk, talk, and ultimately, to breathe. Below are facts about ALS:

- Two to three Canadians a day die of ALS
- Approximately 3,000 Canadians currently live with ALS
- In at least 90% of cases, ALS strikes individuals with no family history of the disease
- Between 5-10% have a familial form of ALS, so 2 or more of their family members have it.
- ALS can strike anyone, regardless of age, sex or ethnic origin
- The usual age of onset is between 55 and 65, but some have been younger than 20
- Nearly 90% of people with ALS died within 5 years of diagnosis. While some live