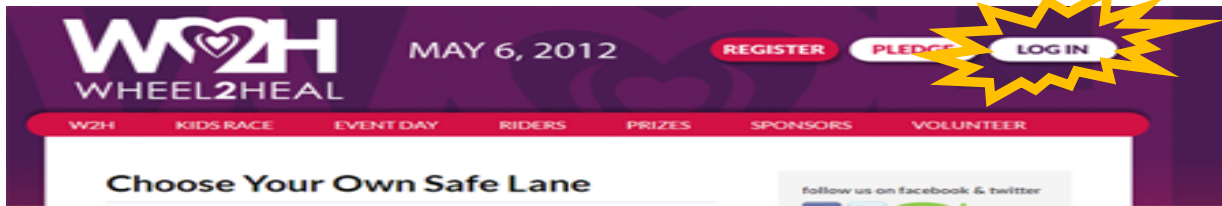


To **Log In** to your personal website for Wheel to Heal, visit www.wheeltoheal.ca and click on “Log In”:



It will take you to the Wheel to Heal’s registration site which is run by Gifttool. Here you need to login using your email and password you created when you registered.

Existing Participant Login

Please enter your email address and password used when registering as a participant, team leader or group leader.

Email:

Password:

Forgot your Password?

If you have forgotten your password, enter your email address used when registering and your password will be emailed to you.

Email:

Once you have logged in, you will see your fundraising administration. Here is where you can choose your options to send out emails and record pledges.

To **EDIT MY PROFILE**, click on this to change your contact information that you submitted when you registered (ie, password and address).

Home | **Edit My Profile** | Tell a Friend | Contact Us | Log Out

Welcome, Rachel Johns

W2H 2012 130 fundraising days remaining

My Team: Greenstone

My Progress		
Fundraising Goal:	\$500.00	Change
Credit Card Donations:	\$20.00	View
Confirmed Pledges:	\$0.00	View
Total Amount:	\$20.00	
% Achievement:		4.0%
Pending Pledges:	\$0.00	View
Recurring Monthly:	\$0.00	
Emails Sent:	0	Send More

Team Progress		
Fundraising Goal:	\$1,000.00	Change
Credit Card Donations:	\$270.00	View
Confirmed Pledges:	\$0.00	View
Total Amount:	\$270.00	
% Achievement:		27.0%
Pending Pledges:	\$0.00	View
Recurring Monthly:	\$0.00	
Recruitment Goal:	4	Change
#Team Members:		3
% Achievement:		75.0%
		Send Email

My To Do List

Create Web Page

- [Customize my fundraising page](#)
- [Customize team page & goals](#)
- [Change my profile & goals](#)

Send Emails

- [Ask friends to make a pledge](#)
- [Ask friends to join my team](#)
- [Send emails to my team members](#)
- [Send follow-up emails](#)
- [Send thank you emails](#)

Manage Pledges

- [Record pledges personally collected](#)
- [View my progress reports](#)
- [View team progress reports](#)

Message Board [View Messages](#)

From	New	Total
Apple Ridge Hospital Foundation	0	0
Your Team Leader	0	0

Click on any of the underlined blue links to take you to change your fundraising goal, view your donations, and send emails.

To **EDIT YOUR WEB PAGE**, click here:



[Edit My Profile](#) | [Tell a Friend](#) | [Contact Us](#) | [Log Out](#)

A screenshot of the 'Edit Web Page' interface. At the top, there is a navigation bar with buttons for Home, Edit Web Page, Send Emails, Record Pledges, My Progress, and Team Progress. Below this is a green header with the text 'To see your webpage!!'. The main content area includes a welcome message for 'Rachel Johns', a 'W2H 2012' section with a 'Preview Page' button highlighted by a yellow starburst, and two buttons for 'My Web Page' and 'Team Web Page'. Below these is a section for 'My Web Page Link' with a text box containing a URL. Further down is a section for 'Update Donation Message on My Fundraising Page' with instructions and a 'My Message' text area containing a sample message. A yellow box at the bottom contains instructions to write a personal message.

Choose to edit your web page or if you are a team leader, you can edit the team web page.

[Preview Page »](#)

My Web Page Link

My Web Page Link:

<http://www.gifttool.com/athon/MyFundraisingPage?ID=1487&AID=17808&PID=252138>

Update Donation Message on My Fundraising Page

Customize the message that is displayed to your friends & family on your personal fundraising page. To save your changes, click the 'Save my changes' button below. To preview your changes click the 'Preview Page' above.

My Message:

I'm going to ride my heart out at W2H 2012!

Write a catchy **HEADLINE** here.

Write your **PERSONAL MESSAGE** here. (ie, why are you participating or share a story of how the hospital has touched your life, etc.)

Write a catchy **HEADLINE** here.

Write your **PERSONAL MESSAGE** here. (ie, why are you participating or share a story of how the hospital has touched your life, etc.)

Add a **PHOTO** here.

Update My Photo

Customize your personal donation page by including a personal photo.

You can upload a photo from your computer by following these directions:

- To choose a **JPG or GIF** photo stored on your computer, click 'Browse'. This opens a window that lets you see files on your computer.
- Choose the photo you want to display on your personal page, and click 'Open' to upload the image.
- To save your changes, click the 'Save my changes' button below.

My Photo: [size will be converted if larger than 450 x 550 pixels]

IMPORTANT! You must **SAVE CHANGES** or else you will lose all your edits!

To **SEND EMAILS**, click here:

Home	Edit Web Page	Send Emails	Record Pledges	My Progress	Team Progress
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Home	Edit Web Page	Send Emails	Record Pledges	My Progress	Team Progress
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Welcome, Rachel Johns

W2H 2012

Manage Your Address Book

Manage your address book by:

[Manage Address Book »](#)

- Viewing your current address book
- Including names into your address book
- Deleting names from your address book

Send Emails

Customize and send the following emails:

[Send Emails »](#)

- Ask a Friend to Join Your Team
- Ask a Friend to Make a Donation
- Send a Thank You message to your donors
- Send an email you create from scratch
- Send an email to your team leader and/or team members

Message Board

[View Message Board »](#)

View all messages associated with your fundraising campaign:

- View emails sent by the organization, your team leader and / or other team leaders in your group.

Click on **SEND EMAILS** to choose what kind of email you want to send. Templates have been created to ask people to donate or ask people to join you team. You can also just write your own email.

Home	Edit Web Page	Send Emails	Record Pledges	My Progress	Team Progress
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Welcome, Rachel Johns

W2H 2012

Select Template	Create Message	Mailing List
---------------------------------	--------------------------------	------------------------------

Send an Email

Choose from one of the pre-formatted email templates or create your own message from scratch.

Email Templates:

- Ask friends to make a donation
- Ask friends to join your team
- Send a thank you message

Create from Scratch:

- Send an email you create from scratch

Choose a template or compose your own.



Click "Next" to continue

Welcome, Rachel Johns

W2H 2012

Send an Email

Customize your email message below and click 'Next' to create your mailing list. Your links will be automatically added to the bottom of your email to direct recipients to your personal webpage.

Subject Line:

Please support me as I Wheel 2 Heal!

Greeting:

Hi

- First Name
- Full Name

Email Message:

B *I* U Font family Font size

On May 6, 2012, I will be riding XXX km, in Eagle Ridge Hospital Foundation's Wheel 2 Heal.

ENTER YOUR OWN PERSONAL MESSAGE HERE

To donate online, please visit my fundraising page link found at the bottom of this email. To donate cash or cheque, please let me know. Thank you in advance for your generosity!

Write your **PERSONAL MESSAGE** here.

[Click here to visit my personal web page in support of Eagle Ridge Hospital Foundation.](http://www.gifttool.com/athon/MyFundraisingPage?ID=1487&AID=17808&PID=252138)
or copy and paste this link into your web browser:
<http://www.gifttool.com/athon/MyFundraisingPage?ID=1487&AID=17808&PID=252138>

Click here to **ADD EMAIL ADDRESSES**. Be sure to include a first and/or last name so that your email greeting is personally addressed to each recipient.

Home Edit Web Page Send Emails Record Pledges My Progress Team Progress

Welcome, Rachel Johns

W2H 2012

Select Template Create Message Mailing List

Send an Email

Use your address book below to select those friends who should receive this message.

Add Email Addresses »

Check All

Recipient Name	Email Address	Include
All members in my team		<input type="checkbox"/>
** No addresses added yet **		

« Back Cancel Send Emails »

When all your recipients have been selected and you are ready to send your email, click "Send Emails".

Once there are email addresses listed here, click on which recipients to send the email to. Only those checked off "Include" will receive this email.

To **RECORD CASH OR CHEQUE PLEDGES**, click here:



[Edit My Profile](#) | [Tell a Friend](#) | [Contact Us](#) | [Log Out](#)

A screenshot of a web page titled 'Record Pledges I've Collected in Person'. The page includes a navigation menu at the top, a welcome message for 'Rachel Johns', and a section for recording pledges. A blue link 'blank pledge form' is visible. A list of instructions for recording offline donations is provided. A button labeled '[+] Add a Pledge' is highlighted with a black arrow. Below the instructions is a table titled 'Open Pledge Form' with columns for Sponsor Name, Address, Email Telephone, Payment Method, and Donation Amount. The table content is '-- No offline pledges recorded yet --'. Another black arrow points from the 'blank pledge form' link to the 'Add a Pledge' button.

Welcome, **Rachel Johns**

W2H 2012

Record Pledges I've Collected in Person

Help us by recording any individual cheque and cash pledges you've collected during your fundraising efforts. Using this online pledge form saves us significant administrative time and money, making your collected pledges worth more in the end.

[blank pledge form](#)

How do I record and submit offline donations? You may wish to print off a blank pledge form and have your donors fill in the required personal information. When you are ready to record these donations to your account, just follow these easy steps:

- Click **Add a Pledge** after each entry to add more pledges to this form and record these pledges to the database. You can add new pledges at any time, logging in and out of your account as needed.
- To modify the information associated with any pledge already entered, or to delete a pledge, click the name of the donor.
- When you are ready to print your final electronic pledge form, and send this along with the pledges you've collected in person, click **Close & Print Pledge Form**. Any new pledges entered into the system after the original electronic pledge form has been printed, will be added to a new pledge form.

[\[+\] Add a Pledge](#)

Open Pledge Form:

Sponsor Name	Address	Email Telephone	Payment Method	Donation Amount
-- No offline pledges recorded yet --				

To **ADD A NEW PLEDGE** click here.

Click here to **DOWNLOAD A BLANK PLEDGE FORM** which you can keep in your pocket to record pledges.

Home Edit Web Page Send Emails Record Pledges My Progress Team Progress

Welcome, Rachel Johns

Wheel to Heal 2011

Add this pledge to my pledge form

Use this form to enter an individual cheque or cash pledge you have received during your fundraising efforts.

Contribution Amount: \$0.00 CAD

Payment Method: Cheque or Money Order Cash

Sponsor's Information

First Name :

Last Name:

Email:

Phone:

Apt., Street:

City:

Country:

State/Province:

Postal / Zip Code:

<< Back Record Pledge >>

Enter in your donor information here. **IMPORTANT:** All information is needed in order for your donor to get a tax receipt. Be sure to select the correct payment method and the contribution amount.

Once your pledge has been recorded, your **RECORD PLEDGES** page will look like this:

Home Edit Web Page Send Emails Record Pledges My Progress Team Progress

Welcome, Rachel Johns

Wheel to Heal 2011

Record Pledges I've Collected in Person

Help us by recording any individual cheque and cash pledges you've collected during your fundraising efforts. Using this online pledge form saves us significant administrative time and money, making your collected pledges worth more in the end.

[blank pledge form](#)

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- When you are ready to print your final electronic pledge form, and send this along with the pledges you've collected in person, click **Close & Print Pledge Form**. Any new pledges entered into the system after the original electronic pledge form has been printed, will be added to a new pledge form.

[+] Add a Pledge Close & Print Pledge Form >>

Open Pledge Form:

Sponsor Name	Address	Email Telephone	Payment Method	Donation Amount
Johns, Rachel	935A Harris Ave. Coquitlam	rachel@greenstoneproductions.com 604-628-4441	Cash	\$1.00

To **EDIT PLEDGES ALREADY ENTERED** click here

To **ADD A NEW PLEDGE** click here.

When **ALL YOUR PLEDGES HAVE BEEN RECORDED**, print off your pledge form and bring it with you to Package Pick-up or the event as well as all the cash/cheques.