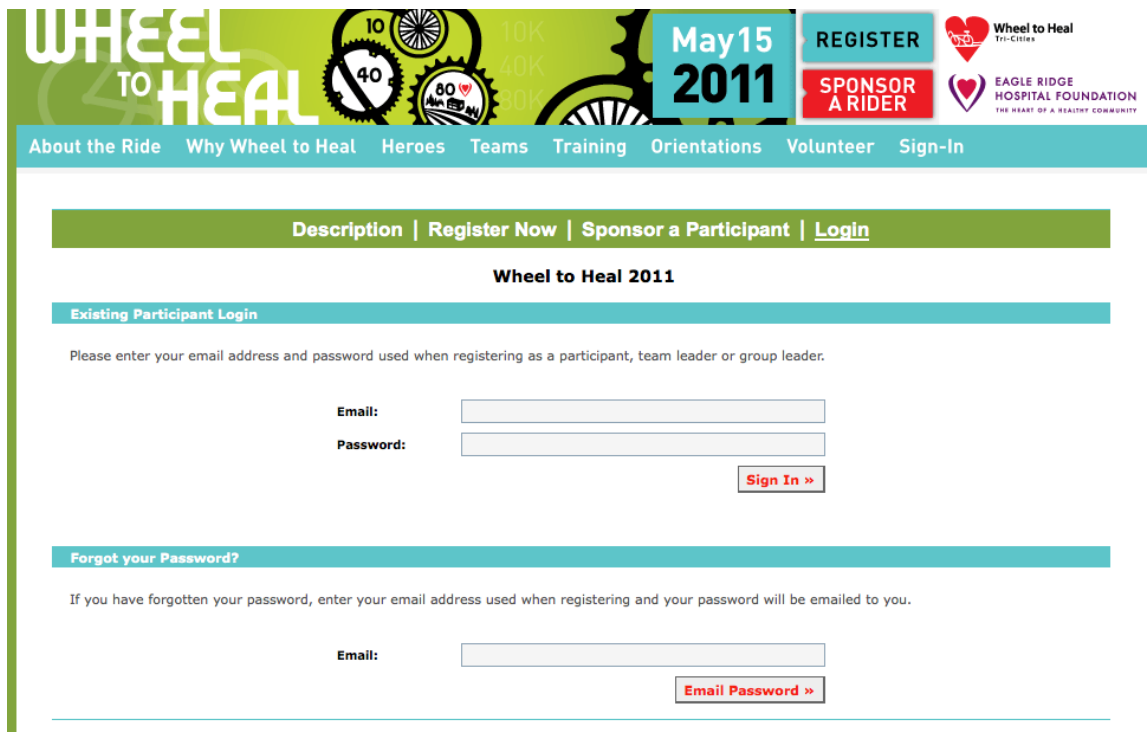


To **Log In** to your personal website for Wheel to Heal, visit [www.wheeltoheal.ca](http://www.wheeltoheal.ca) and click on “Sign-In”:



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.



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).

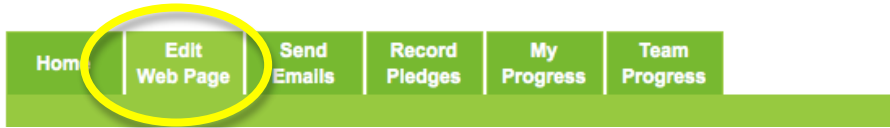
The screenshot shows a fundraising dashboard with a navigation bar at the top containing: Home, Edit Web Page, Send Emails, Record Pledges, My Progress, and Team Progress. The 'Edit My Profile' link is circled in yellow and has an arrow pointing to it from the text above. Below the navigation bar, the user is welcomed as Rachel Johns, and it is noted that 117 fundraising days remain. The dashboard is divided into several sections:

- My Progress:** A table showing fundraising goals and achievements for the user. The goal is \$250.00, with 0.0% achievement. It lists credit card donations, confirmed pledges, pending pledges, and recurring monthly amounts, all currently at \$0.00. There are 'Change', 'View', and 'Send More' links.
- Team Progress:** A similar table for the team, with a goal of \$500.00 and 50.0% achievement. It also lists various donation and pledge categories with 'Change', 'View', and 'Send Email' links.
- My To Do List:** A list of tasks such as 'Create Web Page', 'Send Emails', and 'Manage Pledges', each with several sub-links for customization and communication.
- Message Board:** A table showing messages from 'Eagle Ridge Hospital Foundation' and 'Your Team Leader', with columns for 'From', 'New', and 'Total'.

Arrows from the text below point to the 'Change' links in the 'My Progress' and 'Team Progress' sections, and to the 'Send Emails' section in the 'My To Do List'.

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 'My Web Page' editing interface. At the top is a navigation menu with 'Edit Web Page' highlighted. Below the menu, a green banner says 'Welcome, Rachel Johns' and 'Wheel to Heal 2011'. There are buttons for 'My Web Page' and 'Team Web Page'. A 'Preview Page >' button is circled in yellow. Below this is a section for 'My Web Page Link' with a text input field containing a URL. The next section is 'Update Donation Message on My Fundraising Page'. It contains a 'My Headline:' text input field with the text 'I have what it takes!'. Below that is a 'My Message:' rich text editor with a toolbar and the text 'I am participating in Wheel to Heal 2011 in an effort to raise money to purchase critical medical equipment needed for Eagle Ridge Hospital.' A yellow box highlights the message area with the text: '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.

Add a **PHOTO** here.

A screenshot of the 'Update My Photo' section. It has a green header and contains instructions: 'Customize your personal donation page by including a personal photo.' and '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.' Below the text is a 'My Photo:' label with a note '[size will be converted if larger than 450 x 550 pixels]', a text input field, and a 'Browse...' button.

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

[Save my changes >>](#)

To **SEND EMAILS**, click here:

The screenshot shows a website interface with a green navigation bar at the top containing buttons for Home, Edit Web Page, Send Emails, Record Pledges, My Progress, and Team Progress. The 'Send Emails' button is circled in yellow. Below the navigation bar, the page content is organized into sections with green headers: 'Manage Your Address Book', 'Send Emails', and 'Message Board'. Each section contains a list of options with radio buttons and a corresponding button with a right-pointing arrow. A black arrow points from the 'Send Emails' button in the 'Send Emails' section to the text below.

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

Welcome, Rachel Johns  
Wheel to Heal 2011

**Manage Your Address Book**

Manage your address book by:

- 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:

- 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 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.

Choose a template or compose your own.

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

Welcome, Rachel Johns

Wheel to Heal 2011

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**

Click "Next" to continue

Home Edit Web Page Send Emails Record Pledges My Progress

Welcome, Rachel Johns

Wheel to Heal 2011

Select Template Create Message Mailing List

**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 to heal!

**Greeting:**

Hi

- First Name
- Full Name

**Email Message:**

**B I U** [List Icons] [Link Icon] [Image Icon] Font family Font size

On May 15, 2011, I will be participating in the 3rd Annual Tri-Cities Wheel to Heal Ride presented by Cap's Westwood Cycle.

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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=1428&PID=180695)  
or copy and paste this link into your web browser:  
<http://www.gifttool.com/athon/MyFundraisingPage?ID=1487&AID=1428&PID=180695>

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

Welcome, Rachel Johns

Wheel to Heal 2011

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

[<< Back](#) [Cancel](#) [Send Emails >](#)

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.

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.

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

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 has a green header with navigation buttons: 'Home', 'Edit Web Page', 'Send Emails', 'Record Pledges', 'My Progress', and 'Team Progress'. Below the header, it says 'Welcome, Rachel Johns' and 'Wheel to Heal 2011'. The main content area has a green sub-header 'Record Pledges I've Collected in Person'. Below this, there is a paragraph of text explaining the purpose of the form. A blue link 'blank pledge form' with a small icon is on the right. Below the text are three bullet points with green circular icons. At the bottom of the text area is a red button with a white plus sign and the text 'Add a Pledge'. Below this is a section titled 'Open Pledge Form:' which contains a table with columns for 'Sponsor Name', 'Address', 'Email Telephone', 'Payment Method', and 'Donation Amount'. The table is currently empty and shows '-- No offline pledges recorded yet --'. Two black arrows point from the text below to the 'Add a Pledge' button and the 'blank pledge form' link.

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:  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:

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](#)

**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.

**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 on the

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.