Reference Guide

School Coordinator Guide

If you are participating in the Kids Walk to Cure Diabetes, you may have some questions on how to use our online tools to increase your fundraising success. This quick quide can help get you started or answer common questions!

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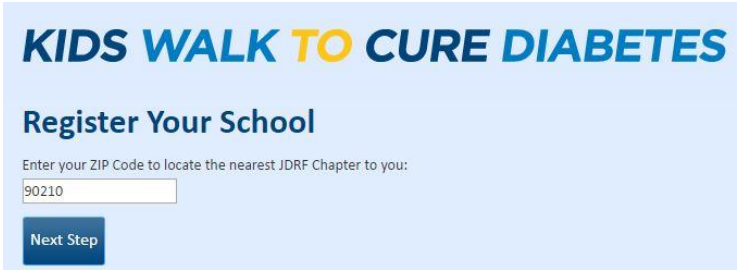
Registration for School Coordinators

Thanks for your interest in the Kids Walk to Cure Diabetes! Registering your school is as easy as 1-2-3!

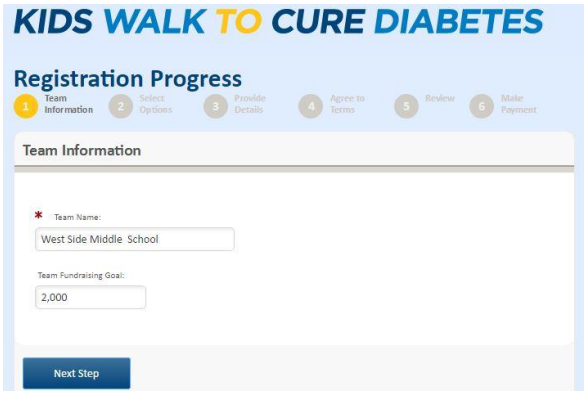
- Visit the Kids Walk site at kidswalk.jdrf.org and begin registration by selecting **Register Your School** button in the section labeled **School Representatives**.

- Next, enter the zip code of your school.

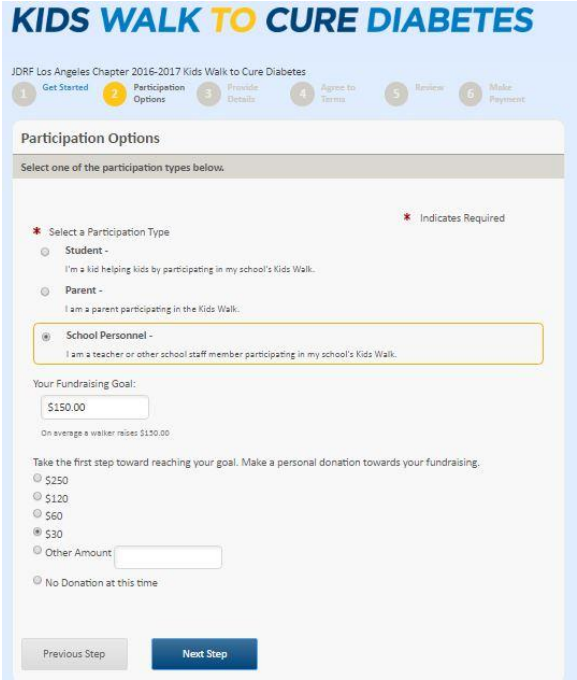


Then, follow the 6 step registration process:

1. **Team Information**: Provide your team name and fundraising goal. Then, select **Next Step.**



2. **Select Participation Options-** Depending on if you are a Student, Parent, or School Personel, select the appropriate participation type. Then, provide your fundraising goal and make the first step toward achieving your goal by making a personal donation. After that, select **Next Step.**



3. **Contact Information -** Next, you will enter your contact information. This is the longest section of the registration, and you will provide the following information:
    - **Contact Information**: Name, mailing address, telephone, and email
    - **Participant Center Access Information**: If you are a new user, you will create your login information for your Participant Center.
    - **Additional Information**: T1 connection, school position, how you heard about Kids Walk, number of students at your school, grade level, school address, school telephone, Difference Maker award decision, and your event Date.

4. **Waiver** - Read and check the waiver agreement box. You may print this document if desired. Note that the waiver varies if you are a student, parent or school personnel. Select **Next Step**.

5. **Registration Summary** - It is important to confirm your registration information or your registration will not be activated.
   - If you are the only person registering, select **Complete Registration**
   - If you would like to register another Participant, such as your child, enter the individual's name and select **Register Another Person**. Please provide an email address for that person to ensure they have access to the online fundraising tools in their Participant Center. When finished registering additional individuals, select **Complete Registration**.

6. **Registration Complete** - If you made a personal donation to kick start your fundraising, you will also need to provide your billing information.

Congratulations! You are now registered for the Kids Walk. Visit your Participant Center to customize your personal page and begin your fundraising!

Your Participant Center

1. To access your Participant Center, go to kidswalk.jdrf.org to log in to your account and enter your username and password in the top right section of the screen.

2. Select **Go To My Events** button to see a list of events you have registered for and select your school event to access your Participant Center. **Note**: if this is the only event you

registered for, your school Walk will be the only event on the list. (Some of our constituents participate in more than one event, and our online system allows you to manage all of these activities in one place.)

3. In your Participant Center, there are tabs that provide different tools and views to help you manage your Kids Walk. If you need help at any time, please contact onlinesupport@jdrf.org.

Navigate Your Participant Center

- **Home:** This is where it all starts!
  - Overview of your fundraising progress
  - Suggestions to help you with your fundraising
  - Steps to Success links to other locations within the Participant Center
  - Summary of recent activity

- **Send Email:** We have great tools to help you with your fundraising! You can:
  - Import or individually enter your contacts from your online address books
  - Compose emails using the provided templates or write one from scratch
  - Create groups to target your email messages. For instance, if you want to vary the message, you are able to edit and send different messages to recruit walkers, motivate other teachers to participate, or to raise funds for the Walk.

- **View Progress:** Want to know how your fundraising is going? Visit here!
  - Long and short term donation tracking
  - A detailed donation history
  - View badges earned and badges available to unlock

- **Edit Personal Page:** Tell them why you are walking!
  - You and all registered participants will receive your own Personal Page to tell your story. Update your personal webpage with your individual message, plus add pictures and/or a video that will really help people connect to JDRF's mission and the importance of supporting your efforts
  - Under **Personalize Your Link** you can create a URL shortcut to your personal page
  - If you prefer, you can make your Personal Page private by choosing **Personalize Your Link,** then selecting the **Private** button and save. If you do this, it will also remove you from all searches.

- **Edit School Page:** Welcome visitors to your school's JDRF Kids Walk!
  - Update your school webpage with your welcome message and specific event details
  - Add a picture or a logo for your school
  - Under **Personalize Your Team Link** you can create a URL shortcut to your school page
  - Edit your school team name (if necessary)

- **Event Details:** Takes you to your School Page
  - Thermometer displaying how much your school achieved towards its fundraising goal
  - Scrolling list of top 35 donors to the school

Engage your social network, increase your results by 20%, and earn a badge!

In your Participant Center you will see information about the Fundraise with Facebook application used to expand your fundraising efforts and make people aware of your school's event. Studies show that Participants who use this additional tool raise about 20% more! The app allows you to donate your Facebook profile and cover photos to JDRF and post status updates to your newsfeed. It is a great way to get the word out about the Walk and will certainly help your fundraising efforts! Please note, Facebook does not allow minors under the age of 13 to create a Facebook account, so parents may need to register and install this app to use on their behalf.

Change Your School's Kids Walk Goal

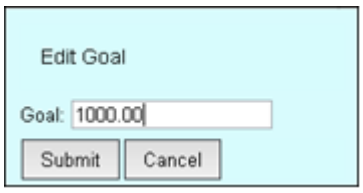
As a School Coordinator, you may update your school's Fundraising Goal in Participant Center. You may want to adjust your goal for many reasons, including:

- You did not previously set a goal
- You reached your goal and would like to set a new, increased goal

1. After accessing your Participant Center, select **View Progress** from the tabs along the top of the page. Select **Team** from the options on the right side of your page.

2. From the **TEAM GOAL** area under the **Team Fundrasing Progress** bar, select **Change**

3. In the **Goa**l field, enter the new monetary amount you and your team intend to raise for the Kids Walk. (**Note**: you need only enter the number without any monetary sign. For example, 1000)



4. Select **Submit**. The pop-up closes and your new amount will show up in the **Team Fundraising Progress** area. **Note**: the percent of the goal achieved will also change.

Create a Personal Page in Minutes & Earn a Badge

1. In your **Participant Center** select **Edit Personal Page** from the options along the top of the page.

2. Why not share your own JDRF story by editing the standard page text? Remember, if you edited your page in the past and registered using the same email address, your page from last year is automatically reused. Be sure to update statistics and refresh your story about why you Walk!

3. We love the photo we provided, but we would rather see your reason for walking! Customize the page with personal pictures and/or a video. You can make the story more impactful by adding two pictures and a video! C'mon, a picture is worth 1,000 words!
   Note: Photos must be in .JPG or .GIF format and less than 4 MB in size. Many high-resolution digital camera photos are larger than 4 MB and may need to be compressed before you can use them on your Personal Page. There are many free programs that will allow you to compress your images. Here are a couple of examples:
   a. ImageOptimizer (www.imageoptimizer.net)
   b. Microsoft Office Picture Manager (More Info)

4. You may also select to include or not include the **Components** of your **Status Thermometer** and **Fundraising Honor Roll.**
5. Select **Save** so all changes are updated.

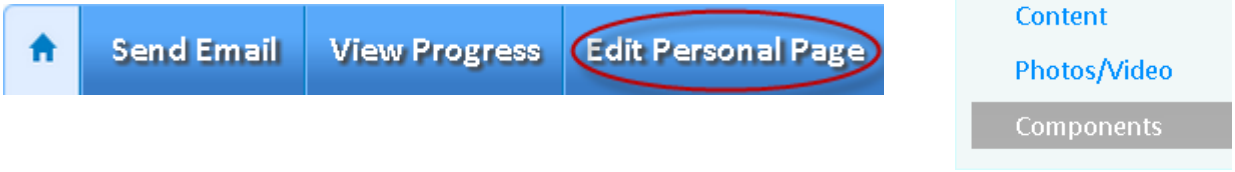
Hiding Gift Amounts and Honor Roll

Your **Personal Page** displays two status indicators:

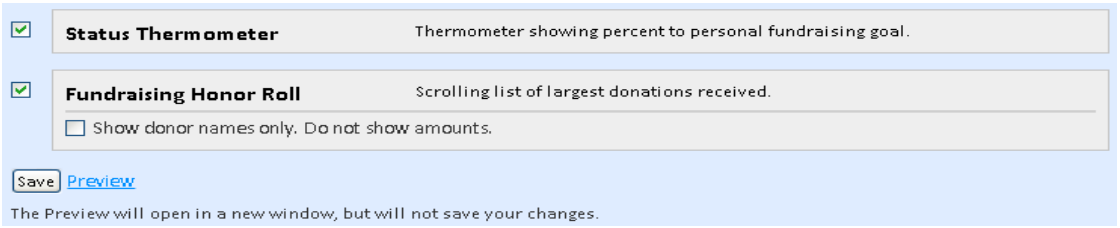
1. **Status Thermometer** - shows the amount of money you have raised toward your goal.
2. **Fundraising Honor Roll** - shows the largest gifts including the names of up to 35 of the top donors who gave a gift to support you and the amount of that gift (except for those donors who have specified they prefer not to be named or display the amount they donated).

You can choose to turn either of the status indicators on or off or alter the way they display.

1. Select the **Edit Personal Page** tab, and select **Components** from the options on the right side of the page.



2. To turn a component on or off, use the checkbox next to the component name.
   To change a Status Thermometer: Check or uncheck the box to display the status thermometer. Select **Save** to confirm your selection.
   To change a Fundraising Honor Roll: You may change your honor roll so that the donor names display with or without the gift amounts:
   - If you display the **Fundraising Honor Roll** and leave the **Show donor names only** box unchecked, donor names and gift amounts will display.
   - If you want to show the donor names without showing the amounts of the gifts, check the **Show donor names only** checkbox and select **Save**.

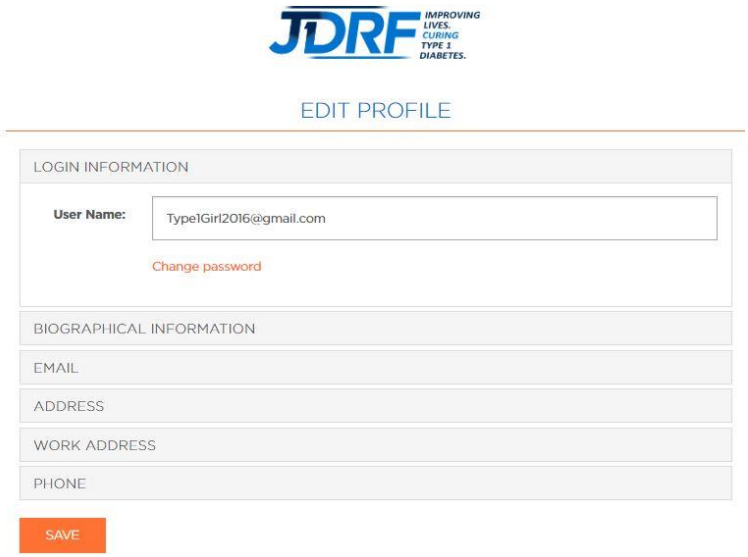


3. Select **Preview** (near the bottom of the page). A separate browser window will open with your **Personal Page** displayed. If the preview does not appear, be sure you allow the pop-up to be displayed within your browser. If the image displayed is not what you want, you may close the Preview page, repeat Step 3, and select **Preview** again.

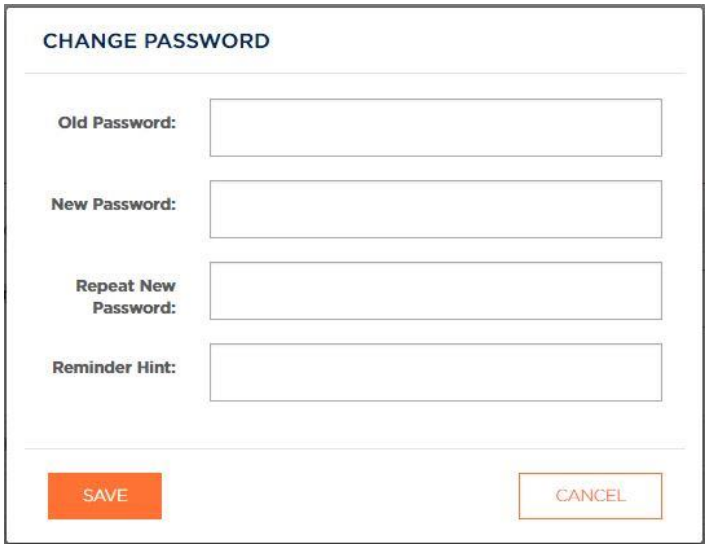
Change Your Participant Center Password

1. When you are logged into your "Participant Center," select **Edit Your Profile** in the upper right login area.

2. Select **Change/Reset Password**.



3. Complete all the fields and select **Save**.



Your password change is complete!

Social Networking Sharing Links

Use the **Spread The Word** links that are displayed on several pages in your Participant Center to quickly and easily post a comment on your favorite social networking sites about your Kids Walk activity. The post (or Tweet) will contain a link back to your Personal Page where your friends can make a donation to your Walk

Note: You do not have to be logged in to use a Sharing Opportunity.

1. Select the icon of the social site on which you want to post. For example, select the Facebook icon to post to your Newsfeed on your Facebook page.

2. Type in a phrase or statement about the Kids Walk that will let your friends know about your activity and how they can support you.

3. Post the Comment, by selecting **Share**.

If you:

- Previously linked the selected social account to your account on our site and are logged in (with either your social site login or our site Username and Password), the post will automatically be displayed on the appropriate area of your social site page
- Opened and logged into the social site in another tab of your web browser, the post will automatically be displayed on the appropriate area of your social site page
- Have not linked your accounts or logged into either account in your web browser session, a series of pop-ups may display with prompts for information in order to log in and correctly post the comment on the appropriate area of your social site page

Here is an example of how it will display on Facebook.

Importing Contacts

The Kids Walk Participant Center makes it easy for participants to import contacts and send fundraising email messages. The software allows you to import contacts automatically from several popular email providers such as Gmail, Yahoo, Outlook, AOL, Hotmail and more. The Online Help is a great resource to assist you in importing your email contact list from third party email services.

Luminate Online Help Links:

- Importing Contacts through Google Gmail
- Importing Contacts through Yahoo!
- Importing Contacts through a File-Based Import (Outlook, AOL, Hotmail, Apple, others)

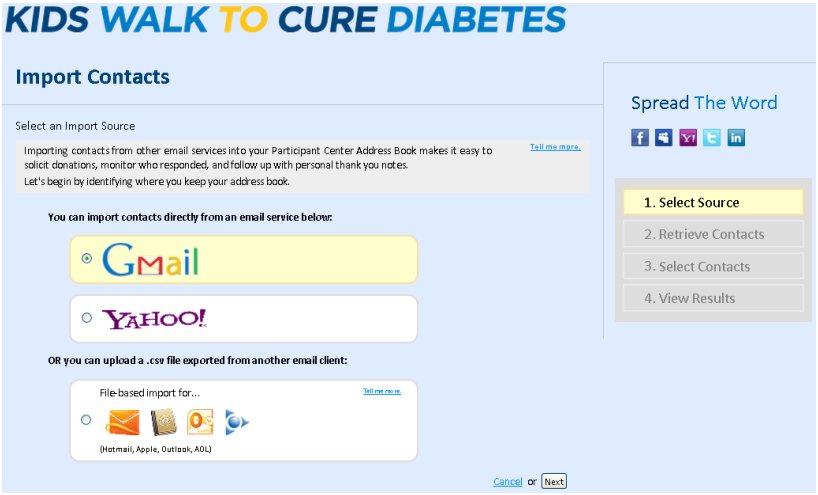
For your convenience, JDRF has provided additional help for importing contacts in this document. Continue reading for more information.

Importing Contacts Through Google Gmail

The following instructions will guide you through the process of importing your Google Gmail contacts into the Kids Walk Participant Center.

1. Log in to your JDRF Participant Center at kidswalk.jdrf.org
2. Choose the school event for which you are registered
3. From the **Participant Center**, select the **Send Email** tab.

4. Select the **Contacts** link in the right hand navigation area.
5. Select **Import Contacts**
6. Choose the **Gmail** button and select **Next**



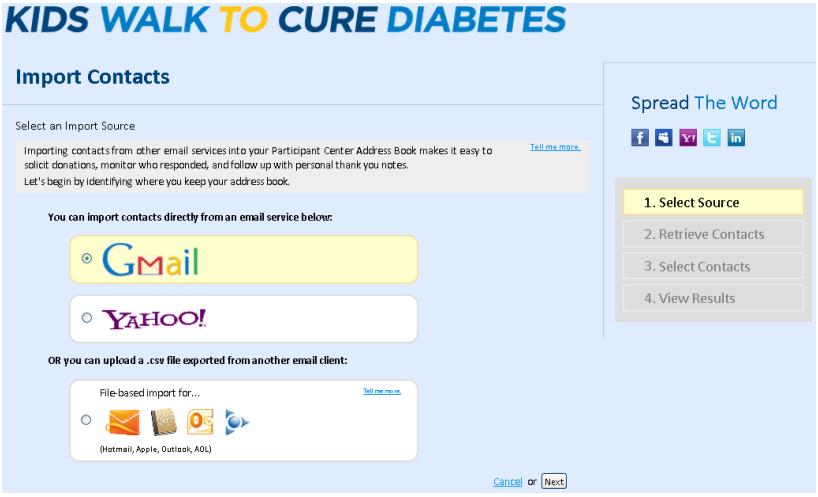
7. Sign in to your Gmail account using your Gmail username and password
8. The Luminate Online.net system will prompt you to allow access to your Gmail contacts – select **Grant Access**
9. Once the system has retrieved your contacts, select **Next**
10. You will be prompted to select some or all of your contacts – choose the desired option and select **Next**
11. The results of the import will be displayed. Refer to the Online Help link for Gmail to resolve duplicates or make notes about rejected contacts.

If you experience difficulty importing your Gmail contacts, please contact the JDRF Online Support team at onlinesupport@jdrf.org

Importing Contacts Through Yahoo!

The following instructions will guide you through the process of importing your Yahoo! email contacts into the Kids Walk Participant Center.

1. Log in to your JDRF Participant Center at kidswalk.jdrf.org
2. Choose the event for which you are registered
3. From the **Participant Center**, select the **Send Email** tab
4. Select the **Contacts** link in the right hand navigation area
5. Select **Import Contacts**
6. Choose the **Yahoo!** button and select **Next**



7. Sign in to your Yahoo! account using your Yahoo! username and password

8. The Luminate Online.net system will prompt you to allow access to your Yahoo! contacts – select **Accept**
9. Once the system has retrieved your contacts, select **Next**
10. You will be prompted to select some or all of your contacts – choose the desired option and select **Next**
11. The results of the import will be displayed. Refer to the Online Help link for Yahoo! to resolve duplicates or make notes about rejected contacts

If you experience difficulty importing your Yahoo! contacts, please contact the JDRF Online Support team at onlinesupport@jdrf.org

Importing Contacts Through CSV File-Based Import

Many popular email software applications include features to allow you to export your email contacts to a Comma Separated Values (.csv or CSV) file for use in other applications. Before uploading your contacts into the **Participant Center**, you will need to export them into a CSV file format. Specific instructions for exporting contacts vary by provider. Links to instructions for a few popular providers are included below.

- Exporting Contacts from Microsoft Outlook
- Exporting Contacts from AOL
- Exporting Contacts from Hotmail
- Exporting Contacts from Apple

After you have exported your contacts to a CSV file, you can import them into the Participant Center email tool using the following instructions

1. Log in to your JDRF Participant Center at kidswalk.jdrf.org
2. Choose the event for which you are registered
3. From the **Participant Center**, select the **Send Email** tab
4. Select the **Contacts** link in the right hand navigation area.
5. Select **Import Contacts**
6. Choose the **File Based Import For…** button
7. Select the **Browse** button, locate your exported CSV* contact list on your computer, and select the **Open** button
8. Select **Next**

A preview of your contact list will be displayed. If the preview looks correct, you can simply select the **Next** button and your contacts will be imported into your **Participant Center**.

Note: It is important to ensure that the data in your CSV file is as clean as possible. The First Name and Last Name fields are particularly important. If the First and Last Name fields contain non-alphanumeric characters such as ( ) ‘ / & % @ ; , “, participants may experience errors when attempting to send email messages to their contacts through the Participant Center. A sample CSV contact list template is available if you select the **Tell Me More** hyperlink.

If not, you can remap the columns if they are not correct. For example, you may choose to use a Nickname column as your first name. If the system matched the First Name column in your file incorrectly, you must choose the correct column to use from your CSV file.

***Column Mapping**

1. On the Preview page, examine the 3 columns of information
2. If a column of information was not the column you expected:
   - Select **change the column mapping** or the **encoding** link
   - Select the drop-down list on the column and select the actual column from the .csv file that should be used
3. If the .csv file is encoded in something other than ASCII, select the correct option from the Encoding drop-down list

Select the Contacts You Want Import

1. Choose to **Import all contacts…** or **Import some of the retrieved contacts…**
2. Select **Next**

Resolve Duplicate Contacts

1. Select anywhere in the **Possible Duplicate Contacts** heading
2. In the list displayed, if the contact:
   - Already exists in your **Participant Center Contacts** list with a variation of this information, select:
     - **Update** icon to replace the name or email address in your **Participant Center** with the one from the .csv file.
     - **Ignore** icon to keep the information as is it is in your **Participant Center Contacts** list.
   - To add a new contact, select the **Add** icon to copy this contact into your **Participant Center Contacts** list.

Finish the Import and Return to the Contacts List

1. Select the **Finish** button (located below the lists)
2. On the confirmation pop-up displayed, select **Confirm Finished**

We hope this guide was helpful. Best of luck with your Kids Walk to Cure Diabetes event!

If at any time you need assistance, please contact tech support hotline at (855) 835-9255 or Online Support at onlinesupport@jdrf.org.