



Participant Centre

Learn how to fundraise online with your Participant Centre

Table of Contents

- Log In ----- 2
- Set up your personal fundraising page link ----- 3
- Edit your personal fundraising page ----- 4
- Upload a photo ----- 5
- Send Emails ----- 6

After registering, fundraising is the next step to fight animal cruelty:

It's time to start asking family and friends to help you **meet your fundraising goal!** Remember, our goal is to fight animal cruelty by raising funds to shelter, rescue, and care for B.C.'s animals in need.

Fundraising online is easier, faster **and** puts donations to work for animals in need immediately!

How to access your Participant Centre

Login to your participant centre at www.sPCA.bc.ca/cupcakeday by entering your username and password in the top right corner.

Username/Passwords

Your username/password is created when you register for National Cupcake Day.

If you have forgotten your username/password or have trouble logging in, contact cupcakes@sPCA.bc.ca or call 1-800-665-1868, press 3, dial 1453 for help in resetting.

Participant Centre vs. Personal Fundraising Page

Participant Centre

Your participant centre is what you will see and use to fundraise when you login at www.sPCA.bc.ca/cupcakeday. Here, you can send emails and customize your personal fundraising page.

Personal Fundraising Page

Your personal page is what your friends and family will see when they visit your page to make a donation.

Welcome to My Personal Page

I'm holding a Cupcake Day party for National Cupcake Day™ for SPCAs & Humane Societies on Monday, February 26th and you're invited!

It's going to be a scrumptious event with irresistible treats that will help raise awareness and urgently-needed funds to support animals that are abused, abandoned, neglected or no longer wanted.

I'll be baking the most delicious, delectable and scrumptious cupcakes you can possibly imagine. I just KNOW you want one! Or two! Or a bunch! Will you please consider donating online to join my Cupcake Day Party? Not only will you get to enjoy a yummy cupcake, but you'll be supporting a cause that really matters to me.

You can donate online – it's safe, secure and super easy. Just click on the "Donate" button on the right side of the page. If I won't see you on Monday, February 26th, please donate anyways. You can join me in helping rescue tens of thousands of animals across Canada from abuse and neglect and give them a second chance.

Thank you so much for your support!



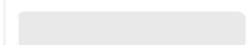
[DONATE NOW](#)

Achievements

No Badges Have Been Earned

Personal Progress:

0% of Goal \$0 Raised

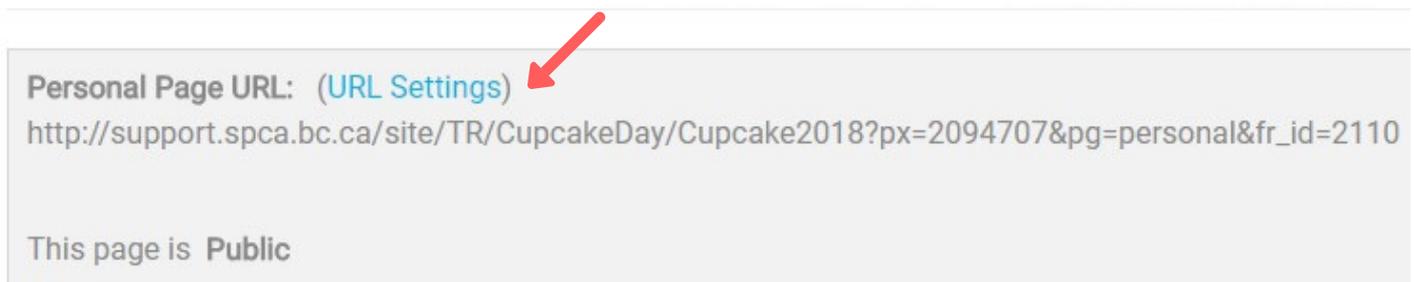


Create your personal fundraising page link

Once logged in to your Participant Centre, create a custom page link to share with friends in emails or social media and collect online donations to your fundraising goal.

This is the **easiest, fastest, and most efficient** way to fundraise!

Select 'URL Settings' next to Personal Page URL.



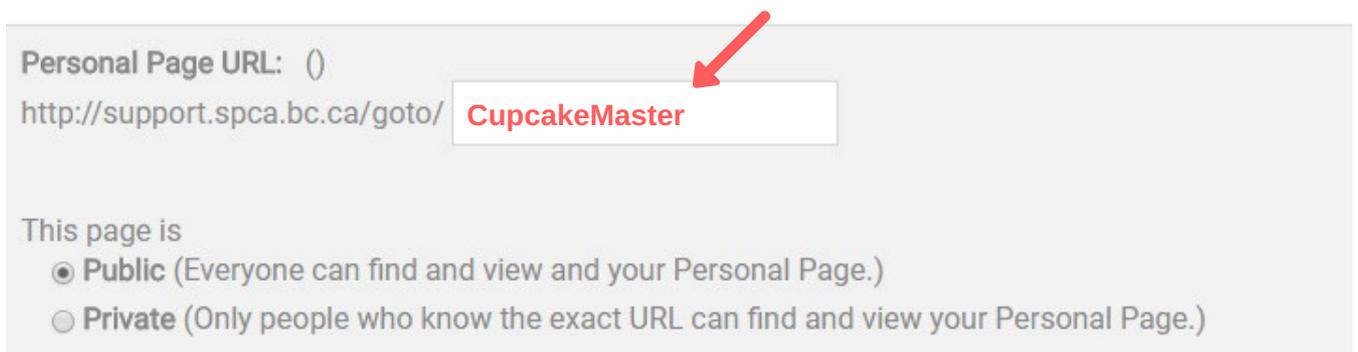
Personal Page URL: (URL Settings) 

http://support.spca.bc.ca/site/TR/CupcakeDay/Cupcake2018?px=2094707&pg=personal&fr_id=2110

This page is **Public**

Title

In the fillable box that appears, write down a name or nickname for your custom page link.



Personal Page URL: () 

[http://support.spca.bc.ca/goto/ **CupcakeMaster**](http://support.spca.bc.ca/goto/CupcakeMaster)

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.)

Example of how the link looks: <http://support.spca.bc.ca/goto/CupcakeMaster>

Use your custom page link to fundraise

Copy + paste your custom page link to **emails or Facebook** so your friends can click through to your fundraising page for the animals.

Edit your Personal Fundraising Page



What's a personal fundraising page?

When your friend or family member visits your custom link, they will see your personal page where they can donate online to your fundraising goal.

Ways to personalize your page:

Title

Welcome to My Personal Page

Body

Font family Font size

B *I* U ABC [List Icons]

I'm holding a Cupcake Day party for National Cupcake Day™ for SPCAs & Humane Societies on Monday, February 26th and you're invited!

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I'll be baking the most delicious, delectable and scrumptious cupcakes you can possibly imagine. I just KNOW you want one! Or two! Or a bunch! Will you please consider donating online to join my Cupcake Day Party? Not only will you get to enjoy a yummy cupcake, but you'll be supporting a cause that really matters to me.

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Preview

Save

The Preview will open in a new window, but will not save your changes.



HOME



EMAIL



PROGRESS



PERSONAL PAGE

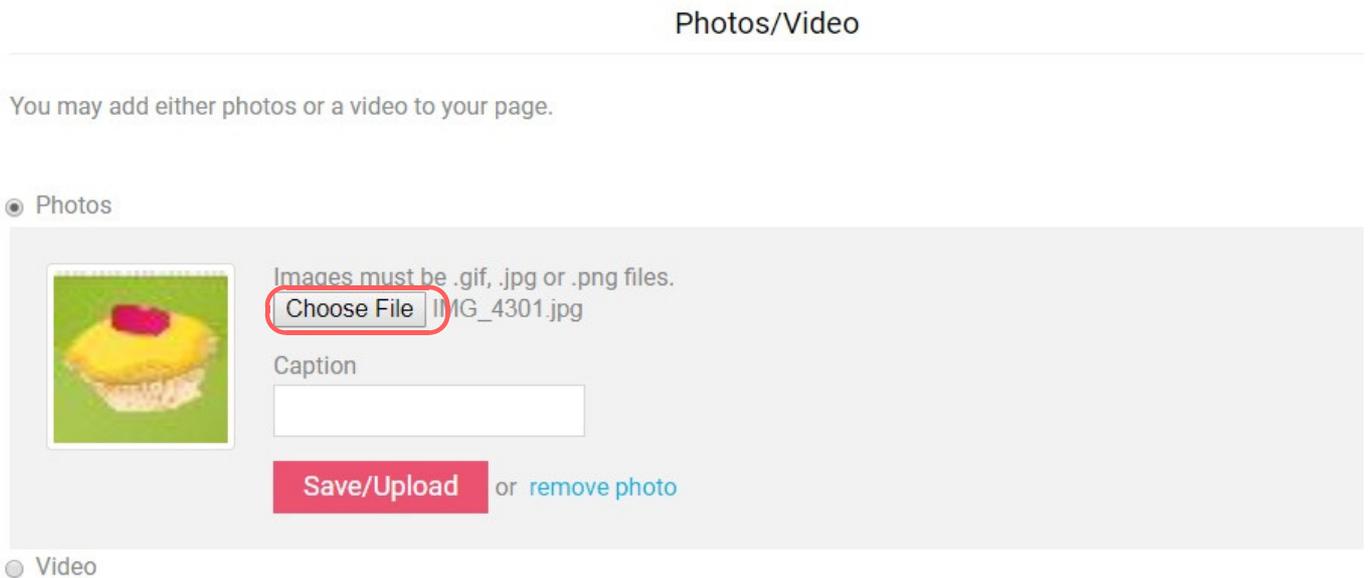


LOGOUT

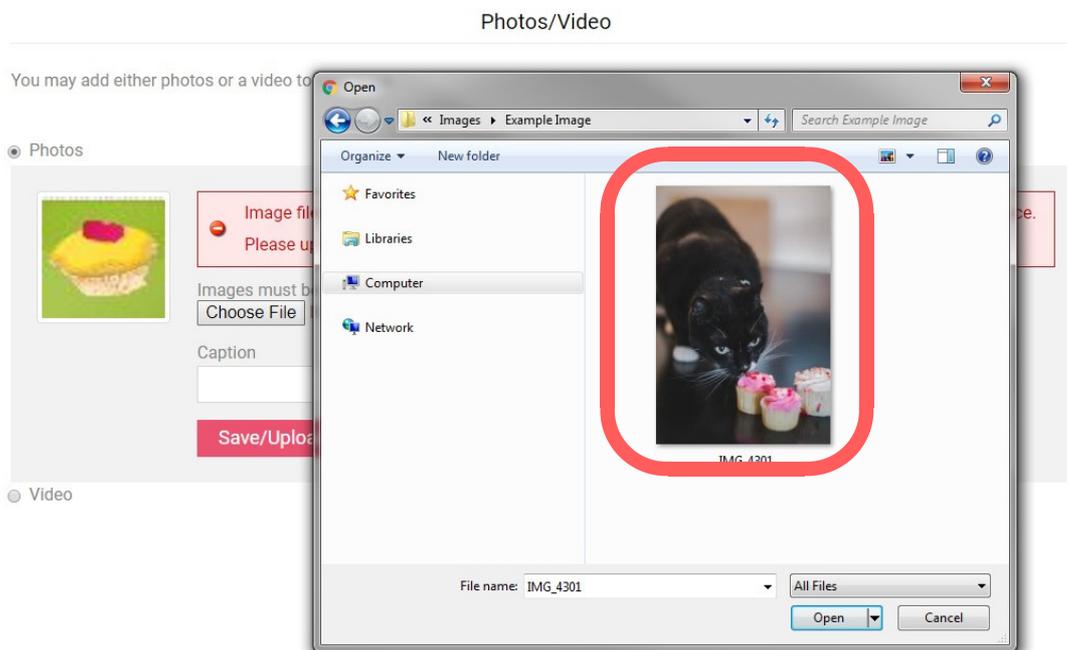
- **upload a photo** - whether it's a photo of your current animals or a furry friend in memory, a personal photo will assure friends that they are at the right page to make their donation
- **write a personalized message** - **why are you baking for animals?** Share your story about why you're baking cupcakes to raise money for animals in need
- **change your fundraising goal** - the recommended fundraising goal is \$100 but you can adjust this to any amount that you want to commit to.

Upload a Photo

1) On the 'Personal Page' tab, click on 'Photos/Video' to choose an image file from your computer. Image files must be no larger than 4MB.



2) Once you've selected 'Choose File', a window will pop-up where you can browse your computer's folders to select an image file (the photo).



3) Double click the image file to select and **make sure to click 'Save/Upload'!**

Send Emails

Sending an email or posting to Facebook is the easiest way to **provide a direct link to your personal fundraising page** for your friends to support you.



You can send emails two ways:

Send email via your own email provider

Once you've created a custom link to your personal fundraising page, simply copy and paste the link to your own email account to send to friends.

This way gives you the **ease** of using an email service that you are already familiar with.

Send email via the Participant Centre

Your participant centre has a **pre-written email template** for you *and* will populate a link to your personal fundraising page at the bottom of the message.

1. Select an email template



SEND EMAIL



UPDATE YOUR
PERSONAL PAGE

Recent Activity

Date	Activity	Description	Additional Info
Dec 15	Recruit	You joined National Cupcake Day 2018	
Dec 14	Message	Sent message to Bri MacBain	
Dec 14	Message	Sent message to Bri MacBain	



Send email

[Add Contacts](#)

[View Your Progress](#)

[Edit Personal Page](#)

[Change Team Membership](#)

Send Emails (via the Participant Centre)

2. Edit a few details to personalize the email

The screenshot shows the 'Compose Message' interface. At the top, there is a navigation bar with a home icon and the word 'Email'. Below this is a 'Compose Message' header. A horizontal menu contains four options: 'CONFIGURE' (underlined), 'COMPOSE', 'SET RECIPIENTS', and 'PREVIEW & SEND'. Below the menu is the section 'Select Email Template'. A red bar indicates the current selection: 'Other (1)'. Underneath, a radio button is selected for 'Cupcake Day Message (Preview)'. At the bottom right of this section are four buttons: 'Save as draft', 'Save as template', 'Preview', and 'Next'. Below the template selection is a 'Subject:' field containing the text 'Join me at National Cupcake Day!'. Underneath the subject field is a checkbox for 'Include personalized greeting (What's this?)'. Below that is a rich text editor toolbar with options for font family, font size, text color, background color, bold, italic, underline, bulleted list, numbered list, link, and unlink. The main body of the editor is empty with the placeholder text 'Enter your message here'. At the bottom left, there is a dropdown menu for 'Current layout:' with the value '(done selecting)'.

3. Add your recipients

The screenshot shows the 'SET RECIPIENTS' step of the email composition process. At the top, there are four tabs: 'CONFIGURE', 'COMPOSE', 'SET RECIPIENTS' (underlined), and 'PREVIEW & SEND'. Below the tabs are two buttons: 'Add Contact' and 'Import Contacts'. The main area is divided into two sections. On the left, 'Available Contacts' features a dropdown menu for 'Contacts', a search input field, and a table with columns for 'Name' and 'Email'. On the right, 'Recipient List' is currently empty. A modal window titled 'Add Contact' is open in the foreground, containing three input fields: 'First Name', 'Last Name', and '* Email'. At the bottom right of the modal are two buttons: 'Cancel' and 'Add'.

Send Emails (via the Participant Centre)

4. Preview & Send



National Cupcake Day



Enter your message here

A link to your Page will automatically be added to the bottom of your message.

#NationalCupcakeCA | 1.844.599.2253 (CAKE) |
info@nationalcupcakeday.ca | www.nationalcupcakeday.ca

Save as draft Save as template

Send



| #NationalCupcakeCA | 1.844.599.2253 (CAKE) |
info@nationalcupcakeday.ca | www.nationalcupcakeday.ca