MyPC User Guide

Everything you need to know about how to navigate your Participant Center
Table of Contents

• How to log in to MyPC ________________3
• MyPC home page ____________________6
• How to edit your webpage ___________8
• How to send emails __________________10
• How to edit your profile______________12
• How to order materials ______________14
• Contact us __________________________15
How to log in to MyPC:

Click the “LOGIN” button.

*If you are already logged in, you will see the below symbol. Click that to access your Participant Center.
How to log in to MyPC:

Log in with your username (most likely your email) and password.

Can’t remember your username or password? Click this link!
Once logged in to MyPC:

1. Click the icon in the top right corner. Whenever you see this icon it means you are logged in!

2. Click “2020 Boston Marathon Jimmy Fund Walk” under “Participant Centers” to access your 2020 Participant Center
Participant Center Home Page:

Your Home Page includes:
- Your personal fundraising page URL
- Your Walk day info
- Your donor list

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Here is your quick access toolbar to navigate the different sections of your participant center.

Scroll through “My Next Steps” to create your custom fundraising page URL, customize your page, make a personal donation, send emails, share your page via social media and start a Facebook Fundraiser!

Update your fundraising goal here.

*Remember you are not required to raise the amount you set to your goal!
Scroll down on your Home Page:

Access all your Walk Day info here and update your route if needed.

You can find your Participant ID in your Walk Day info section of the Home Page.
*Be sure to include this when submitting checks.

View, download, and thank your donors here!

Track which donors you have thanked, even if you send an “offline” thank you by checking the boxes.
How to edit your fundraising page:

Edit your personal or team page by selecting the “Edit Pages” tab on your top navigation or clicking the button in “My Next Steps”.

Edit **Personal Page**

Edit **Team Page**

Thank you for helping to conquer cancer. Every dollar raised will fuel lifesaving research and total patient care.

**MY NEXT STEPS**

Your fundraising page is personalized! You can update it at any time.

- **VIEW AND EDIT PAGE**
- **CREATE CUSTOM URL**

**MY FUNDRAISING**

Progress to Goal
- Raise $325 more

Progress to $500 Mark
- Raise $495 more

Raised: $5, Goal: $330

**UPDATE GOAL**
How to edit your fundraising page:

Customize the following areas of your personal fundraising page:

1) Your photo
2) Your photo caption
3) Your headline
4) Your story

Be sure to click the Save button after each update you make.

Your Participant ID is also on your fundraising page.

If you are a Team Captain these customizations are also available on your team page via your participant center!
How to send emails in MyPC:

1. Click the “Send Email” tab

2. You can select specific groups to contact via the left navigation, add contacts individually, or import from your email

3. Select a contact and click “Email Selected”
How to send email in MyPC:

4. Select an email template from the drop down menu. You can also edit the text in the body of the message.

5. Preview your email before sending.

NOTE: Your email will save as a draft automatically if you navigate to another page and you can access it in the Drafts folder on the left panel.

Contact the Walk Staff at 866-531-9255 or JimmyFundWalk@dfci.harvard.edu.
How to edit your profile:

Click "Edit Profile" to edit your personal information, such as name, address, etc.

Edit your username and change your password here.

Scroll down and click "Update" to save changes!
How to update your route:

Change your route, t-shirt size and share your story with us via the 'Questions' tab of the 'Edit Profile' page.

Don’t forget to save!
How to access and order materials:

Download templates, flyers, certificates and guides here!

Order free merchandise here!

Maggie's Participant Center

FUNDRAISING MATERIALS AND UPDATES

Tools
- Newsletter Template: Customize to share updates and news with teammates, family, and friends.
- "Support Me" Flyer: Proudly display to let everyone know you're walking, volunteering, or participating virtually.
- "Support My Event" Flyer: Customize and display to publicize your fundraising and track your progress.
- Appreciation Certificate: Thank your donors for their support.
- Pledge Sheet: Record gifts pledged and received.

Guides
- Participant Center Guide: Learn how to navigate your Participant Center.
- Reaching Your Fundraising Minimum: Use this guide to help you reach your fundraising minimum.
- Become a Pacesetter: Raise $1,000! Join an elite group of fundraisers.
- Team Captain Manual: Everything you need to know to recruit your team and fundraise together.
- Corporate Team Captain Manual: Everything you need to know as a Corporate Team Captain.
- Fundraising on Facebook: Important tips for holding a Facebook Fundraiser.

Free Merchandise
- "I'm Living Proof" Button: Share your cancer journey with the world.
- "What Cancer Cannot Do" Cards (25 cards/pack): Wallet-sized cards with an inspirational message to include in your ask to supporters or to thank them for their donations.
- Notecards (20 cards/pack): Personalize your thank you with Jimmy Fund Walk notecards.
Questions or Comments?

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