

It's easier to send emails from My (your) Participant Center when all of your friends are already in your address book! We want to make sure you know how to add them so that you can easily reach out to them! Here's a simple step-by-step guide to help you get your friends and family into your address book. Keep an eye out for **this color blue—that's how we'll call out action spots!**

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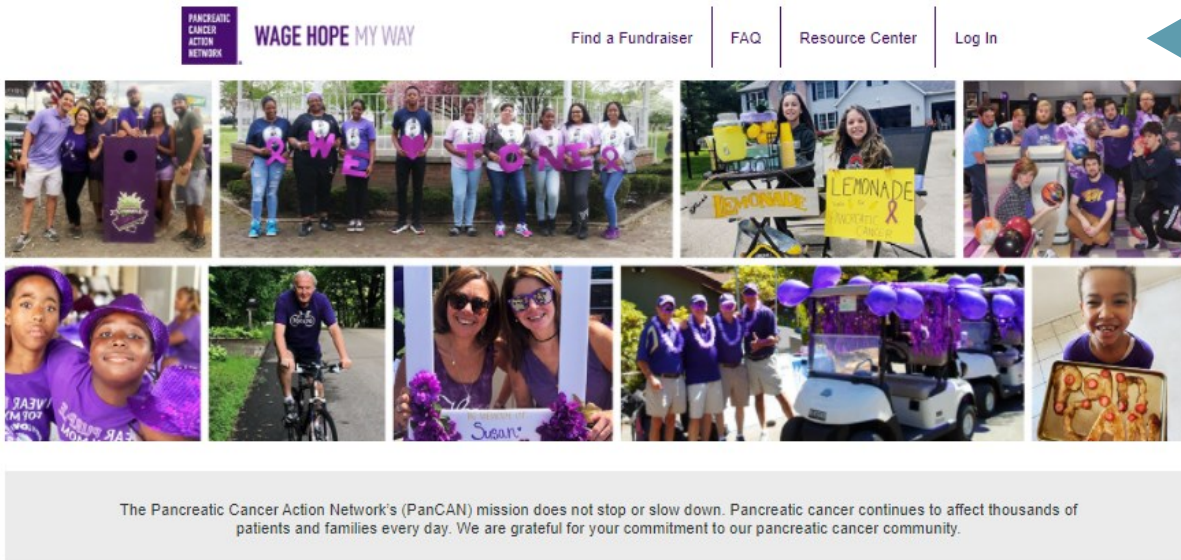
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1. Access My Participant Center

From pancan.org/diy, select "Log In" in the top right corner.



2. Log in using the username you created during registration

If you forgot your username and password, enter your email to be sent your username and a reset password link.

Participant Login

Login to manage your personal page and fundraise.

* = Required Fields

*Username:

*Password:

remember me

SUBMIT

Forgot your username or password?

Email me my Username and a Reset Password link

* = Required Fields

Email (you registered with):

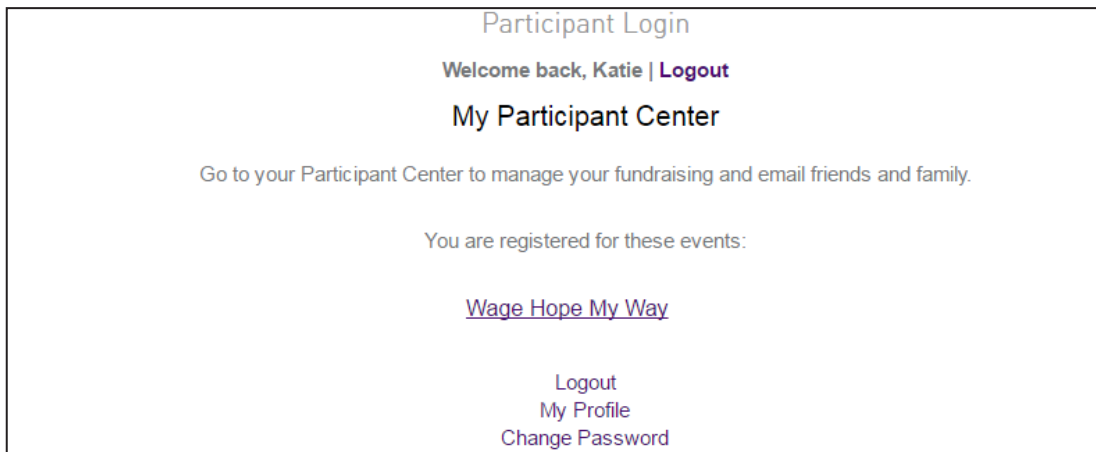
SUBMIT



3. Select the appropriate event

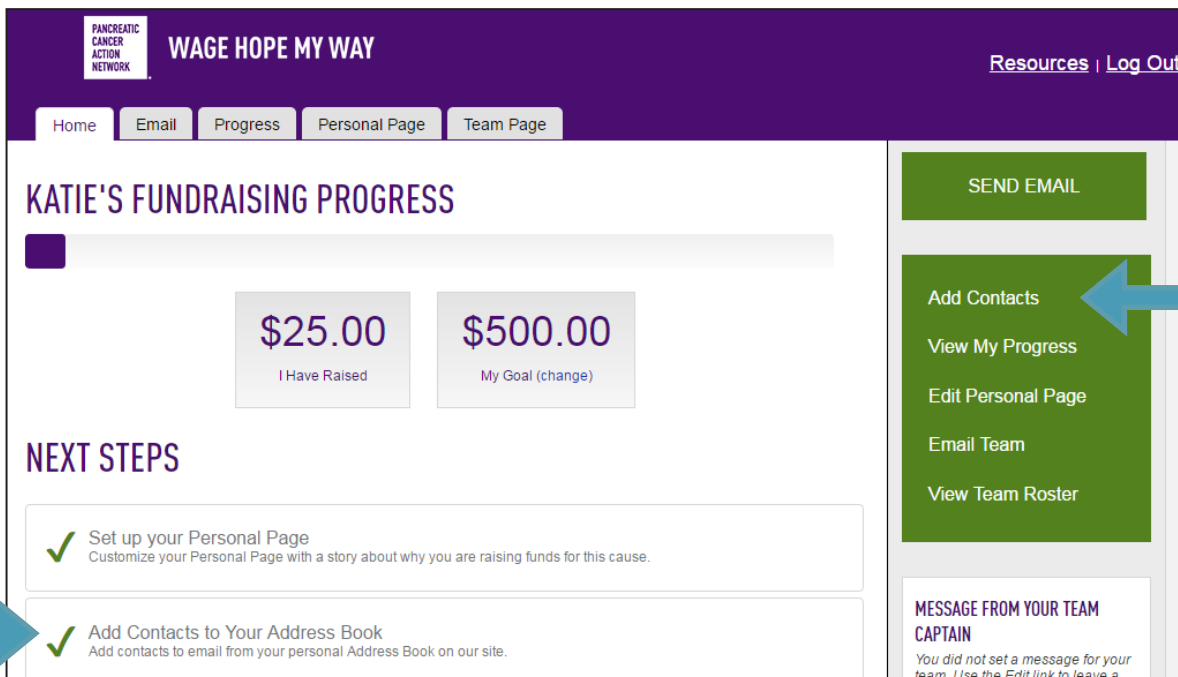
If you are registered for multiple events, they will all be listed on the next screen. Click the event name to access My Participant Center for the event you would like to add contacts to.

If you are only registered for one event, that event will be the only one listed on this screen. Click the event name to access My Participant Center .



4. Choose “Add Contacts to Your Address Book”

Select the second option under “Next Steps” to add your contacts into your address book. You can also click “Add Contacts” in the right hand sidebar.



5. Select your method of adding addresses

We know you have your contacts already created in your own email client; it's easy to import those contacts right into your Participant Center!

You can add contacts in a couple of different ways, in a large batch, or one at a time.

Once you're on the "Add Contacts" page, you can select "Import Contacts" in the right hand sidebar.

The screenshot shows a web interface for adding contacts. On the left is a table with the following data:

	Groups	Email		Page Visits	Donations
		Sent	Opened		
		0	0	0	\$0.00
		0	0	0	\$0.00
		0	0	0	\$25.00
		0	0	0	\$0.00

On the right, a sidebar titled 'Contacts' contains two main options: 'Import contacts' and 'Add single contact'. Below these is a search bar with a '0' and a Twitter icon. A blue arrow points from the 'Import contacts' option to the table's 'Donations' column. A black arrow points from the 'Add single contact' option to a hint box.

Hint: You can also add individual contacts one by one, by clicking the "Add single contact" option below the Import option.

Below the sidebar is an 'ADD CONTACT' form with the following fields:

- First:
- Last:
- * Email:

At the bottom right are two buttons: 'Cancel' and 'Add'.

6a. Import your address book from Gmail or Yahoo

From this screen, you can select the source from which you would like to import your contacts.

If you use Gmail or Yahoo, your Participant Center can pull your personal contacts directly. Simply select the appropriate button. (e.g. Gmail, Yahoo, etc.) and click "Next."

IMPORT CONTACTS

1 Select Source 2 Retrieve Contacts 3 Select Contacts 4 View Results

SELECT AN IMPORT SOURCE [\(Tell me more\)](#)

Importing contacts from other email services into your Participant Center Address Book makes it easy to solicit donations, monitor who responded, and follow up with personal thank you notes.

Let's begin by identifying where you keep your address book.

You can import contacts directly from an email service below:

- Gmail**
- YAHOO!**

OR you can upload a .csv file exported from another email client:

File-based import for...

-

(Hotmail, Apple, Outlook, AOL)

Cancel **Next >**

7a. Consent to import your contacts

Once you have clicked “Next”, you will be taken to the “consent” screen. A pop-up should appear where you can log into your personal email account to grant consent to share your address book with your Participant Center. (If the pop-up does not appear, click “Display Consent Pop-Up” on the right side of the screen.)

Use the “Consent Pop-Up” to log into your email account and grant consent.

IMPORT CONTACTS

① Select Source → ② Retrieve Contacts → ③ Select Contacts → ④ View Results

MONITORING CONTACT RETRIEVAL

Your consent is needed to access your online address book. If the authentication and consent pop-up does not appear automatically, click the link on the right. [Display Consent Pop-Up](#)

1. Waiting for your consent.

Cancel Next >

Sign in - Google Accounts - Google Chrome
<https://accounts.google.com/ServiceLogin?passive=1209600&continue=https://accounts.gc>

Google

One account. All of Google.

Sign in with your Google Account

Enter your email

Next

Find my account

Once you have granted consent, your screen should look like this. Click “Next.”

IMPORT CONTACTS

① Select Source
② Retrieve Contacts
③ Select Contacts
④ View Results

MONITORING CONTACT RETRIEVAL

Your consent is needed to access your online address book. If the authentication and consent pop-up does not appear automatically, click the link on the right. [Display Consent Pop-Up](#)

1. Waiting for your consent.
2. Retrieving contacts from your email service provider.
3. Finished retrieving contacts from your email service provider.

Ready to import retrieved contacts into your participant center address book.

Cancel
Next ▶

8a.

Select whether you would like to import all or just some of your contacts

If you want to include all of your personal contacts, leave the selection as “**Import all.**” However, you may only want to select certain contacts to be imported—if so, select “**Import some,**” and use the checkboxes to select which contacts you would like to add to your Participant Center. Then click “Next.”

SELECT CONTACTS TO IMPORT

Your contacts were successfully retrieved. Import all or some of the retrieved contacts into your Participant Center Address Book.

Import **all** 579 contacts into your Participant Center Address Book.
 Import **some** of the retrieved contacts into your Participant Center Address Book.

(Select all or none)

	First Name	Last Name	Email
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]

(Select all or none)

Cancel
Next ▶

9a. Finish your import

Review the contacts that were imported, and click “Finished.”

VIEW AND WORK WITH RESULTS (Tell me more)
Results of the contact import are listed in the sections below.

✔ 2 Successfully Saved Contacts, 2 New

▼ SUCCESSFULLY SAVED CONTACTS

This list shows the retrieved contacts that were successfully saved into your Participant Center Address Book.

First Name	Last Name	Email
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Finished

Now, you will be able to view your contacts and your interactions with them in “Contacts,” found in the right hand sidebar.

CONTACTS

Compose Message Add to Group Delete Email All

Search Contacts

Individuals Groups

Search

	Name	Groups	Email		Page Visits	Donations
			Sent	Opened		Current
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00

Compose

Drafts

Sent

Contacts

Import contacts

Add single contact

0



6b. Import your address book from another source (Not Gmail or Yahoo)

If you do not use Gmail or Yahoo, you can still import your contacts in a group through a “file-based import.” In order to do this, you will need to create a .csv file with your contact list.

Instructions for doing this can be found at the links below

- [Outlook](#)
- [Most other email providers can be found here](#)

Save your .csv file in a place you’ll remember with a recognizable name (i.e., Wage Hope My Way contacts)

- From the Import Contacts screen, select the “File-based Import” button, and select “Choose File.”
- Find your file and click “Open.”
- Click “Next” to preview your list.

IMPORT CONTACTS

- 1 Select Source
- 2 Retrieve Contacts
- 3 Select Contacts
- 4 View Results

SELECT AN IMPORT SOURCE (Tell me more)

Importing contacts from other email services into your account allows you to track donations, monitor who responded, and follow up with donors.

Let's begin by identifying where you keep your address book.

You can import contacts directly from an email service.

- Gmail
- YAHOO!

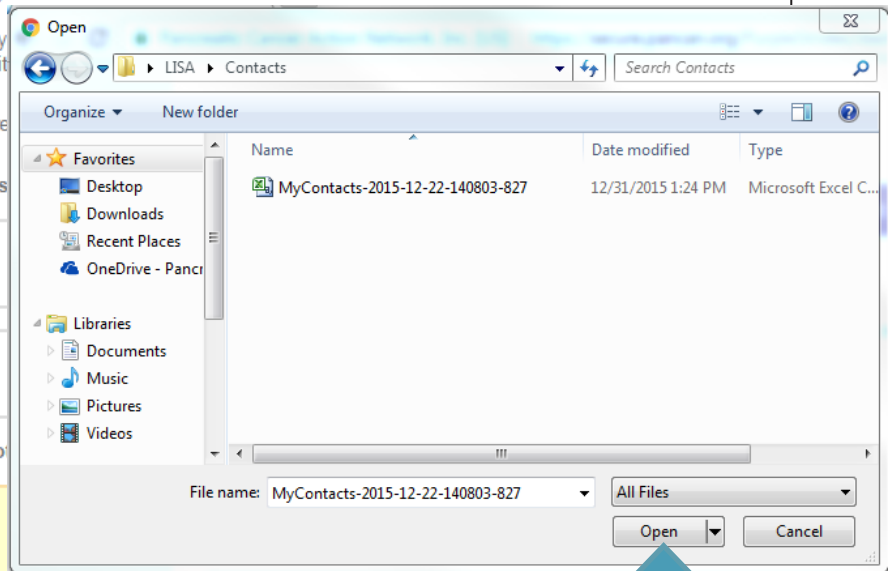
OR you can upload a .csv file exported from another source.

File-based import for...



(Hotmail, Apple, Outlook, AOL)

MyContacts...03-827.csv



7b. Check your import

Once you have imported your list, your screen should look like this, with first name, last name, and email populating correctly. If your contact list looks good, click “Next.”



RETRIEVE CONTACTS (Tell me more)

Contacts were retrieved from your .csv file. Review the CSV column mapping preview and confirm that it is correct.

Does this preview look correct?
If not, you can change the column mapping or the encoding.

File Encoding:
ASCII

Proposed First Name	Proposed Last Name	Proposed Email
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

... and 139 additional contacts not displayed in the above preview.

Cancel **Next ▶**

8b. Select whether you would like to import all or just contacts

If you want to include all of your personal contacts, leave the selection as “Import all.” However, you may only want to select certain contacts to be imported — if so, select “Import some,” and use the checkboxes to select which contacts you would like to add to your Participant Center . Then click “Next.”

SELECT CONTACTS TO IMPORT

Your contacts were successfully retrieved. Import all or some of the retrieved contacts into your Participant Center Address Book.

- Import **all** 579 contacts into your Participant Center Address Book.
- Import **some** of the retrieved contacts into your Participant Center Address Book.

(Select all or none)

	First Name	Last Name	Email
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]

(Select all or none)

<< 1-100 of 579

Cancel **Next ▶**

9b. Finish your import

Review the contacts that were imported, and click “Finished.”

VIEW AND WORK WITH RESULTS (Tell me more)
Results of the contact import are listed in the sections below.

✔ 2 Successfully Saved Contacts, 2 New

▼ SUCCESSFULLY SAVED CONTACTS

This list shows the retrieved contacts that were successfully saved into your Participant Center Address Book.

First Name	Last Name	Email
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

↓

Finished

Now, you will be able to view your contacts and your interactions with them in “Contacts,” found in the right hand sidebar.

CONTACTS

Compose Message Add to Group Delete Email All

Search Contacts

Individuals Groups

	Name	Groups	Email		Page Visits	Donations
			Sent	Opened		Current
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00

Compose

Drafts

Sent

Contacts

Import contacts

Add single contact

0