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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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.
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.

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

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.

**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.”
9a. Finish your import
Review the contacts that were imported, and click “Finished.”

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

8b. 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.”
9b. Finish your import

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

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