It’s easier to send emails from My Strider Central when all of your friends are already in your address book! Here’s a simple step-by-step to help you get your friends and families into your address book. Keep an eye out for this yellow [or arrow] —— that’s how we’ll call out action spots!

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1. **Access My Strider Central**
   From purplestride.org (or your local event’s home page), select “Log In” in the top right corner.

2. **Log in using the username you created during registration**
   If you don’t remember your username or password, scroll down and enter your email address to have them emailed to you. If you’ve forgotten the email you used to register, you can call our Customer Service team at 877-272-6226.
2b. Forgot Username or Password
If you don’t remember your username or password, leave either field blank and hit “Enter” on your keyboard in the user name and password fields. You will be taken to the below screen. You can click on either “Forgot User Name?” or “Forgot Password?” to enter your email to receive your username or reset your password. If you’ve forgotten the email you used to register, you can call our Customer Service team at 877-272-6226.

—“Forgot User Name?”
Click on “Forgot User Name” if you have forgotten your username. You will be able to enter your email address and “Submit” to receive your username via email. If you’ve forgotten the email you used to register, you can call our Customer Service team at 877-272-6226.
—“Forgot Password?”
Click on “Forgot Password?” if you have forgotten your password. You will be able to enter your “User Name” and “Email” and then click “Submit” to receive an email to reset your password. If you’ve forgotten the email you used to register, you can call our Customer Service team at 877-272-6226.

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 Strider Central for the event for which you would like to personalize your page.

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 Strider Central.
4. From the “My Participant Center” dashboard. Click on Send Email

You can then select “Contacts” to move forward on importing your contacts.

5. From “Contacts,” select whether you want to create a “New Contact” or “Import Contacts.”

**Hint:** Select “New Contact” to add one contact at a time. To add multiple contacts, select “Import Contacts” to upload a list of contacts.
For adding a New Contact (a single contact):
Click on “New Contact” in the Contacts tab. Fill in the First Name, Last Name, and Email Address fields for your contact. Click “Save.”

5b. Importing Contacts:
Click on “Import Contacts.”

Select your method of adding addresses:
You can add contacts in a couple of different ways.

We know you have your contacts already created in your own email client; it’s easy to import those contacts right into My Strider Central!

Once you’re on the “Import Contacts” tab, you can select the method in which you want to “Import Contacts,” from Gmail, Yahoo! Or upload a list of contacts as a csv.file.
6. Import your address book from Gmail, Yahoo! or as a list via CSV file
If you use Gmail or Yahoo, My Strider Central can pull your personal contacts directly. Simply select the appropriate radio button (e.g., Gmail) and click “Next.”

6a. Import your address book from Gmail
From this screen, you can select the source from which you would like to import your contacts. For Gmail, click the radio button for “Import contacts from Gmail” and then click Next.

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Import your address book from Yahoo
From this screen, you can select the source from which you would like to import your contacts. For Yahoo!, click the radio button for “Import contacts from Yahoo!” and then click Next.
7. 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 My Strider Central. (If the pop-up does not appear, check your browser pop-up settings).

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**

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

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, click the uppermost check box in the top left-hand corner. This will select all of your contacts. Click Next.

*Note: When you are clicking the button to select or deselect all contacts, it takes a full 5+ seconds for the website to respond.*

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**To import just some of your contacts:**

Make sure the checkbox next to the contact is **unchecked** if you do not wish to upload them to “My Strider Central.” Select the contacts to upload and then click Next.
9a. Finish your import
Review the contacts that were imported.

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

Go to Step 10 to add your contacts to Groups.
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” as a CSV. 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., PurpleStride contacts)

From the Import Contacts screen, select the “Upload a list of contacts using .CSV file format” radio 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 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 My Strider Central. Then click “Next.”
9b. Finish your import
Review the contacts that were imported.

Now, you will be able to view your contacts and your interactions with them in “Contacts,” found on the top bar.

10. Contact Groups
Your contacts are automatically pulled into the following groups (based on their history and actions: Donors, Non-donors, Teammates, Non-teammates, and Never emailed. When you click on a group, you will be able to see how many contacts are within that group. Add or delete the contacts within the group(s) as needed.
Donors, Non-donors, Teammates, Non-teammates, Never emailed, Needs follow-up, Unthanked donors are all groups that are automatically templated by My Strider Central.

To create a new group, click New Group on the left-hand side (bottom left corner).

**NEW GROUP**

Enter the name for the new group in Group Name. Click Save.

Add contacts to the new group. Click on your newly added group: your screen should look like the below image.

Add a new contact or import contacts to this list for streamlined sending and follow-up requests.

Add your new contact to the group in New Contact. Or import contacts to the group via Import Contacts and follow per the instructions outlined.