

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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Gmail or Yahoo

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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.



PURPLESTRIDE®
CHARLOTTE 2017
PRESENTED BY CAROLINA DIGESTIVE
HEALTH ASSOCIATES, PA

ABOUT EVENT INFO FUNDRAISING & TEAMS

REGISTER DONATE LOG IN

WAGE HOPE AT PURPLESTRIDE.
THE WALK TO END PANCREATIC CANCER.

6%

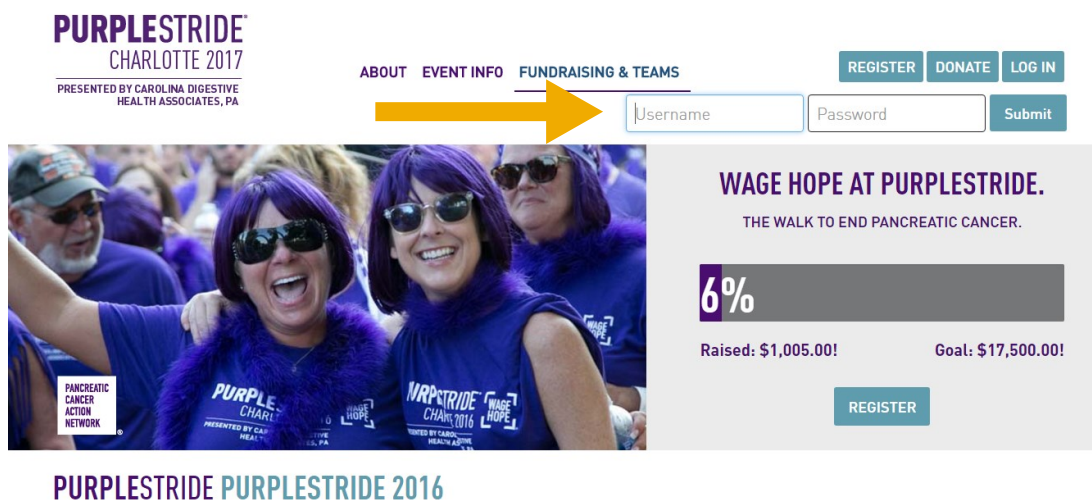
Raised: \$1,005.00! Goal: \$17,500.00!

REGISTER

PURPLESTRIDE PURPLESTRIDE 2016

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.



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ABOUT EVENT INFO FUNDRAISING & TEAMS

REGISTER DONATE LOG IN

Username Password Submit

WAGE HOPE AT PURPLESTRIDE.
THE WALK TO END PANCREATIC CANCER.

6%


Raised: \$1,005.00! Goal: \$17,500.00!

REGISTER

PURPLESTRIDE PURPLESTRIDE 2016

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.


LOG

User Login

Existing User

The User Name or Password is invalid.



* = Required Fields

* User Name:

* Password:

Submit

Log in using one of your preferred sites

Are you a new user?

Register to get your user name and password and access personalized areas. Registration is quick and easy.


Login Assistance

[Forgot User Name?](#)

[Forgot Password?](#)

—"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.


LOG IN

User Login → User Name Recovery

What if I forgot my User Name?

If you do not remember your user name, the system can send it to you.

Provide the registered email address.

Account Information

* = Required Fields

*Email:

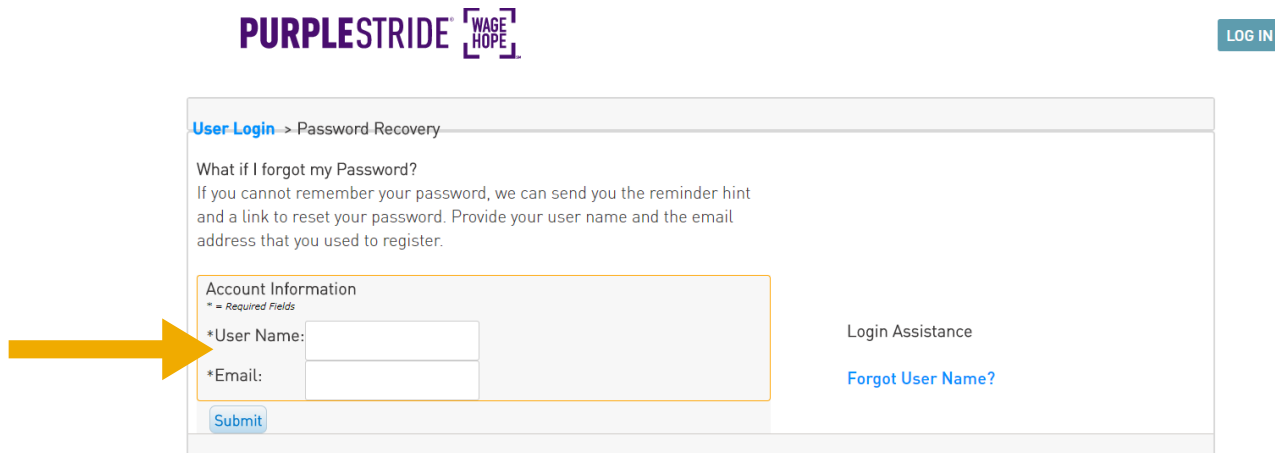
Submit


Login Assistance

[Forgot Password?](#)

—“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.



PURPLESTRIDE 

[LOG IN](#)

[User Login](#) > Password Recovery

What if I forgot my Password?
If you cannot remember your password, we can send you the reminder hint and a link to reset your password. Provide your user name and the email address that you used to register.

Account Information
* = Required Fields

*User Name:

*Email:

[Submit](#)

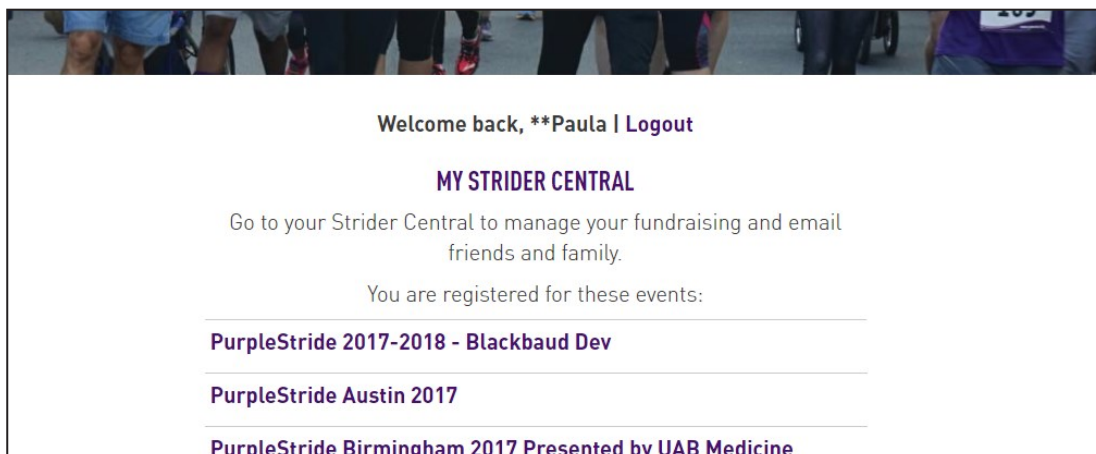
[Login Assistance](#)

[Forgot User Name?](#)

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.



Welcome back, **Paula | [Logout](#)

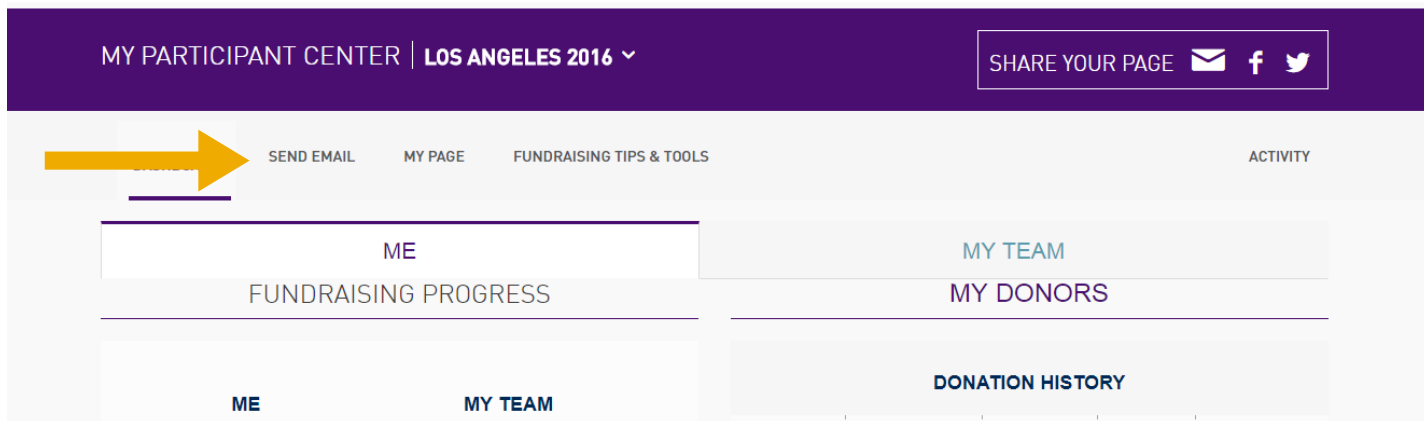
MY STRIDER CENTRAL

Go to your Strider Central to manage your fundraising and email friends and family.

You are registered for these events:

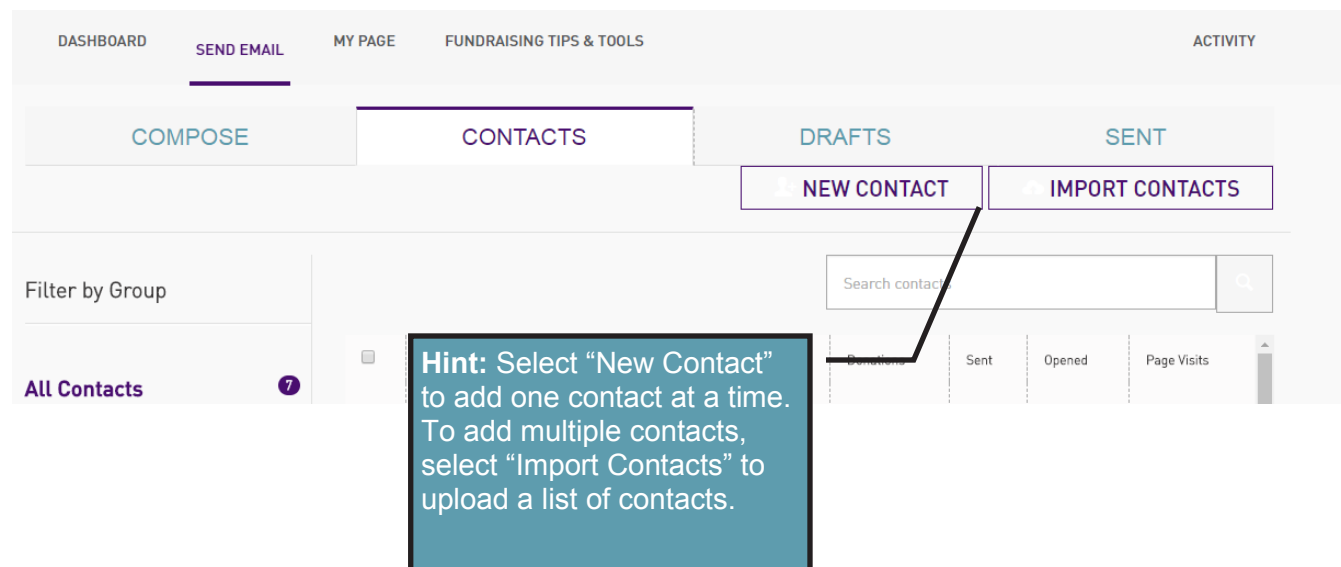
- [PurpleStride 2017-2018 - Blackbaud Dev](#)
- [PurpleStride Austin 2017](#)
- [PurpleStride Birmingham 2017 Presented by UAB Medicine](#)

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.”



—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!

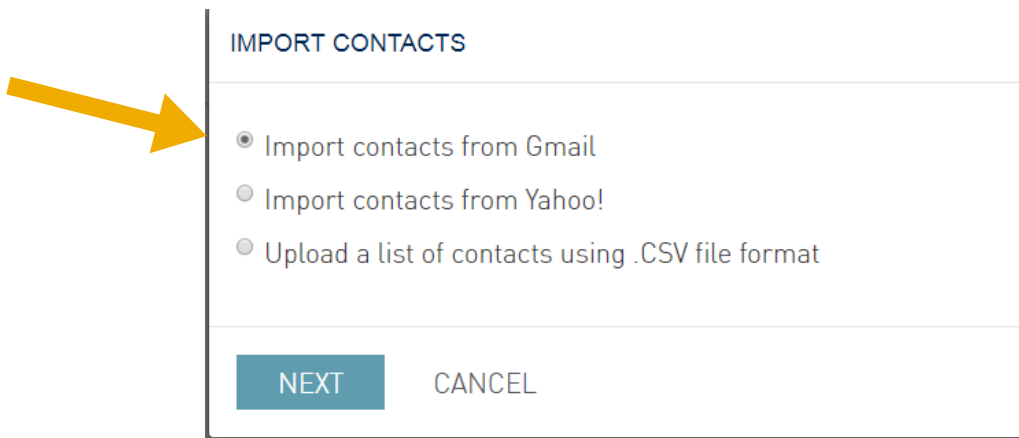
Once you’re on the “Import Contacts” tab, you can select the method in which you want to “Import Contacts,” from Gmail, Yahoo! Or upload a list of contacts as a csv.file.

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.



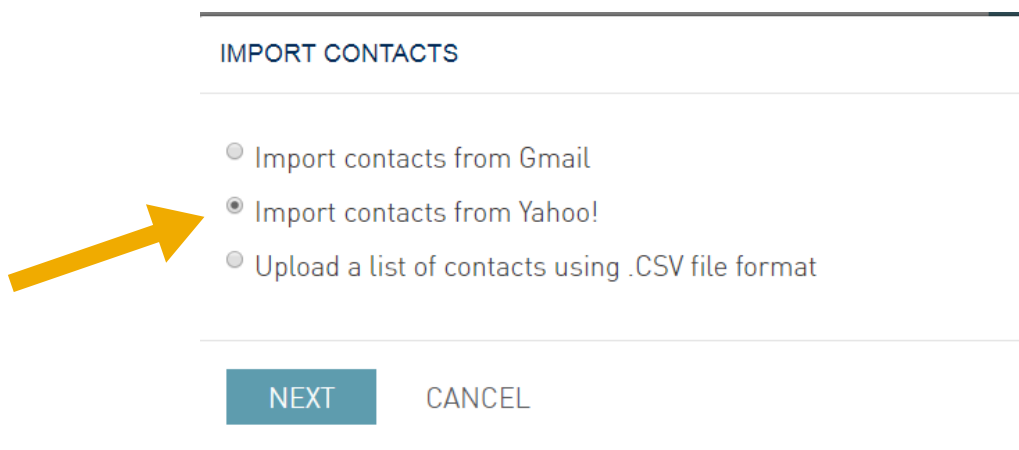
IMPORT CONTACTS

- ☒ Import contacts from Gmail
- ☐ Import contacts from Yahoo!
- ☐ Upload a list of contacts using .CSV file format

NEXT CANCEL

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.



IMPORT CONTACTS

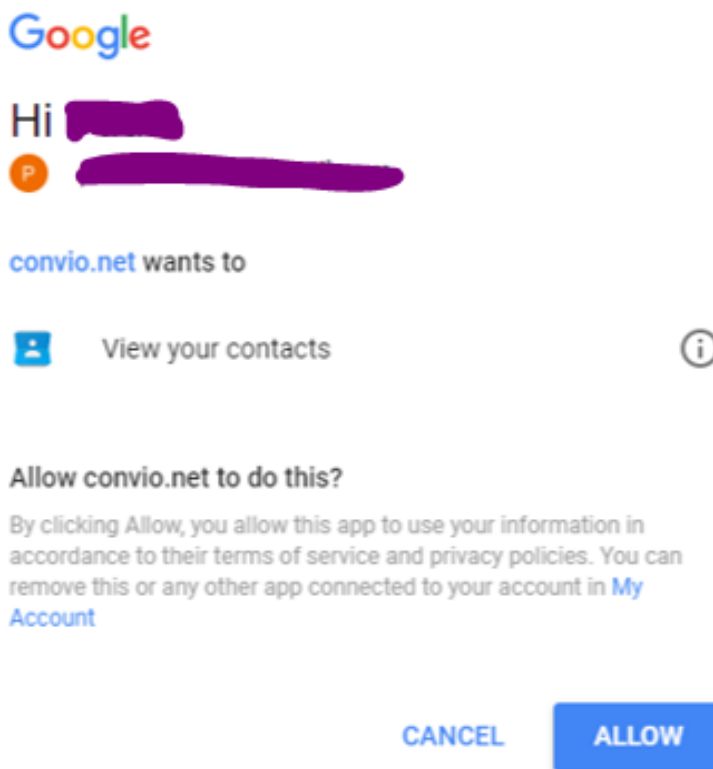
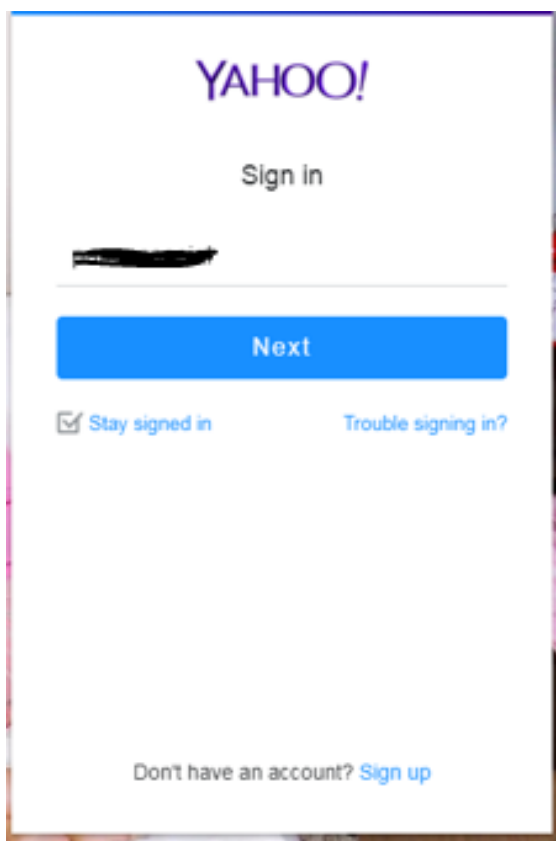
- ☐ Import contacts from Gmail
- ☒ Import contacts from Yahoo!
- ☐ Upload a list of contacts using .CSV file format

NEXT CANCEL

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).

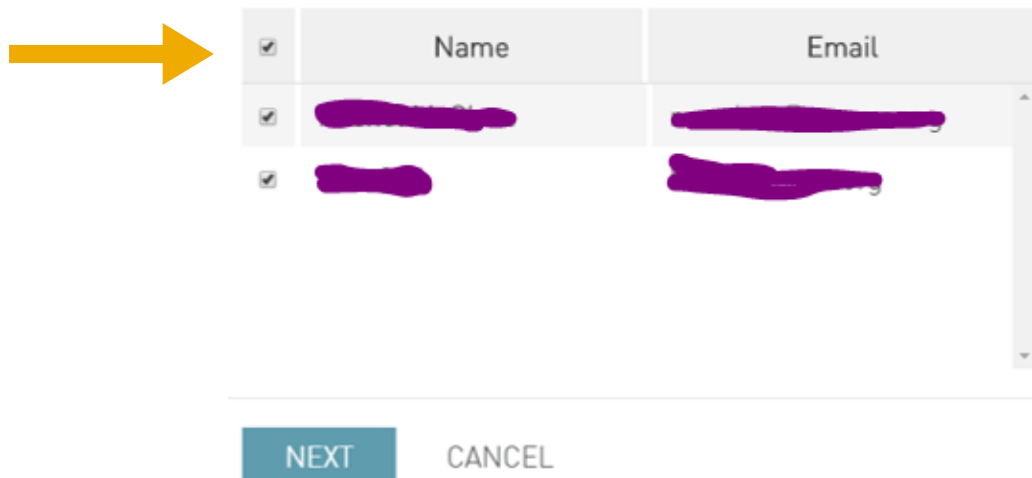
Use the “Consent Pop-Up” to log into your email account and grant consent.



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.



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

NEXT **CANCEL**

8a. Select whether you would like to import all or just some of your contacts

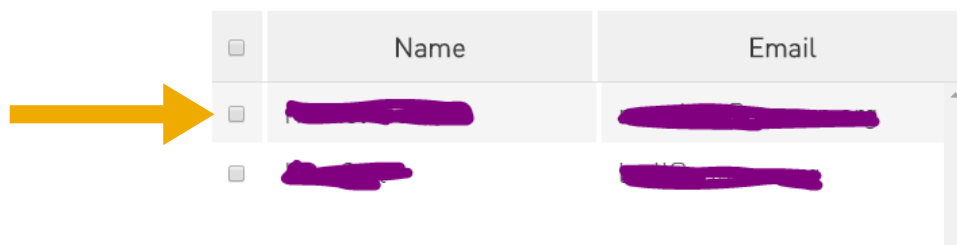
If you want to include all of your personal contacts, click the uppermost check box in the top left-hand corner. This will select all of your contacts. Click Next.

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

— 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.

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




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

9a. Finish your import

Review the contacts that were imported.

		Name	Donations	Sent	Opened	Page Visits
All Contacts 8 Donors Non-donors Teammates Non-teammates Never emailed Needs follow-up Unthanked donors	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0
	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0
	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0
	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0
	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0
	<input type="checkbox"/>	[REDACTED]	\$0	1	1	0



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.

IMPORT CONTACTS

- ☐ Import contacts from Gmail
- ☐ Import contacts from Yahoo!
- ☒ Upload a list of contacts using .CSV file format

NEXT

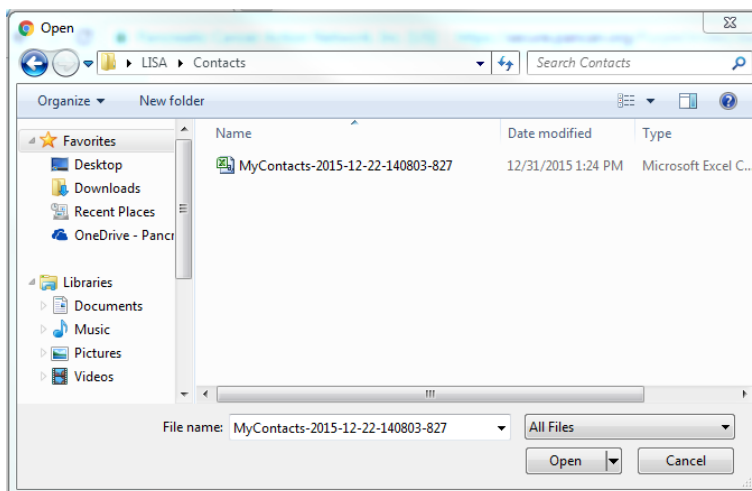
CANCEL

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.”

IMPORT CONTACTS

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

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



NEXT

CANCEL

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.”

All Contacts 8 Donors Non-donors Teammates Non-teammates Never emailed Needs follow-up Unthanked donors	<input type="checkbox"/>	Name	Donations	Sent	Opened	Page Visits
	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0
	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0
	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0
	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0
	<input type="checkbox"/>	[REDACTED]	\$0	1	1	0
	<input type="checkbox"/>	[REDACTED]	\$0	1	1	0

9b. Finish your import

Review the contacts that were imported.

COMPOSE

CONTACTS

DRAFTS

SENT

NEW CONTACT

IMPORT CONTACTS

Filter by Group

All Contacts8

Donors

Non-donors

Teammates

Non-teammates

Name

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Donations

Sent

Opened

Page Visits

\$0

0

0

0

\$0

0

0

0

\$0

0

0

0

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.

All Contacts Donors Non-donors <u>Teammates</u> 4 Non-teammates Never emailed Needs follow-up Unthanked donors	<input type="checkbox"/>	Name	Donations	Sent	Opened	Page Visits
	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0
	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0
	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0
	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0
	<input type="checkbox"/>	[REDACTED]	\$0	0	0	0

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

Group Name:

SAVE

CANCEL

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.

	Name	Donations	Sent	Opened	Page Visits
<p>Add a new contact or import contacts to this list for streamlined sending and follow-up requests.</p> <p> NEW CONTACT IMPORT CONTACTS </p>					

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 .