



2011 LakeWalk

Guide to Fundraising Online



Fund Raising Online

- Personal Web Pages for Offline Registrants
 - Everyone who registers for LakeWalk will have access to fundraising online.
 - Anyone who registers by sending a registration form to the OMH Foundation Office will have their username and password set automatically and emailed to them as long as they submit a valid email address on the registration form.
 - If a walker did not register online and did not submit an email address on their registration form, call or email the Foundation office with your email address in order to get access to your personal web page
 - Phone 262-569-0222
 - Email: omhfoundation@phci.org



Fund Raising Online

- LakeWalk registrations are managed through the Blackbaud Kintera web site.
 - www.lakewalk.kintera.org is the link for that site.
 - This link is called the *Registration Home*
 - Links on the left of the *Registration Home* navigate to whatever information you need, including information that is on the www.lakewalk.org site

Fund Raising Online

- 2010 LakeWalk for Cancer Website
 - www.lakewalk.org
 - There are links here to go to your personal or team web page.

Home | Contact Us | About Us | Search Site

PROHEALTH CARE

For ... Patients | Medical Professionals | Employers | The Med

Text Size A A /

Medical Services Find a Doctor Our Locations Wellness Classes & Events Employment

Home > Giving Opportunities > Oconomowoc Memorial Hospital Foundation > Foundation Events > LakeWalk for Cancer

Foundation Events

LakeWalk for Cancer

- Volunteer Opportunities
- Corporate Sponsorship
- Downloads
- Event Day Activities
- History
- Prizes
- Raising Pledges
- Registration Fees
- Route
- Team FAQ
- T-Shirts
- Why Walk?
- Walking With Dogs

Contact Us:

OMH Foundation
791 Summit Avenue
Oconomowoc, Wisconsin 53066

- Phone: (262) 569-0222
- Fax: (262) 560-2311
- Email: omhfoundation@ahcni.org

2011 LakeWalk

Registration

[Register online](#)

Give Online

[Donate to Walker](#)

[Donate to Team](#)

[Donate to LakeWalk](#)

Registered Walker Links

[My Fundraising Page](#)

[My Team Page](#)

2011 LakeWalk

May 7, 2011

Fowler Park. Oconomowoc. WI 53066

Fund Raising Online

- Every team member, including the captain, gets a personal page, to add a picture, their personal message and track their personal fundraising progress.

- Why Walk
- Downloads
- Event Day Activities
- T-Shirts
- Team FAQ
- Volunteer Opportunities
- Visitors**
- Walker/Team Registration
- Sponsor LakeWalker
- General Donation
- Sponsorship Opportunities
- Volunteer Registration
- Bulletin Board
- My HQ**
- Main Login
- Email Friends
- Enter my HQ
- Edit my Site
- Check Reports

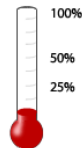
**Welcome to the Donation Page of
Dinah Goldenberg**

[My Team Page](#)


**Thank you for
your involvement!**

**Enter Donation Amount
Here:**
*Currency shown: US Dollar
\$

My Fundraising Goal: **\$100.00**
Money Raised to Date: **\$10.00**



100%
50%
25%



**Join me in my efforts to support
Oconomowoc Memorial Hospital Foundation!**

Thank you for supporting Oconomowoc Memorial Hospital Foundation. Your contribution is gratefully appreciated by the patients of Oconomowoc Memorial Hospital's Regional Cancer Center.

If you are unable to donate online, please print out a [donation form](#).

Fund Raising Online


- The Team Page is where the Team Captain and Team Members can track the entire team's progress.

Why Walk
Downloads
Event Day Activities
T-Shirts
Team FAQ
Volunteer Opportunities
Visitors
Walker/Team Registration
Sponsor LakeWalker
General Donation
Sponsorship Opportunities
Volunteer Registration
Bulletin Board
My HQ
Main Login
Email Friends
Enter my HQ
Edit my Site
Check Reports

Welcome to the Team Page of Dinah Mites
[Join Our Team](#)

Dinah Mites Statistics


Money Raised



100%
50%
25%

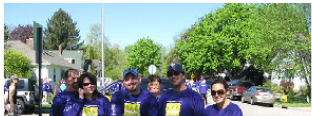
Team Fundraising Goal: **\$1,000.00**
Total Raised: **\$10.00**

Members Recruited



100%
50%
25%

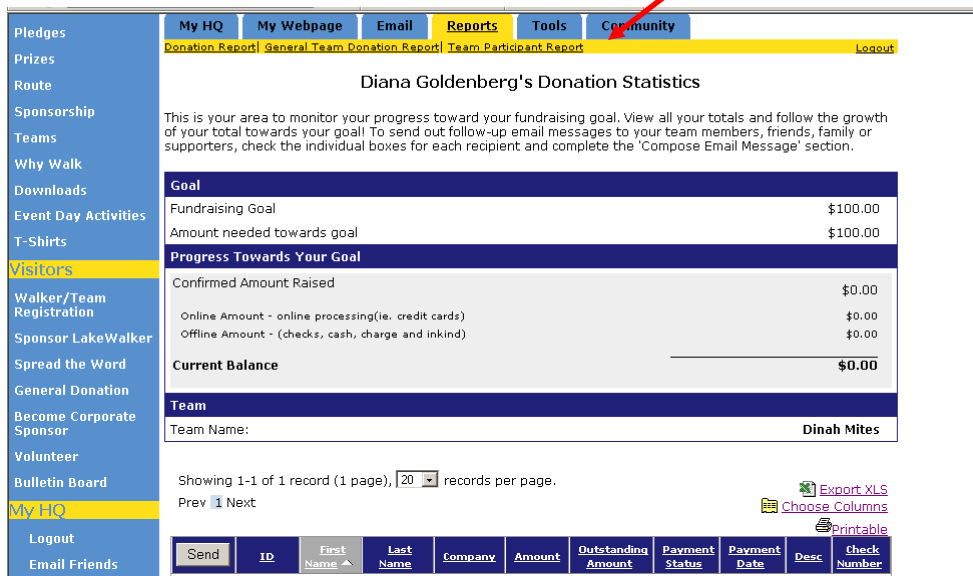
Recruitment Goal: 5
Members Recruited: 1



Team Members:	
Total Raised	\$10.00
General Team Donation	\$0.00
Dinah Goldenberg	\$10.00

Fund Raising Online

- Walkers and team captains can get reports



The screenshot displays a fundraising dashboard for 'Diana Goldenberg's Donation Statistics'. The navigation menu includes 'My HQ', 'My Webpage', 'Email', 'Reports', 'Tools', and 'Community'. The 'Reports' tab is highlighted, and a red arrow points to it. Below the navigation, there are links for 'Donation Report', 'General Team Donation Report', and 'Team Participant Report'. The main content area shows the team name 'Dinah Mites' and a table of donation statistics.

Goal	
Fundraising Goal	\$100.00
Amount needed towards goal	\$100.00
Progress Towards Your Goal	
Confirmed Amount Raised	\$0.00
Online Amount - online processing (ie. credit cards)	\$0.00
Offline Amount - (checks, cash, charge and inkind)	\$0.00
Current Balance	\$0.00

Team Name: **Dinah Mites**

Showing 1-1 of 1 record (1 page), 20 records per page. [Export XLS](#) [Choose Columns](#) [Printable](#)

Send	ID	First Name	Last Name	Company	Amount	Outstanding Amount	Payment Status	Payment Date	Desc	Check Number
------	----	------------	-----------	---------	--------	--------------------	----------------	--------------	------	--------------

Fund Raising Online

- Walkers and team captains can print forms, edit their profiles, appoint a co-captain

The screenshot shows a web interface for a fundraising campaign. The top navigation bar includes tabs for 'My HQ', 'My Webpage', 'Email', 'Reports', 'Tools', and 'Community'. A red arrow points to the 'Community' tab. Below the navigation, there are links for 'Donation Report', 'General Team Donation Report', 'Team Participant Report', and 'Logout'. The main content area is titled 'Diana Goldenberg's Donation Statistics' and contains a message about monitoring progress towards a fundraising goal. Below this is a table with two sections: 'Goal' and 'Progress Towards Your Goal'. The 'Goal' section shows a fundraising goal of \$100.00 and an amount needed of \$100.00. The 'Progress Towards Your Goal' section shows a confirmed amount raised of \$0.00, with online and offline amounts also at \$0.00. The current balance is \$0.00. Below the table is a 'Team' section with the name 'Dinah Mites'. At the bottom, there is a pagination control showing 'Showing 1-1 of 1 record (1 page), 20 records per page.' and links for 'Export XLS', 'Choose Columns', and 'Printable'. A table header is visible at the bottom of the screenshot with columns: Send, ID, First Name, Last Name, company, Amount, Outstanding Amount, Payment Status, Payment Date, Desc, and Check Number.

Goal	
Fundraising Goal	\$100.00
Amount needed towards goal	\$100.00
Progress Towards Your Goal	
Confirmed Amount Raised	\$0.00
Online Amount - online processing (ie. credit cards)	\$0.00
Offline Amount - (checks, cash, charge and inkind)	\$0.00
Current Balance	\$0.00

Team	
Team Name:	Dinah Mites

Send	ID	First Name	Last Name	company	Amount	Outstanding Amount	Payment Status	Payment Date	Desc	Check Number
------	----	------------	-----------	---------	--------	--------------------	----------------	--------------	------	--------------



Fund Raising Online

- Why use the LakeWalk website to raise pledges?
 - It's proven to increase fundraising totals!
 - It's proven to increase the number of LakeWalkers!
 - It helps to create a Team Page so everyone can track the team progress
 - If you create a Personal Page to say why you are walking, it helps encourage your friends and family to make pledges
 - Send e-mails to
 - Team members
 - Friends and Family asking for pledges

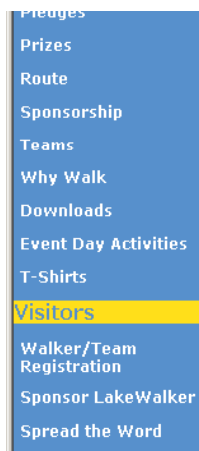


Fund Raising Online

- How to Use the LakeWalk Website to Raise Pledges
 - Everyone who registers as a LakeWalker, whether as an individual walking alone or as part of a team, can have their own personal page to raise pledges
 - Team Captains will have a team page to let team members and donors know how the entire team is doing
 - Team Captains, team members or individual walkers who register online can set up their own username and password.
 - Team Captains, team members or individual walkers who submit a paper registration will have their username and password assigned, as long as they submit a valid email address.
 - If you forgot your username and password or lost the email, see directions on how to retrieve them on the next page.
 - Anyone who registers **and did not submit a valid email address** can get access to online fundraising by calling (262) 569-0222 or emailing: omhfoundation@phci.org.

Fund Raising Online

- If you forget your User Name and Password for your Personal Web Page
 - If a walker can't remember their Username and/or Password, they can have it emailed to them from the login page as long as you entered a valid email address when you registered.
 - Once a registered walker logs in to their personal web page, they can reset their user name and password to something they can easily remember.



Login below

If you are not already a participant, [click here to register](#).

Access your personalized headquarters by entering your username and password.

Please login below:

*Username

*Password

Remember me

[Forgot Username and/or Password?](#)

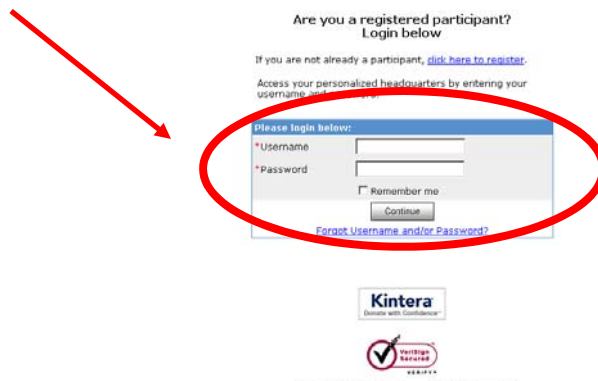
- If you did not enter a valid email address, call (262-569-0222) or email omhfoundation@phci.org. We are happy to get you your login or help with any problems.

Fund Raising Online

- Once you have your user name and password and go to your personal fundraising web page, you may:
 - Go to www.lakewalk.org
 - Click on *My Fundraising Page* under the *Registered Walker Links* on the right side of the page.



- Or use the link in the email sent to you with your personal User Name and Password.
- Once you are at the log-in site, use your User Name and Password to access your personal web page.



Fund Raising Online

- Once you log in, you may change your username and password to something easy for you to remember.
 - To change it click here

My HQ My Webpage Email Reports Tools Community Logout

Welcome, Nicole Bessert!

New to your Headquarters?
[Start here!](#)

My To Do List

- [Build/Edit my Webpage](#)
- [Send Emails to Friends and Family](#)
- [Enter Offline Donations](#)
- [Edit my Profile](#)
- [Edit my Login/Password](#)
- [Check the Message Board](#)
- [See Important Dates](#)

Fundraising Statistics

- My Fundraising Goal:
\$100.00
[Change My Goal](#)
- Money Raised to Date:
\$0.00
[View My Reports](#)

Last Five Days

Total for Range: \$0

No Donations Available

Email Statistics

- Emails Sent: **0**
[Send More Emails](#)
- Visits to My Pages:
- Number of Donations: **0**
- Number of Registrations: **0**

Fund Raising Online

- If you did not do so when you registering, you may set your personal fund raising goal.

My HQ My Webpage Email Reports Tools Community Logout

Welcome, Nicole Bessert!

New to your Headquarters?
[start here!](#)

My To Do List
[Build/Edit my Webpage](#)
[Send Emails to Friends and Family](#)
[Enter Offline Donations](#)
[Edit my Profile](#)
[Edit my Login/Password](#)
[Check the Message Board](#)
[See Important Dates](#)

Fundraising Statistics

- My Fundraising Goal: **\$100.00**
[Change My Goal](#)
- Money Raised to Date: **\$0.00**
[View My Reports](#)

• Last Five Days ▾

Total for Range: \$0

No Donations Available

Email Statistics

- Emails Sent: **0**
[Send More Emails](#)
- Visits to My Pages:
- Number of Donations: **0**
- Number of Registrations: **0**

Fund Raising Online

- Team Captains can change their personal and team goals as well as number of team members. Click here to change any of these.

My HQ | **My Webpage** | **Email** | **Reports** | **Tools** | **Community** | [Logout](#)

Welcome, Nicole Bessert!
New to your Headquarters? [Start here!](#)

My To Do List
[Build/Edit my Webpage](#)
[Send Emails to Friends and Family](#)
[Enter Offline Donations](#)
[Edit my Profile](#)
[Edit my Login/Password](#)
[Check the Message Board](#)
[See Important Dates](#)

Fundraising Statistics

- My Fundraising Goal: **\$100.00**
[Change My Goal](#)
- Money Raised to Date: **\$0.00**
[View My Reports](#)

Total for Range: \$0

No Donations Available

Email Statistics

- Emails Sent: **0**
[Send More Emails](#)
- Visits to My Pages: **0**
- Number of Donations: **0**
- Number of Registrations: **0**

Fund Raising Online

- To view your personal web page, click on *My Webpage*

Use the Handy *To Do List* to keep you organized

My HQ **My Webpage** **Email** **Reports** **Tools** **Community** **Logout**

Welcome, Nicole Bessert!

New to your Headquarters?
[Start here!](#)

My To Do List

- [Build/Edit my Webpage](#)
- [Send Emails to Friends and Family](#)
- [Enter Offline Donations](#)
- [Edit my Profile](#)
- [Edit my Login/Password](#)
- [Check the Message Board](#)
- [See Important Dates](#)

Fundraising Statistics

- My Fundraising Goal: **\$100.00**
[Change My Goal](#)
- Money Raised to Date: **\$0.00**
[View My Reports](#)

Last Five Days

Total for Range: \$0

No Donations Available

Email Statistics

- Emails Sent: **0**
[Send More Emails](#)
- Visits to My Pages: **0**
- Number of Donations: **0**
- Number of Registrations: **0**

Fund Raising Online

- You can personalize your page by adding a picture and information about you, and/or your reasons for participating in LakeWalk
 - Edit header
 - Upload an image
 - Select a page theme

Edit your Personal Page

Header Text:

Line 1:

Welcome to the Donation Page of

Line 2:

Dinah Goldenberg

Webpage image

You may use the default image or [select](#) an image from the library or [upload](#) your own.

Choose a theme

Customize your page with fun backgrounds.

Standard

Preview webpage

View your page as others will see it!

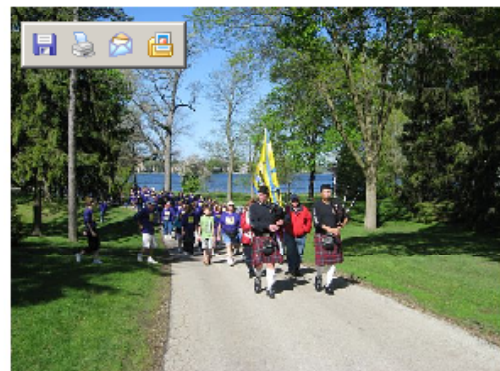
Preview

Finish webpage

To complete your webpage or to save changes, click Submit.

Submit

Cancel



Caption under image:

Join me in my efforts to support Oconomowoc

Edit the text:

Thank you for supporting
Oconomowoc Memorial Hospital
Foundation. Your contribution

Fund Raising Online

- Other Edits Available
 - Caption under image
 - Edit the text
- You can preview any changes
- Click Submit when you are done

Edit your Personal Page

Header Text:

Line 1:

Welcome to the Donation Page of

Line 2:

Dinah Goldenberg

Webpage image

You may use the default image or [select](#) an image from the library or [upload](#) your own.

Choose a theme

Customize your page with fun backgrounds.

Standard

Preview webpage

View your page as others will see it!

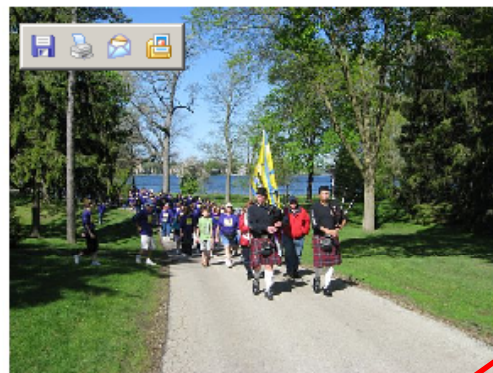
Preview

Finish webpage

To complete your webpage or to save changes, click Submit.

Submit

Cancel



Caption under image:

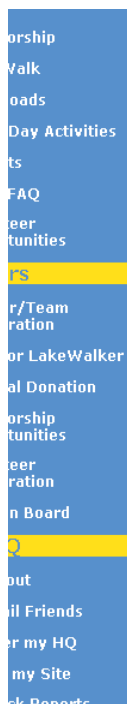
Join me in my efforts to support Oconomowoc

Edit the text:

Thank you for supporting
Oconomowoc Memorial Hospital
Foundation. Your contribution

Fund Raising Online

- Team Captains can edit the team page as well as their personal page



Fund Raising Online

- Next, prepare to send emails asking for pledges!
 - E-mail messages will automatically include a direct link back to your personal Web page and to make it easy for your donors to make online credit card donations.



Diana Goldenberg's Email Center

Compose your email here and send it off to your current/potential donors. Create your own email message or select a template.

Compose Email Message

To send an email, use your address book to select existing addresses or create a new one.

From: Diana Goldenberg **Sender Email:** diana.goldenberg@phci.org

* Required Information

[? Explain](#) **ADDRESS BOOK**

Greeting*	Recipient Email*
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

You can send this email to up to 30 people! **Total recipients:**

Template: [Save As ...](#)
(c)common template (p)private template

***Subject:**

Fund Raising Online

- You can import addresses from your email software.
 - Detailed directions can be found on the *Forms* page at www.lakewalk.org

Address Book Importing

If you use an address book from many popular email systems, such as Outlook, Yahoo, and MSN, you can import those addresses into your email center to help your fundraising.

1. Login to your personal headquarters. [Show me how](#)
2. Click on **Address Book Import** underneath **Email** on the headquarters menu. [Show me how](#)
3. Select the type of address file you will be importing from the drop down list. You will need to have created your address book export file before you finish the next step. [Show me how](#)

Where is the data coming from?

Next

3. Click the **Next** button.
4. Browse your computer and choose the file that you wish to import.
 1. Click the **Browse** button.
 2. You will be directed to a pop-up window where you can browse for your file from your desktop (or any folder or drive accessible from your desktop).
 3. Find your file and click **Open**.
5. Click the **Next** button.
6. If you chose the "Other" address book type, you will label your fields as first name, last name and email address. Otherwise, you can skip to step 7 below.
 1. Each pull down menu has a list of the fields that you imported. Choose the appropriate field from the pull down menu next to the email field that should be associated with it.
 2. Click the **Next** button.

First Name:	<input type="text" value="- None selected -"/>
Last Name:	<input type="text" value="- None selected -"/>
Email Address:	<input type="text" value="- None selected -"/>

Back Continue

7. You will be taken to a confirmation page showing the number of successful addresses you have imported.
8. Click on **Send Email** to start your email.

Note: The system will ignore any duplicate email addresses you may be trying to import. This will cause you to see fewer records in the confirmation page than expected.

Fund Raising Online

- Anyone you email can sponsor you as a LakeWalker online
 - They just follow the link in the email sent to them and they can make a donation online.
 - They can sponsor your team by clicking on the team page.
 - They can also print a personalized donation form to mail in their donation.

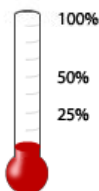
**Welcome to the Donation Page of
Dinah Goldenberg**

[My Team Page](#)

**Thank you for
your involvement!**

**Enter Donation Amount
Here:**
*Currency shown: US Dollar
\$

My Fundraising
Goal:
\$100.00
Money
Raised to
Date:
\$10.00



**Join me in my efforts to support
Oconomowoc Memorial Hospital Foundation!**

Thank you for supporting Oconomowoc Memorial Hospital Foundation. Your contribution is gratefully appreciated by the patients of Oconomowoc Memorial Hospital's Regional Cancer Center.

If you are unable to donate online, please print out a [donation form](#).

Fund Raising Online

- Anyone you email can sponsor you as a LakeWalker online
 - The personalized donation form with your name and your team name (if you are on a team) will be created, can be printed and mailed with their check to the OMH Foundation.



Support me as I participate in the 2011 LakeWalk for Cancer.

Participant's Name: Dinah Goldenberg
Team Name: Dinah Mites

Yes! I will make a contribution to help Oconomowoc Memorial Hospital Foundation.

\$500 \$250 \$100 \$50 \$25 Other Amt: _____

Please Make Your Checks Payable to Oconomowoc Memorial Hospital Foundation

Name _____

Address _____

City _____ State/Province _____

Zip/Postal Code _____

Country _____

Donor Phone _____

Email _____

Thank You So Much For Your Contribution!
Mail this form and your check to:

Oconomowoc Memorial Hospital Foundation
Attn: LakeWalk for Cancer
791 Summit Avenue



Thanks for your support!

- If you have tips or ideas that you want to share, please let us know or post them on the bulletin board online.
- Contact us for help at any point
 - 262-569-0222
 - omhfoundation@phci.org

Good luck and thank you for all you do
for the patients of the Regional Cancer Center –
Oconomowoc Memorial Hospital
and the fight against cancer.