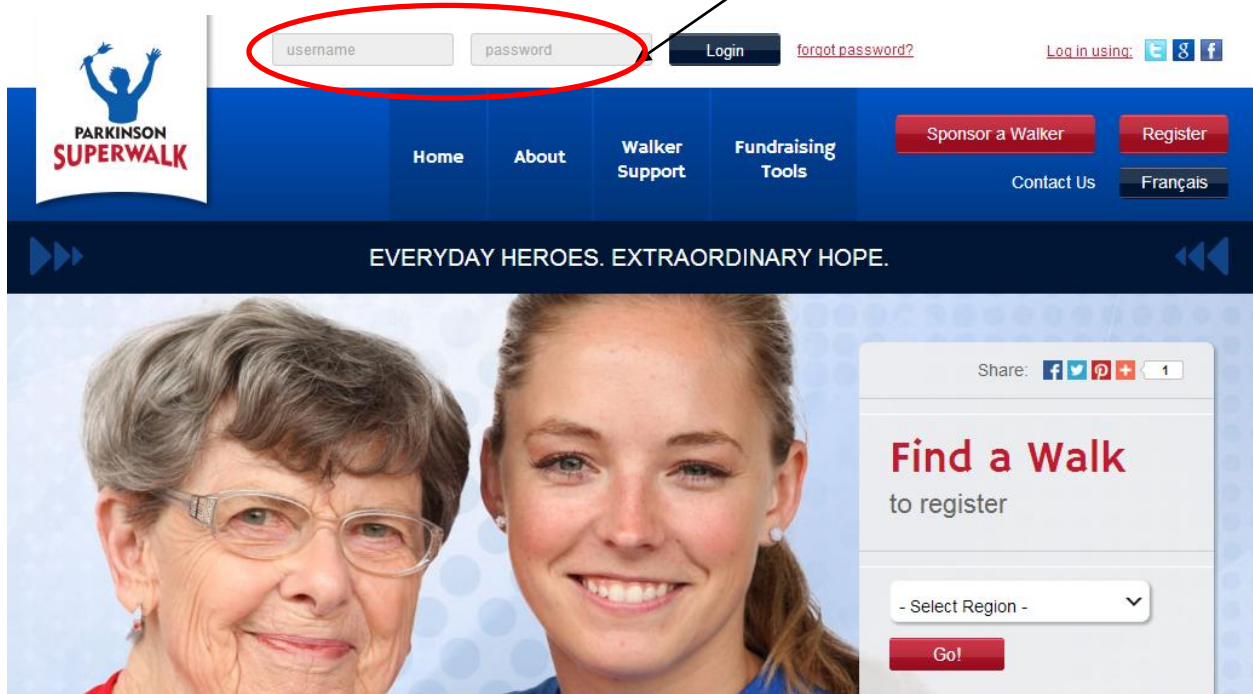# Adding Contacts into the Participant Centre Email Tool

Accessing the Participant Centre

Step 1: Login to the Participant Centre from the homepage www.parkinsonsuperwalk.ca

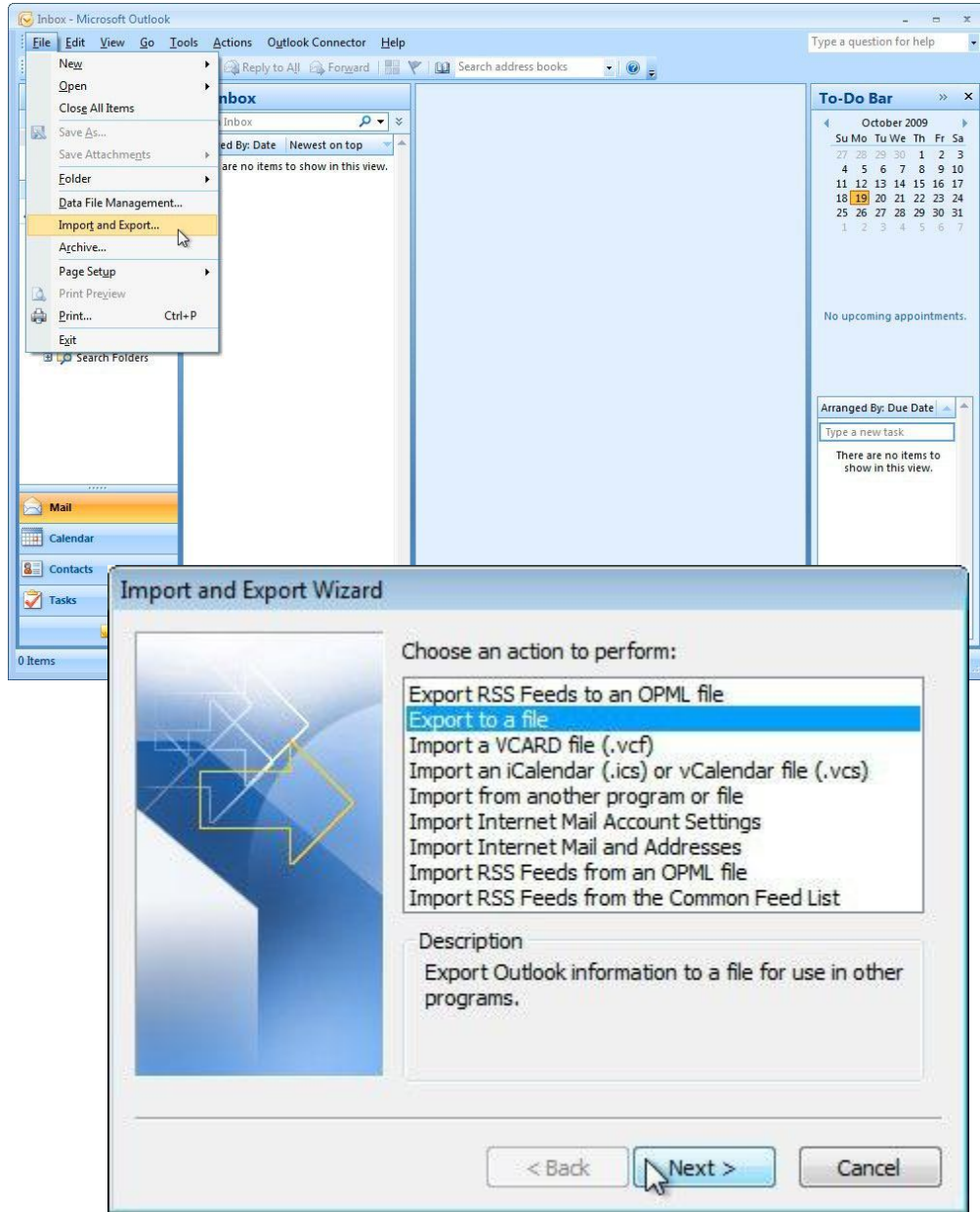**Exporting Contacts from Outlook 2002 or 2003 (source: www.office.com)**

You can export your Outlook Contacts as a Comma Separated Values (.csv) file and then import your contacts into your Participant Centre address book.

1. In Outlook, on the **File** menu, click **Import and Export**.

2. Click **Export to a file**, and then click **Next**.

3. Click **Comma Separated Values (Windows)**, and then click **Next**.

4. In the folder list, click the **Contacts** folder, and then click **Next**.

5. Browse to the folder where you want to save the contacts as a .csv file.

6. Type a name for the exported file, and then click **OK**.

7. Click **Next**.

8. Click **Finish**.

Exporting Contacts from Outlook 2007

To save your contacts from Outlook to a CSV file:

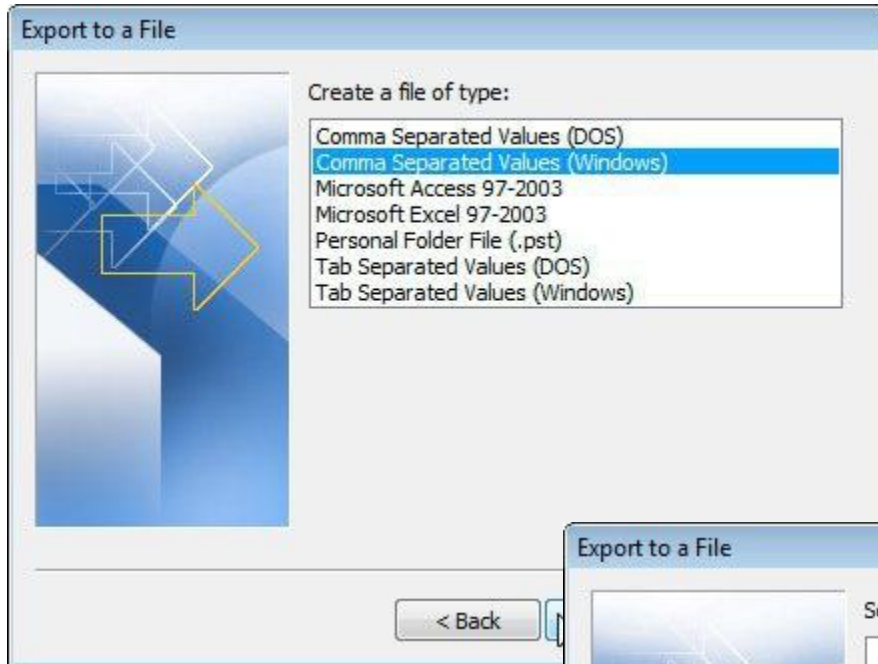1. Select *File| Import and Export...* from the menu.

2. Make sure *Export to a file* is highlighted.

3. Click *Next >*.

Exporting Contacts from Outlook 2007

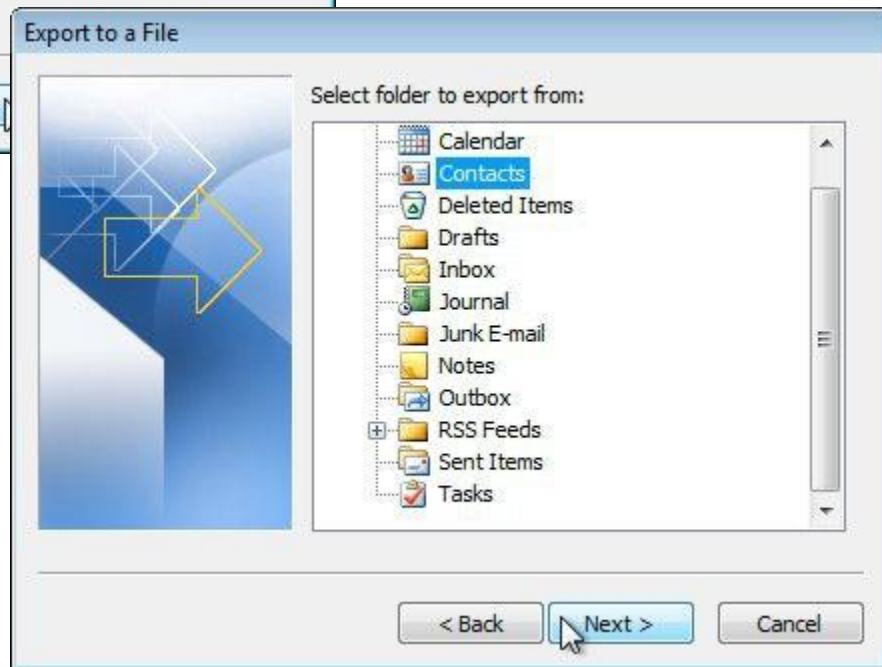

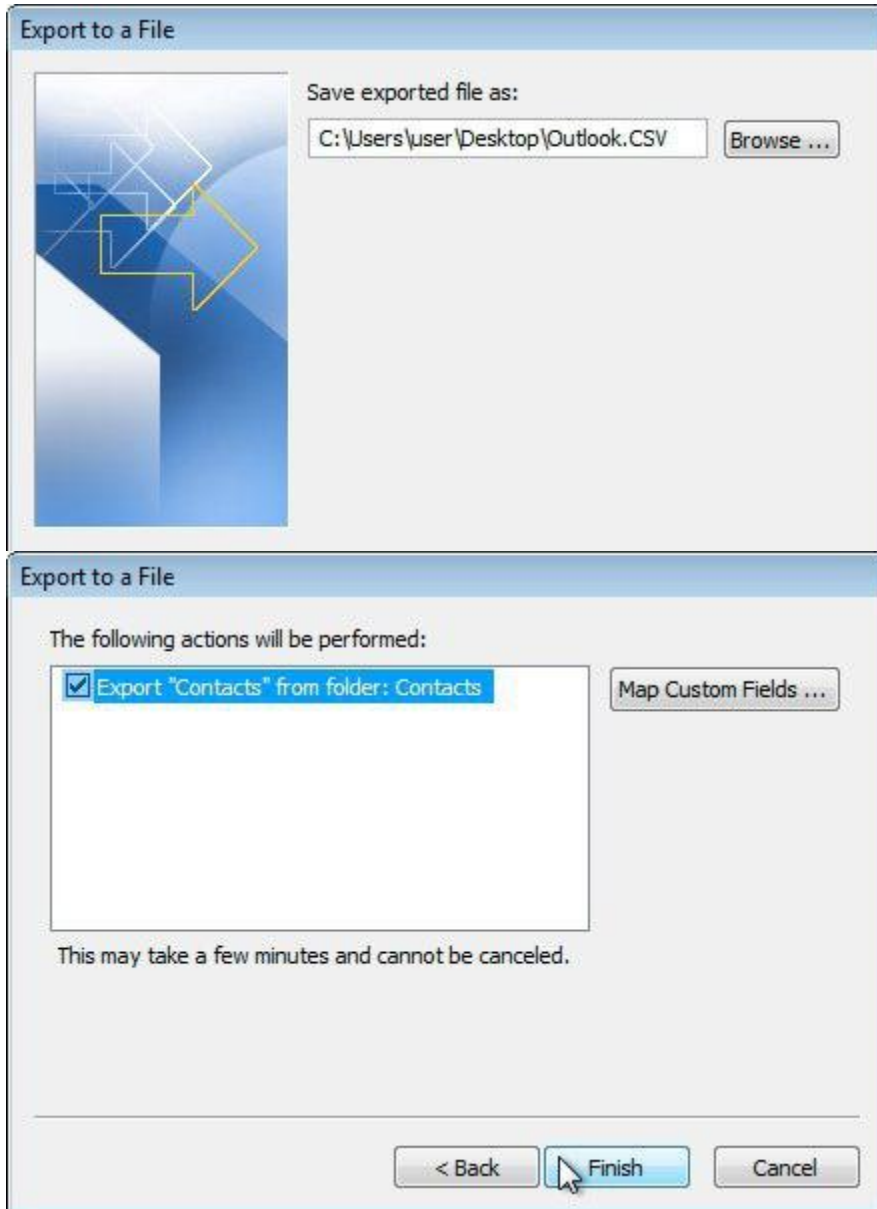4. Now make sure *Comma Separated Values (Windows)* is selected.

5. Click *Next >*

6. Highlight the *Contacts* folder.

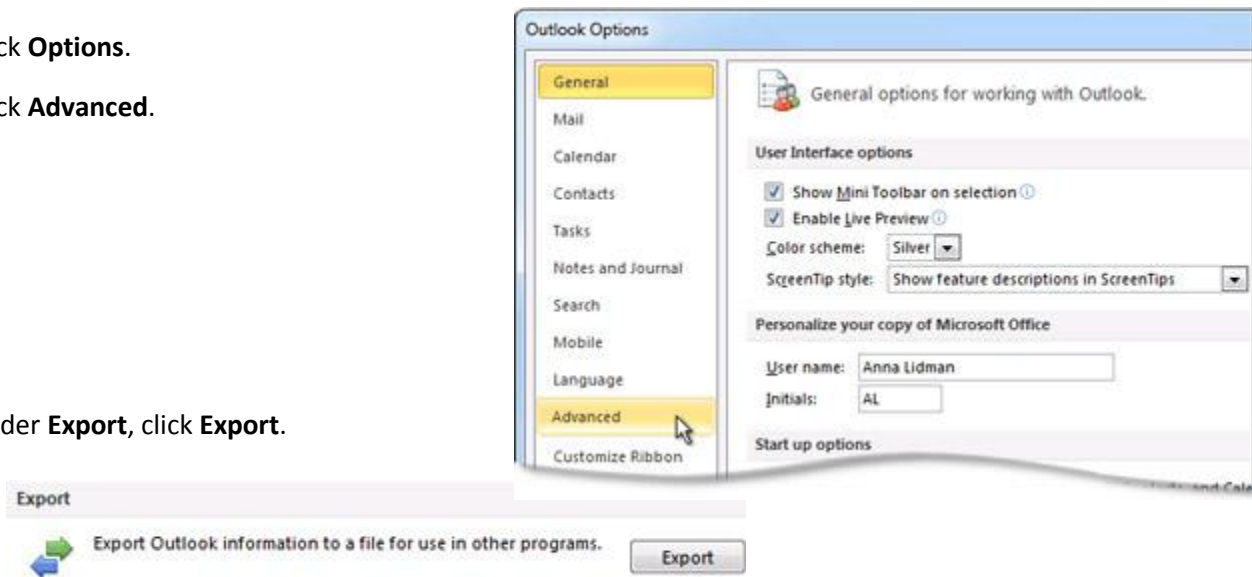7. Click *Next >*.

Exporting Contacts from Outlook 2007

8. Use the Browse... button to specify a location and file name for the exported contacts. Something like "Outlook.csv" or "ol-contacts.csv" on your Desktop should work fine.

9. Click *Next >*

10. Now click Finish.

Exporting Contacts from Outlook 2010 (source: www.office.com)

1. Click the **File** tab.

2. Click **Options**.

3. Click **Advanced**.

4. Under **Export**, click **Export**.

5. In the **Import and Export Wizard**, click **Export to a file**, and then click **Next**.

6. Under **Create a file of type**, click the type of export that you want, and then click **Next**.

   The most common is **Comma Separated Values (Windows)**, also known as a CSV file.

7. Under **Select folder to export from**, select the contact folder that you want to export, and then click **Next**.

   NOTE   Unless you chose to export to an Outlook Data File (.pst), you can only export one folder at a time.
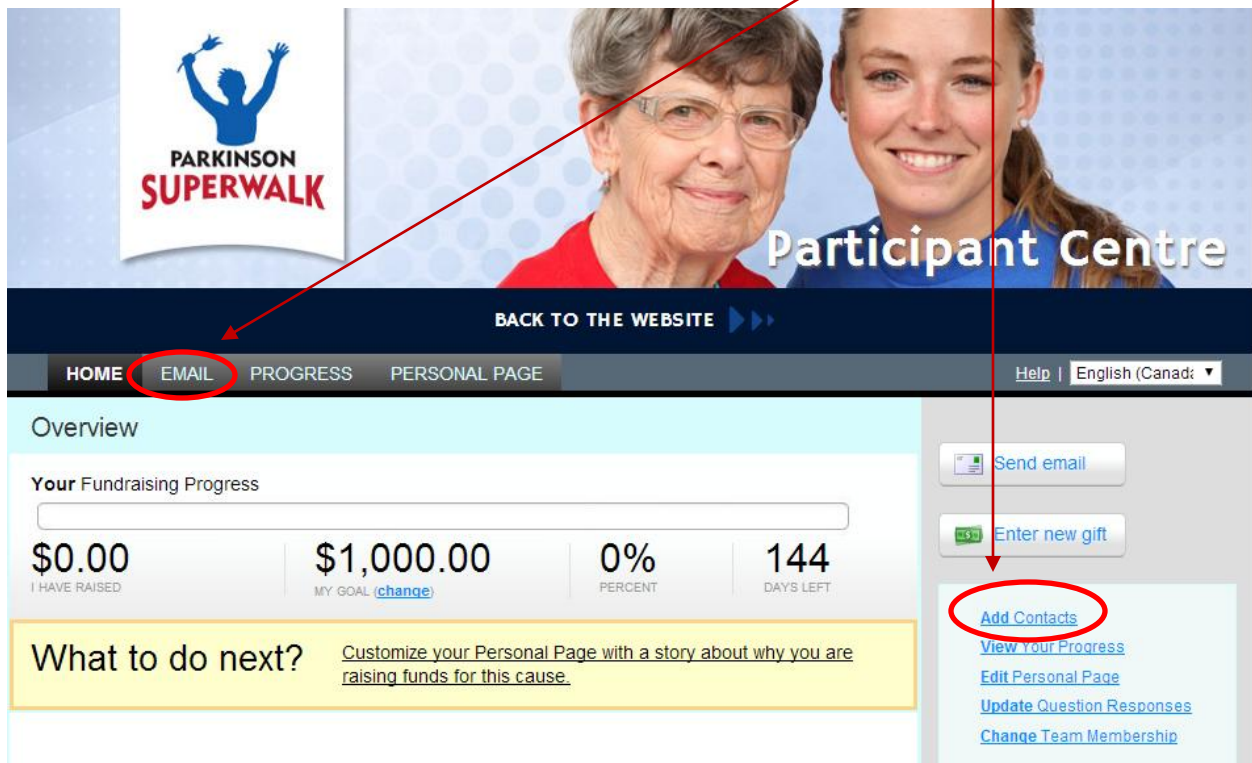
8. Under **Save exported file as**, click **Browse**, select a destination folder, and in the **File name** box, type a name for the file.

9. Click **OK**.

10. In the **Export to a File** dialog box, click **Next**.

11. Click **Finish**.

Emails can be used for:

- Sending participation invitations
- Sending fundraising solicitation emails
- Sending thank you messages to your donors
- Communicating with your team members

Uploading your email address book

To add contacts, click on "Add contacts" in the right navigation menu or click on the "Email" tab and then "Contacts"

To import contacts from Outlook, click on "Import contacts" in the Contact manager screen.

Select the radio button for importing from Outlook. Select "Choose File" and find the csv file you want to import.

Click on "Next"

Error Message

If you get the following error message, your file is not in the right format. Make sure when exporting in Outlook that "Comma Separated Values" (Windows) is the file type that is selected.
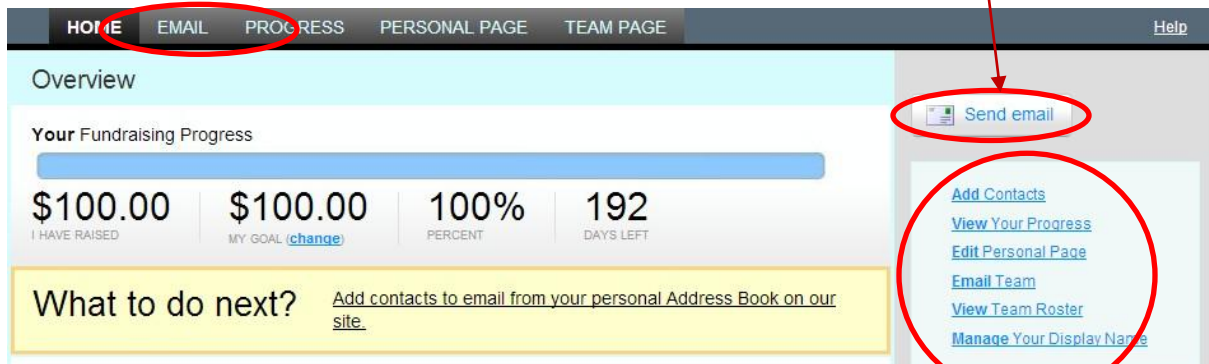
Import Contacts

Select an Import Source

🚫 Failed to parse your .csv file. Select a valid .csv file? Try again?

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.

Composing and sending an email

Click on the tab "Email" or the sidebar button "Send email" will take you to the Compose Email screen

HOME   EMAIL   PROGRESS   PERSONAL PAGE   TEAM PAGE   Help

Overview

Your Fundraising Progress

📧 Send email

$100.00 $100.00   100%   192
I HAVE RAISED   MY GOAL (change)   PERCENT   DAYS LEFT

Add Contacts
View Your Progress
Edit Personal Page
Email Team
View Team Roster
Manage Your Display Name

What to do next?   Add contacts to email from your personal Address Book on our site.

You can use the template emails or draft your own personal messages.

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