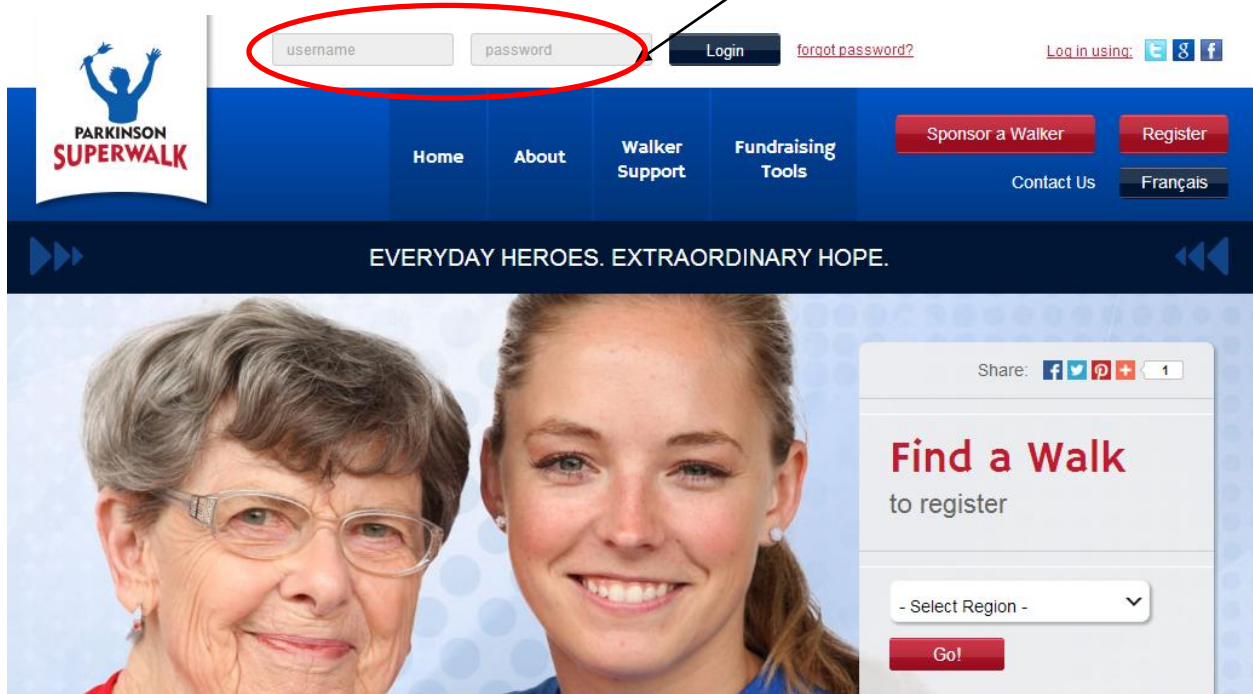


## Adding Contacts into the Participant Centre Email Tool

### Accessing the Participant Centre

Step 1: Login to the Participant Centre from the homepage [www.parkinsonsuperwalk.ca](http://www.parkinsonsuperwalk.ca)



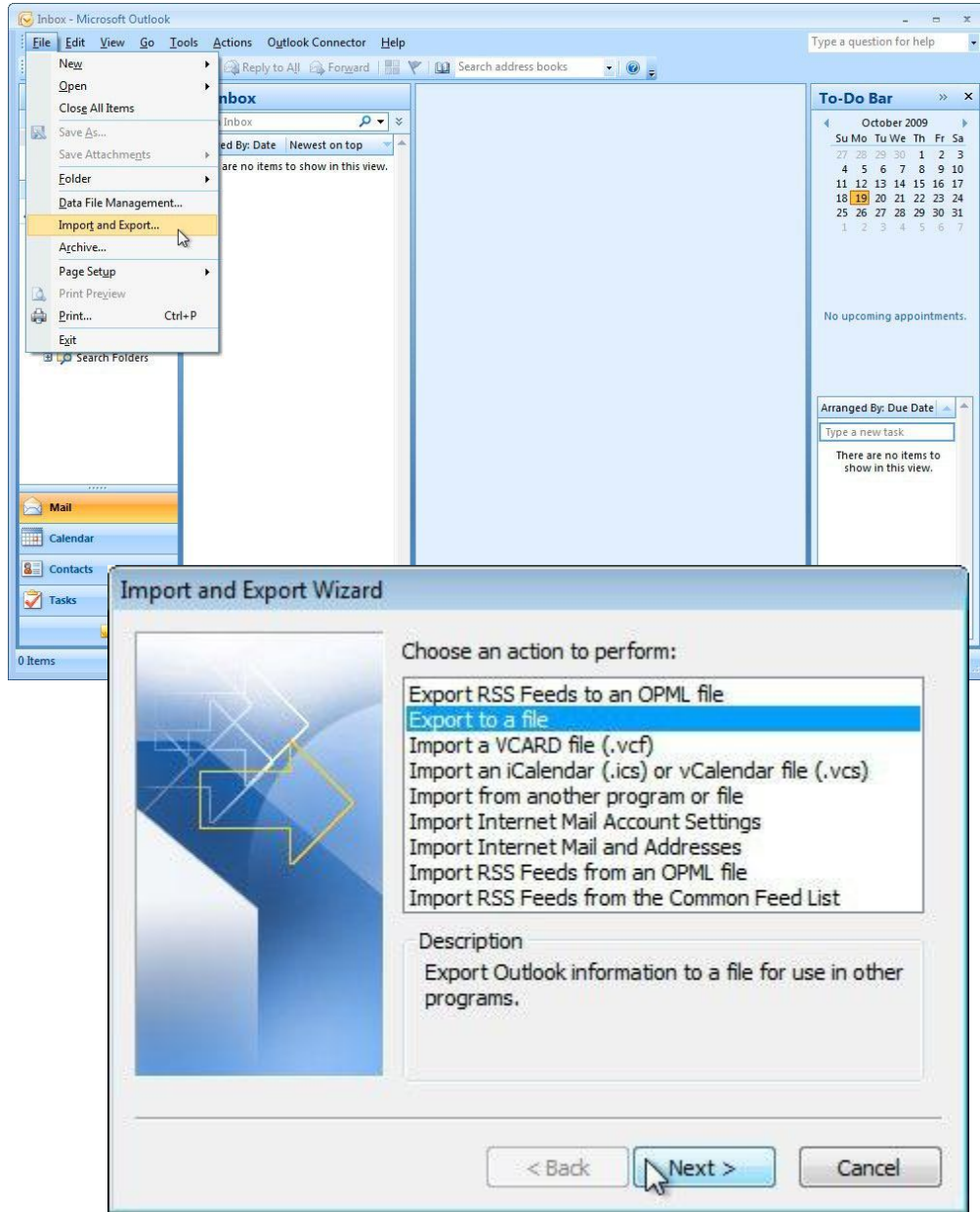
### Exporting Contacts from Outlook 2002 or 2003 (source: [www.office.com](http://www.office.com))

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:

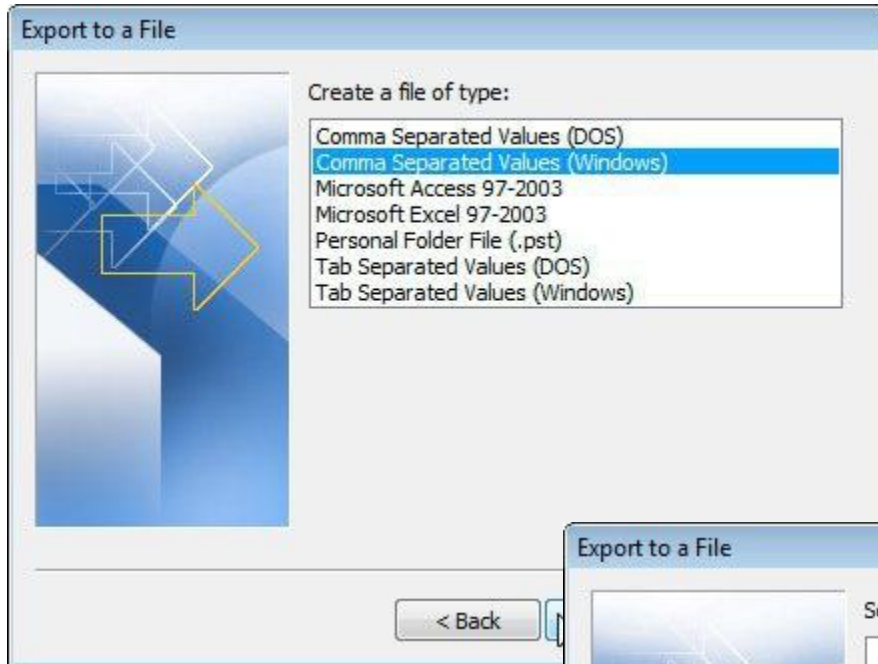


1. Select *File | Import and Export...* from the menu.

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

3. Click *Next >*.

## Exporting Contacts from Outlook 2007

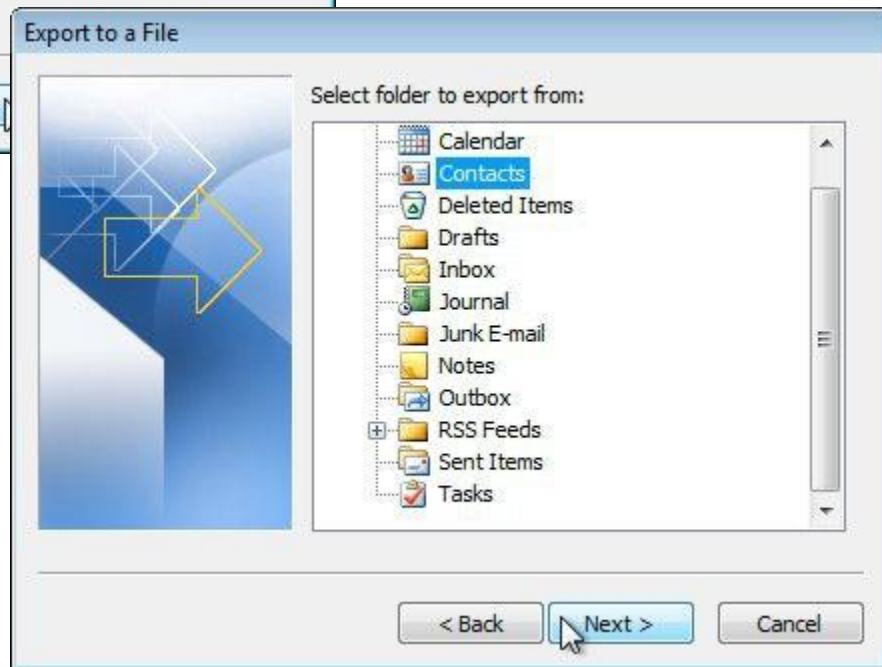


4. Now make sure *Comma Separated Values (Windows)* is selected.

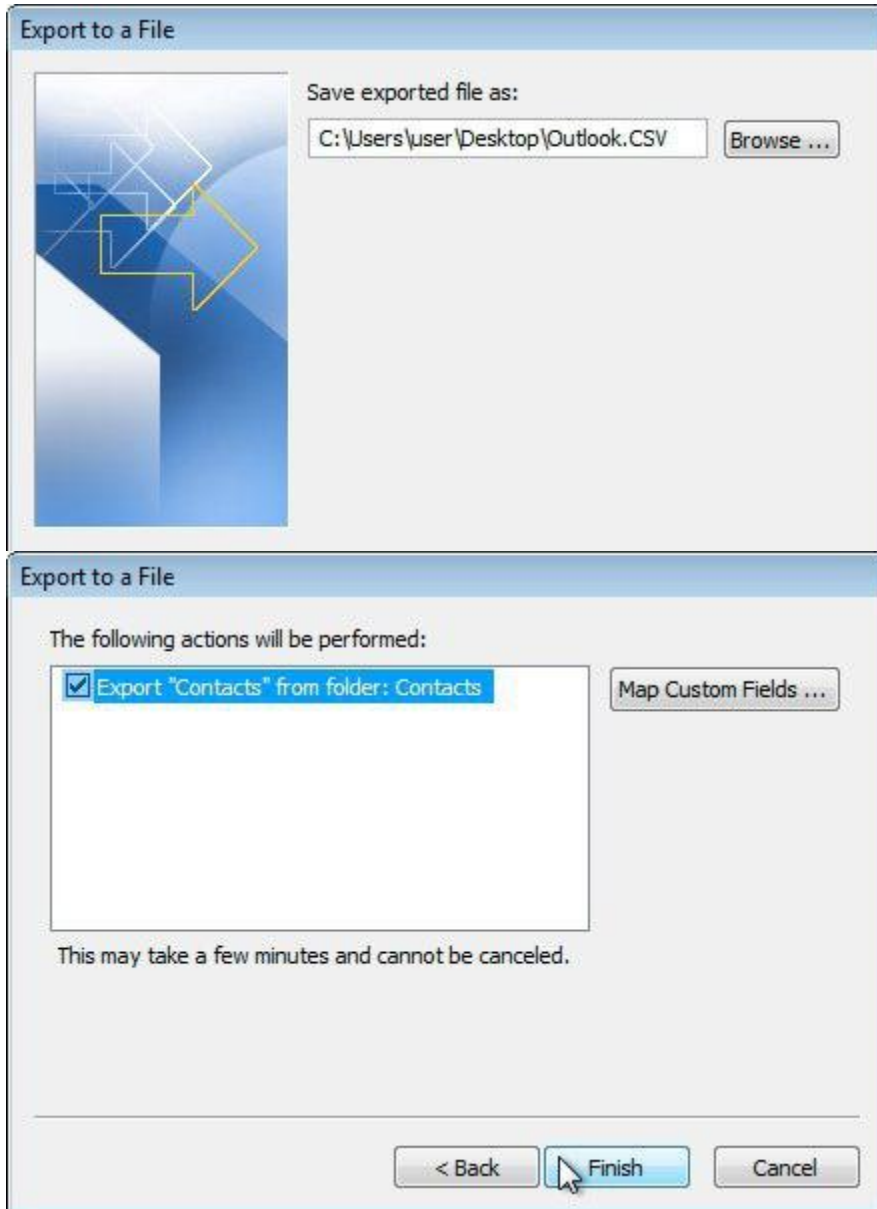
5. Click *Next >*

6. Highlight the *Contacts* folder.

7. Click *Next >*.



### Exporting Contacts from Outlook 2007



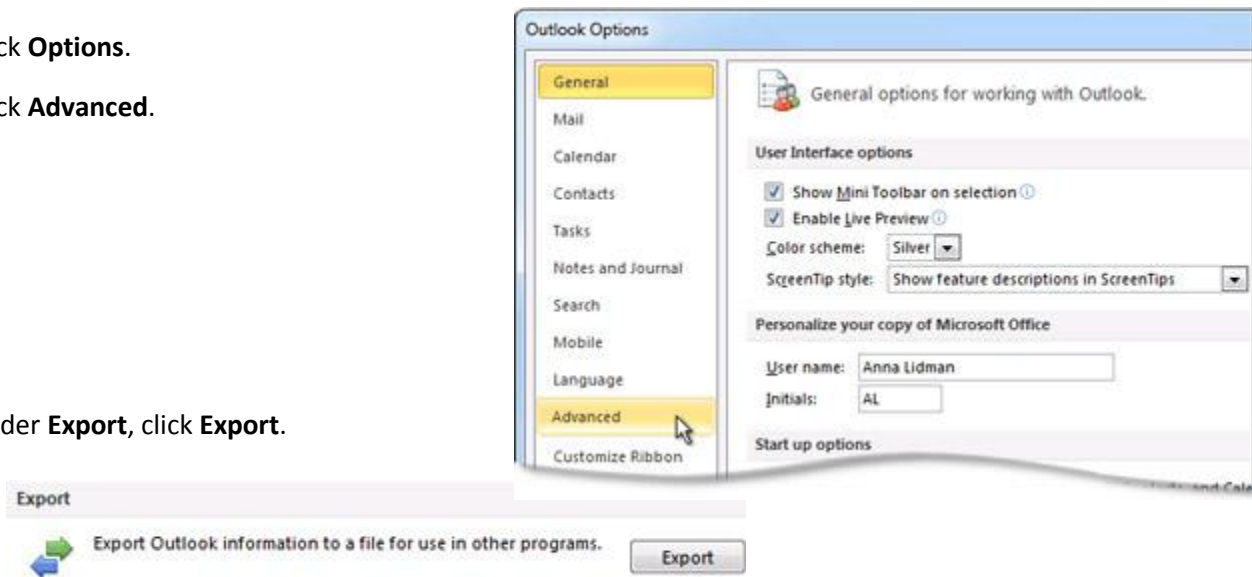
8. Use the Browse... button to specify a location and file name for the exported contacts. Something like "Outlook.csv" or "ol-contacts.csv" on your Desktop should work fine.

9. Click *Next >*

10. Now click Finish.

### Exporting Contacts from Outlook 2010 (source: [www.office.com](http://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.

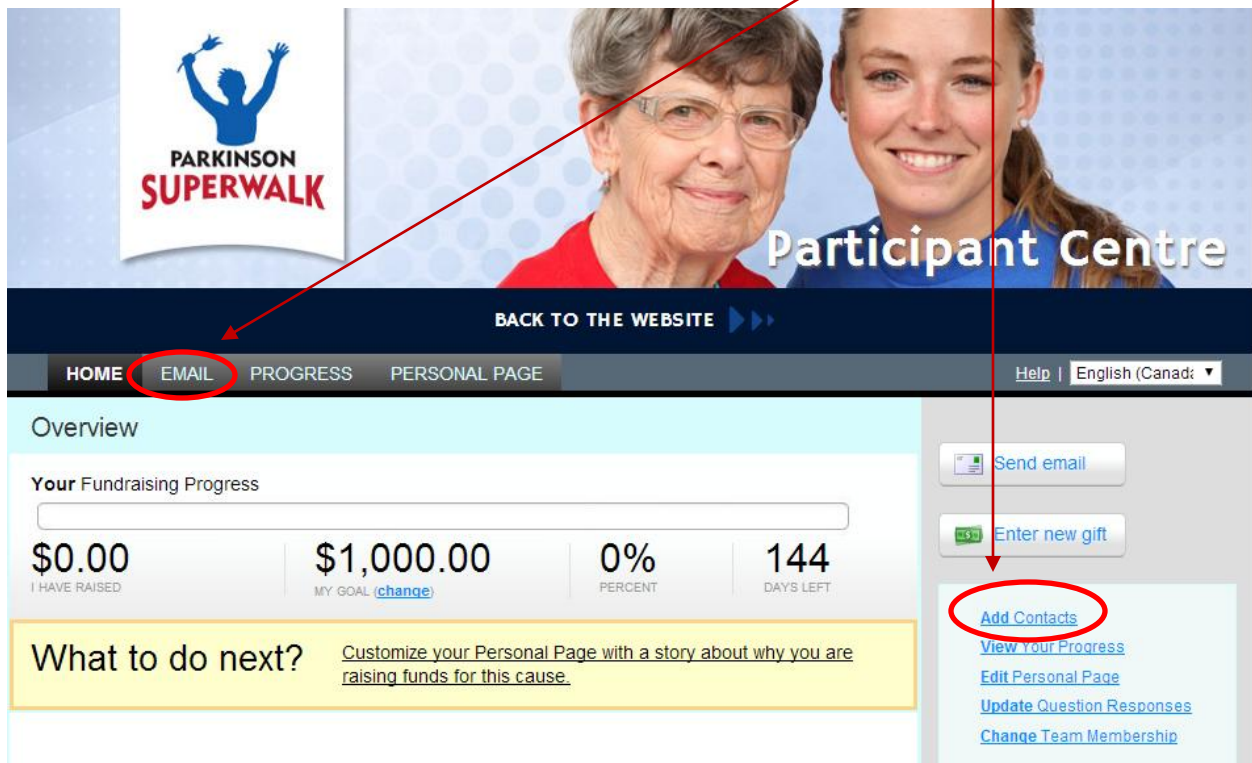
8. Under **Save exported file as**, click **Browse**, select a destination folder, and in the **File name** box, type a name for the file.
9. Click **OK**.
10. In the **Export to a File** dialog box, click **Next**.
11. Click **Finish**.

**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"



The screenshot shows the Parkinson SuperWalk Participant Centre interface. At the top, there is a logo for Parkinson SuperWalk and a banner with the text "Participant Centre". Below the banner is a navigation bar with "HOME", "EMAIL", "PROGRESS", and "PERSONAL PAGE" tabs. A "BACK TO THE WEBSITE" button is also present. The main content area is titled "Contacts" and includes a search bar and several action buttons: "Compose Message", "Add to Group", "Delete", and "Email All". Below the search bar, there are tabs for "Individuals" and "Groups". A table with columns for "Name", "Groups", "Email" (with sub-columns for "Sent" and "Opened"), "Page Visits", and "Donations" (with a sub-column for "Current") is shown. The table currently displays "No records found". To the right of the table, there are two buttons: "Import contacts" (circled in red) and "Add single contact". A red arrow points from the "Import contacts" button to a text box below the screenshot.

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

**PARKINSON SUPERWALK**

**Participant Centre**

[BACK TO THE WEBSITE](#)

HOME EMAIL PROGRESS PERSONAL PAGE [Help](#) | English (Canada)

### Import Contacts

Select an Import Source

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. [Tell me more.](#)

You can import contacts directly from an email service below:

Gmail

YAHOO!

OR you can upload a .csv file exported from another email client:

File-based import for... [Tell me more.](#)

(Hotmail, Apple, Outlook, AOL)

[Cancel](#) or [Next](#)

1. Select Source
2. Retrieve Contacts
3. Select Contacts
4. View Results

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

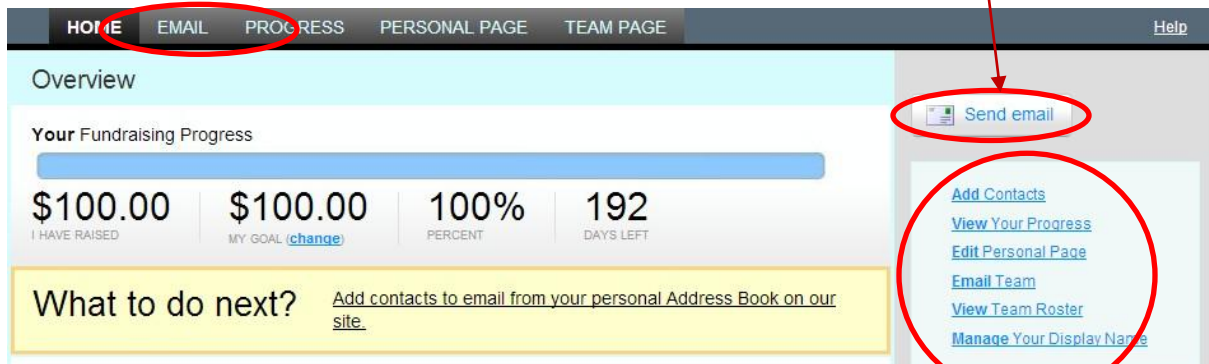
 Failed to parse your .csv file. Select a valid .csv file? Try again?

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.

[Tell me more.](#)

## Composing and sending an email

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



The screenshot shows the Participant Centre dashboard. At the top, there is a navigation bar with tabs: HOME, EMAIL, PROGRESS, PERSONAL PAGE, and TEAM PAGE. The 'EMAIL' tab is circled in red. Below the navigation bar, there is an 'Overview' section with a 'Your Fundraising Progress' bar. The progress bar shows \$100.00 raised, a goal of \$100.00, 100% progress, and 192 days left. Below this, there is a 'What to do next?' section with a link to 'Add contacts to email from your personal Address Book on our site'. On the right side, there is a sidebar with a 'Send email' button circled in red. Below the 'Send email' button, there is a list of links: Add Contacts, View Your Progress, Edit Personal Page, Email Team, View Team Roster, and Manage Your Display Name. A red arrow points from the 'Send email' button to the 'EMAIL' tab.

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