

It's easier to send emails from My Strider Central when all of your friends are already in your address book! So we want to make sure you can add them! 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 color blue—that's how we'll call out action spots!**

Table of Contents

- 1. Access My Strider Central**
- 2. Log in using the username you created during registration**
- 3. Select the appropriate event**
- 4. Choose "Add Contacts to Your Address Book"**
- 5. Select your method of adding addresses**

Gmail or Yahoo

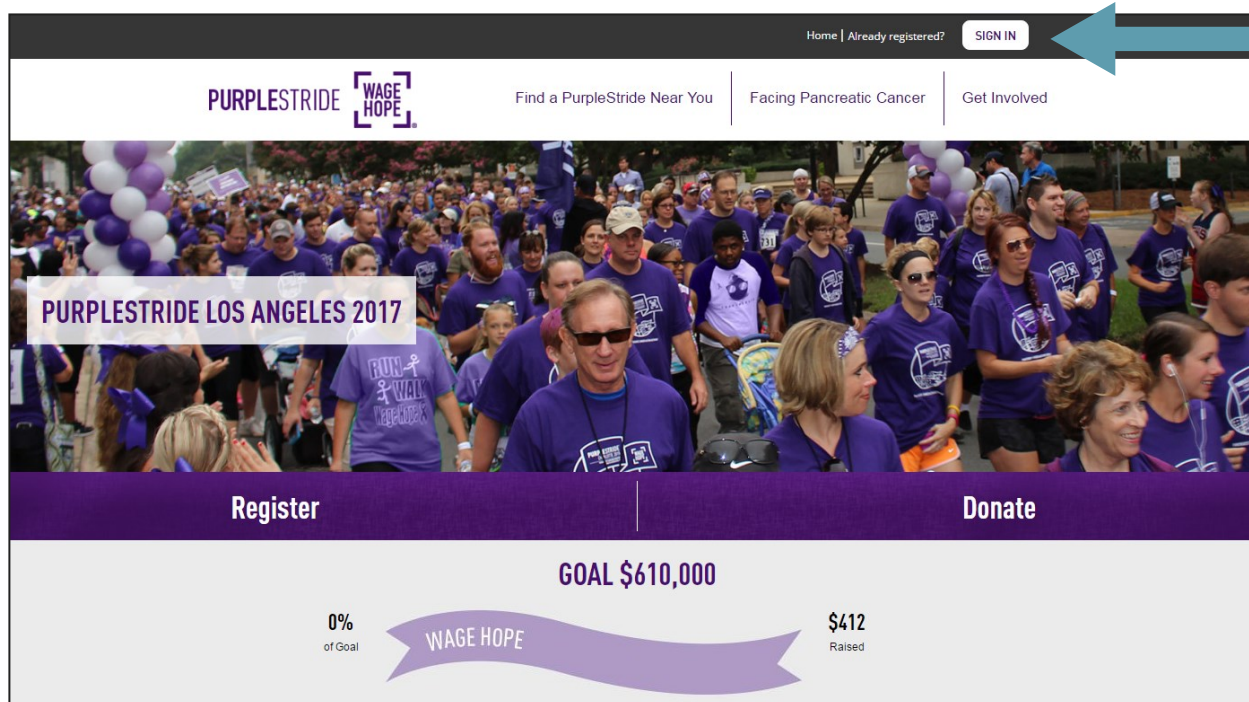
- 6a. Import your address book from Gmail or Yahoo**
- 7a. Consent to import your contacts**
- 8a. Select whether you would like to import all or just some of your contacts**
- 9a. Finish your import**

Other Email Clients

- 6b. Import your address book from another source (Not Gmail or Yahoo)**
- 7b. Check your import**
- 8b. Select whether you would like to import all or just some of your contacts**
- 9b. Finish your import**

1. Access My Strider Central

From purplestride.org (or your local event's home page), select "Sign 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.

PARTICIPANT LOGIN

Login to manage your personal page and fundraise.

** = Required Fields*

*Username:

*Password:

☐ remember me

SUBMIT

FORGOT YOUR USERNAME OR PASSWORD?

Email me my Username and Password

** = Required Fields*

*Email (you registered with):

SUBMIT

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.

PARTICIPANT LOGIN

Welcome back, Lisa | [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 Iowa 2016](#)
September 24, 2016

[PurpleStride Los Angeles 2017](#)
May 6, 2017

4. Choose “Add Contacts to Your Address Book”

Select the second option under “Next Steps” to start add your contacts into your address book. You can also click “Add Contacts” in the right hand sidebar.

PURPLESTRIDE® 

[Fundraising Tools](#) | [PurpleStride App](#) | [Team Central](#) | [Log Out](#)

Home

Email

Progress

Personal Page

LISA'S FUNDRAISING PROGRESS

\$0.00

I Have Raised

\$175.00

My Goal (change)

0%

Percentage to Goal

215

Days Left

NEXT STEPS

✓

Set up your Personal Page

Customize your Personal Page with a story about why you are raising funds for this cause.

2

Add Contacts to Your Address Book

Add contacts to email from your personal Address Book on our site.

📧

Send an Email

You have sent no emails to your family or friends. Add them to your Address Book and email them

SEND EMAIL

Add Contacts

View My Progress

Edit Personal Page

Email Team

View Team Roster

Update Question Responses

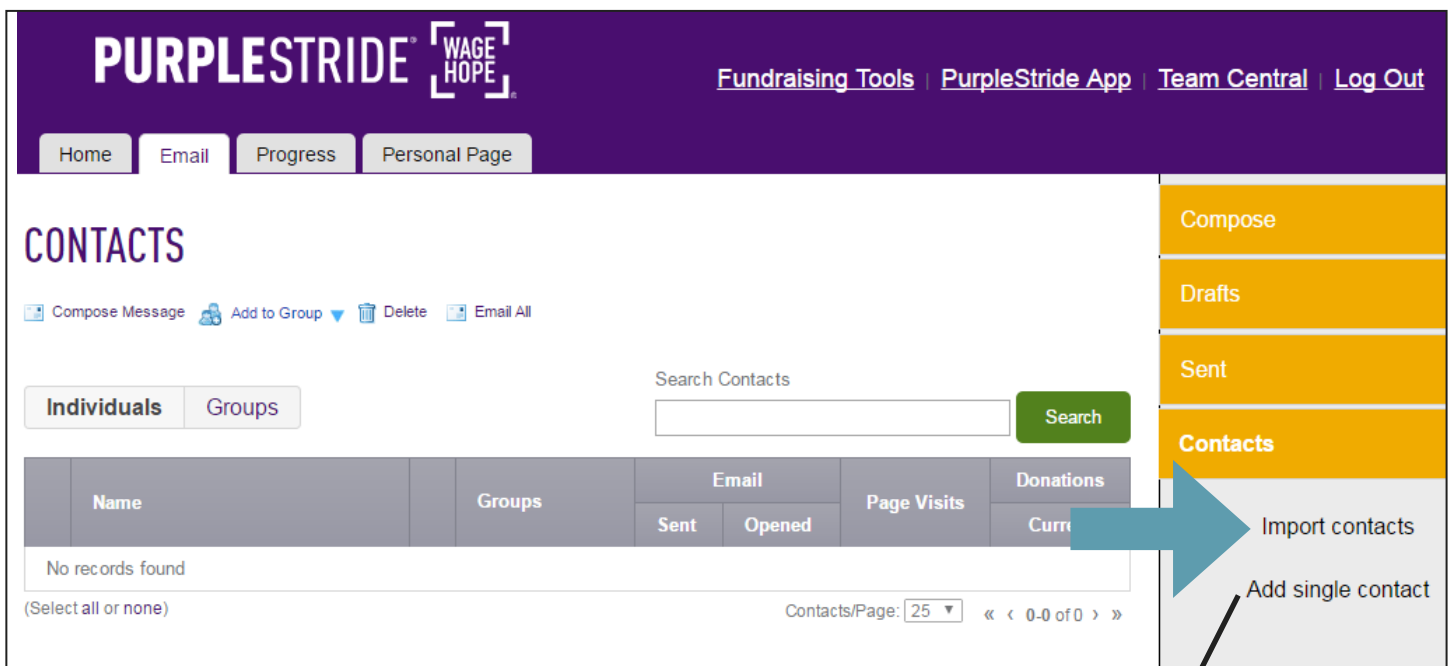
Change Team Membership

5. Select your method of adding addresses

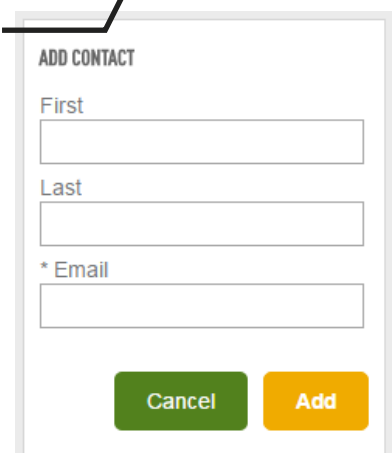
You can add contacts in a couple of different ways, in a large batch, or one at a time.

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 "Add Contacts" page, you can select "Import Contacts" in the right hand sidebar.




Hint: You can also add individual contacts one by one, by clicking the "Add single contact" option below the Import option.



6a. Import your address book from Gmail or Yahoo

From this screen, you can select the source from which you would like to import your contacts.

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.”


[Fundraising Tools](#) | [PurpleStride App](#)

[Home](#)
[Email](#)
[Progress](#)
[Personal Page](#)

IMPORT CONTACTS

① Select Source

② Retrieve Contacts

③ Select Contacts


④ View Results


SELECT AN IMPORT SOURCE (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.





You can import contacts directly from an email service below:

☒ 

☐ 

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

File-based import for...

☐    

(Hotmail, Apple, Outlook, AOL)


Cancel

Next ▶

7a. 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, click “Display Consent Pop-Up” on the right side of the screen.

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


[Fundraising Tools](#) | [PurpleStride App](#)

[Home](#)
[Email](#)
[Progress](#)
[Personal Page](#)

IMPORT CONTACTS

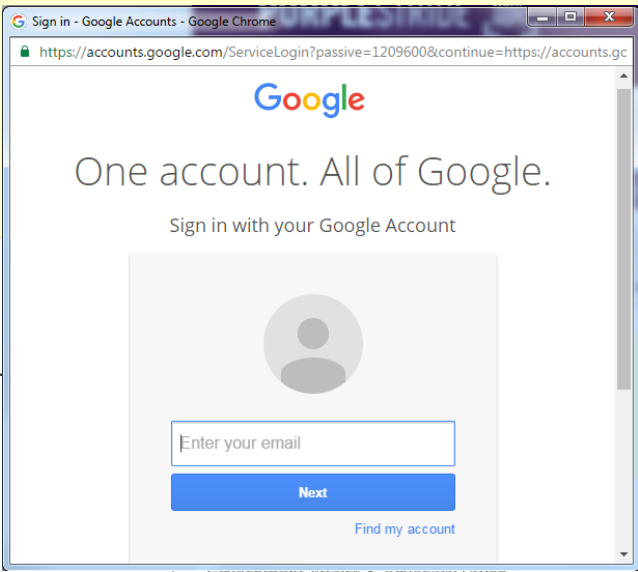
① Select Source
② Retrieve Contacts
③ Select Contacts
④ View Results

MONITORING CONTACT RETRIEVAL


Your consent is needed to access your online address book. If the authentication and consent pop-up does not appear automatically, click the link on the right.

[Display Consent Pop-Up](#)

1. Waiting for your consent.



[Cancel](#)
[Next ▶](#)



National Office
1500 Rosecrans Ave., Ste. 200
Manhattan Beach, CA 90266
Main 877 272 6226 | Fax 310 725 0029

Government Affairs & Advocacy Office
1050 Connecticut Ave. NW, Ste. 500
Washington, DC 20036
Main 202 742 6699 | Fax 202 742 6518

Once you have granted consent, your screen should look like this. Click “Next.”

IMPORT CONTACTS

1 Select Source

2 Retrieve Contacts

3 Select Contacts

4 View Results

MONITORING CONTACT RETRIEVAL

Your consent is needed to access your online address book. If the authentication and consent pop-up does not appear automatically, click the link on the right. [Display Consent Pop-Up](#)

1. Waiting for your consent.

2. Retrieving contacts from your email service provider.

3. Finished retrieving contacts from your email service provider.

Ready to import retrieved contacts into your participant center address book.

Cancel

Next ▶

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, 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.”

SELECT CONTACTS TO IMPORT

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

☐ Import **all** 579 contacts into your Participant Center Address Book.
 ☒ Import **some** of the retrieved contacts into your Participant Center Address Book.

(Select all or none)

	First Name	Last Name	Email
<input type="checkbox"/>	Mark	Chen	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]

(Select all or none)

Cancel

Next ▶

9a. Finish your import

Review the contacts that were imported, and click “Finished.”

VIEW AND WORK WITH RESULTS (Tell me more)

Results of the contact import are listed in the sections below.

2 Successfully Saved Contacts, 2 New

SUCCESSFULLY SAVED CONTACTS

This list shows the retrieved contacts that were successfully saved into your Participant Center Address Book.

First Name	Last Name	Email
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Finished

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

CONTACTS

Compose Message Add to Group Delete Email All

Individuals Groups

Search Contacts

	Name	Groups	Email		Page Visits	Donations Current
			Sent	Opened		
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00

(Select all or none)

Contacts/ Page: 25 1 2 of 2

Compose

Drafts

Sent

Contacts

Import contacts

Add single contact

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.” 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 “File-based Import” radio button, and select “Choose File.”
- Find your file and click “Open.”
- Click “Next” to preview your list.

IMPORT CONTACTS

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

SELECT AN IMPORT SOURCE (Tell me more)

Importing contacts from other email services into your Strider Central account allows you to track donations, monitor who responded, and follow up with them.

Let's begin by identifying where you keep your address book.

You can import contacts directly from an email service.



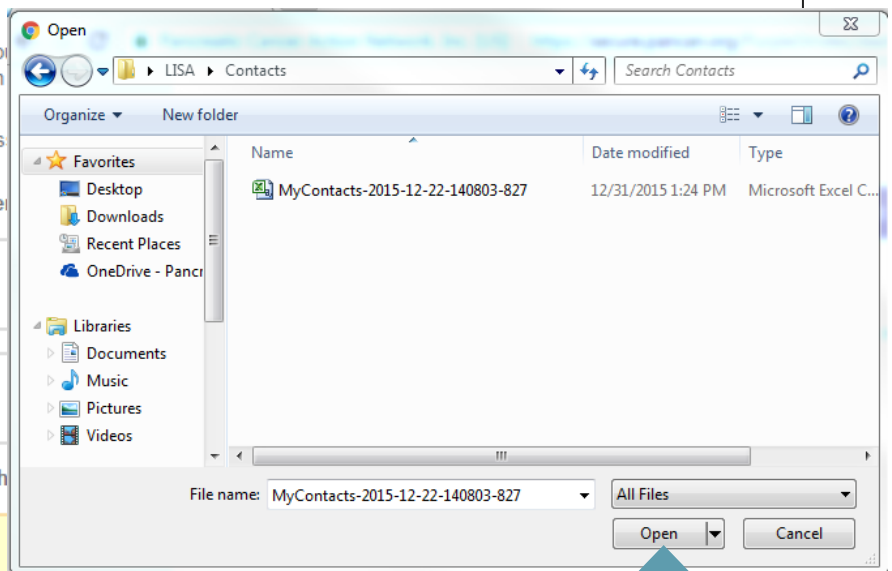
You can upload a .csv file exported from another source.

File-based import for...



(Hotmail, Apple, Outlook, AOL)

MyContacts...03-827.csv



Cancel

Next >

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.”



RETRIEVE CONTACTS (Tell me more)

Contacts were retrieved from your .csv file. Review the CSV column mapping preview and confirm that it is correct.

Does this preview look correct?
If not, you can change the column mapping or the encoding.

File Encoding:
ASCII

Proposed First Name	Proposed Last Name	Proposed Email
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

... and 139 additional contacts not displayed in the above preview.

Cancel

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.”

SELECT CONTACTS TO IMPORT

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

- ☐ Import **all** 579 contacts into your Participant Center Address Book.
- ☒ Import **some** of the retrieved contacts into your Participant Center Address Book.

(Select all or none)

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

(Select all or none)

<< 1-100 of 579

Cancel

Next >

9b. Finish your import

Review the contacts that were imported, and click “Finished.”

VIEW AND WORK WITH RESULTS (Tell me more)
Results of the contact import are listed in the sections below.

✓ **2 Successfully Saved Contacts, 2 New**

▼ **SUCCESSFULLY SAVED CONTACTS**

This list shows the retrieved contacts that were successfully saved into your Participant Center Address Book.

First Name	Last Name	Email
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Finished

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

CONTACTS

Compose Message Add to Group Delete Email All

Search Contacts **Search**

Individuals Groups

	Name	Groups	Email		Page Visits	Donations Current
			Sent	Opened		
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00
<input type="checkbox"/>	[REDACTED]		0	0	0	\$0.00

(Select all or none) Contacts/Page: 25 « 1 2 »

Compose
Drafts
Sent
Contacts
Import contacts
Add single contact