

It's easier to send emails from Participant Center when all of your friends are already in your address book! We want to make sure you know how to add them so that you can easily reach out to them! Here's a simple step-by-step guide to help you get your friends and family 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 Participant Center
2. Log in using the username you created during registration
3. Select the appropriate event
4. Choose "Send Emails"
5. Select your method of adding addresses

Gmail or Yahoo

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

Other Email Clients

10. Import your address book from another source (Not Gmail or Yahoo)
11. Select whether you would like to import all or just some of your contacts
12. Review your imports

1. Access My Participant Center

From pancan.org/diy, select “Log In” in the top right corner.

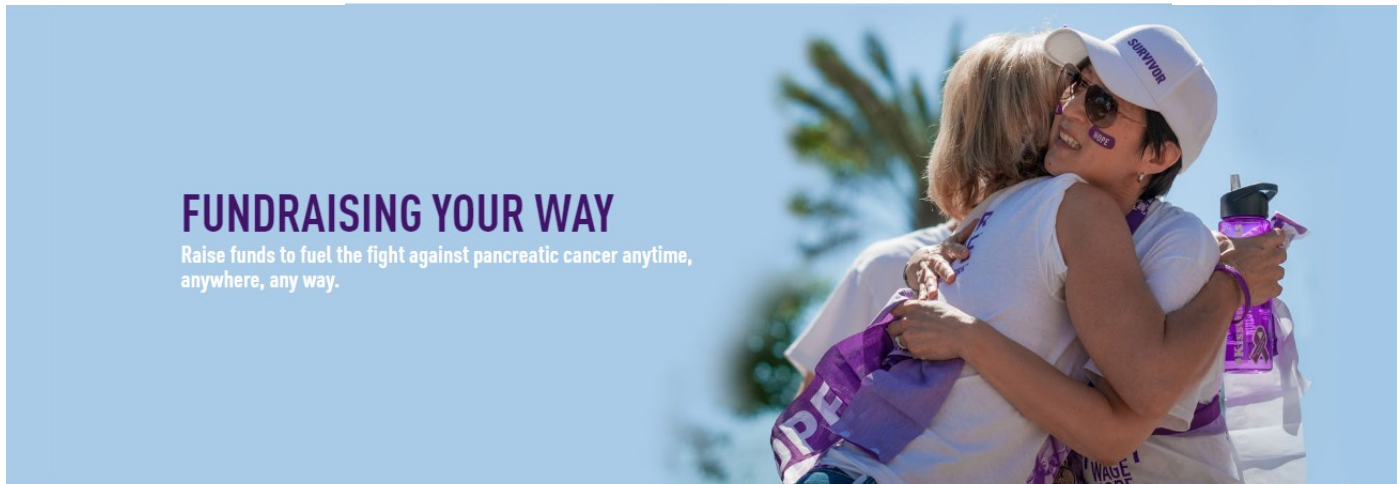


WAGE HOPE MY WAY

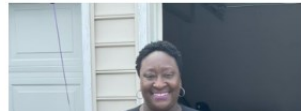
[ABOUT PANCAN](#) [FAQ](#) [RESOURCE CENTER](#)

[FIND A FUNDRAISER/TRIBUTE](#)

[LOGIN](#)



GET STARTED



2. Log in with the username you created during registration

If you forgot your username and password, enter your email to be sent your username and a reset password link.

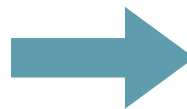
USER LOGIN

Existing User

* User Name:

* Password:

SUBMIT



Login Assistance

[Forgot User Name?](#)

[Forgot Password?](#)

3. Select the appropriate event

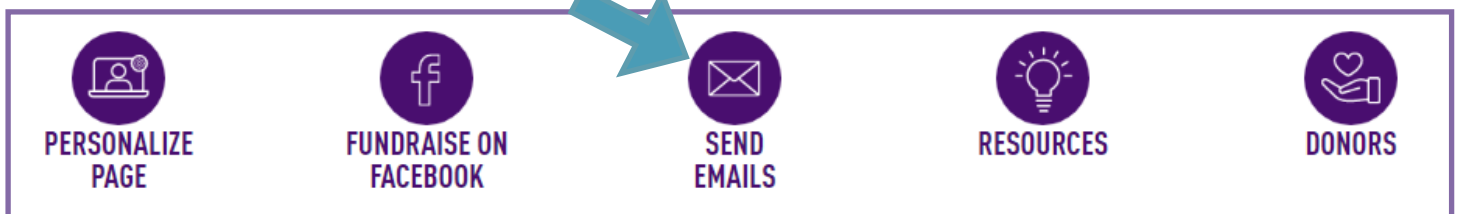
If you are registered for multiple events, they will all be listed on the next screen. Click the event name to access My Participant Center for the event you would like to send emails about.

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 Participant Center.



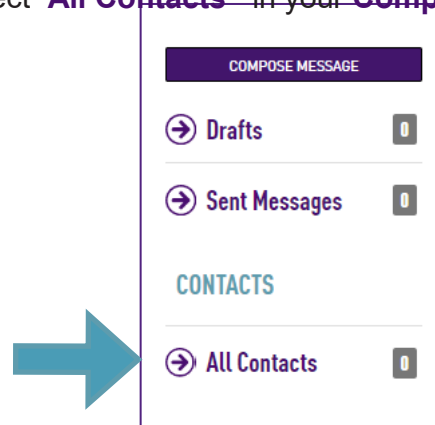
4. Select “Send Emails”

Next, you will be brought to the main page of your Participant Center. Here, you will see multiple choices you can explore on customizing your fundraising page.



Select the third option — **SEND EMAILS**. *Be sure to review the guide “How to Send Emails” which is a great resource on sending out messages to potential donors, and thanking your supporters.* We will now explore how to add contacts in your message center:

Be sure to select ‘**All Contacts**’ in your **Compose Message** section.

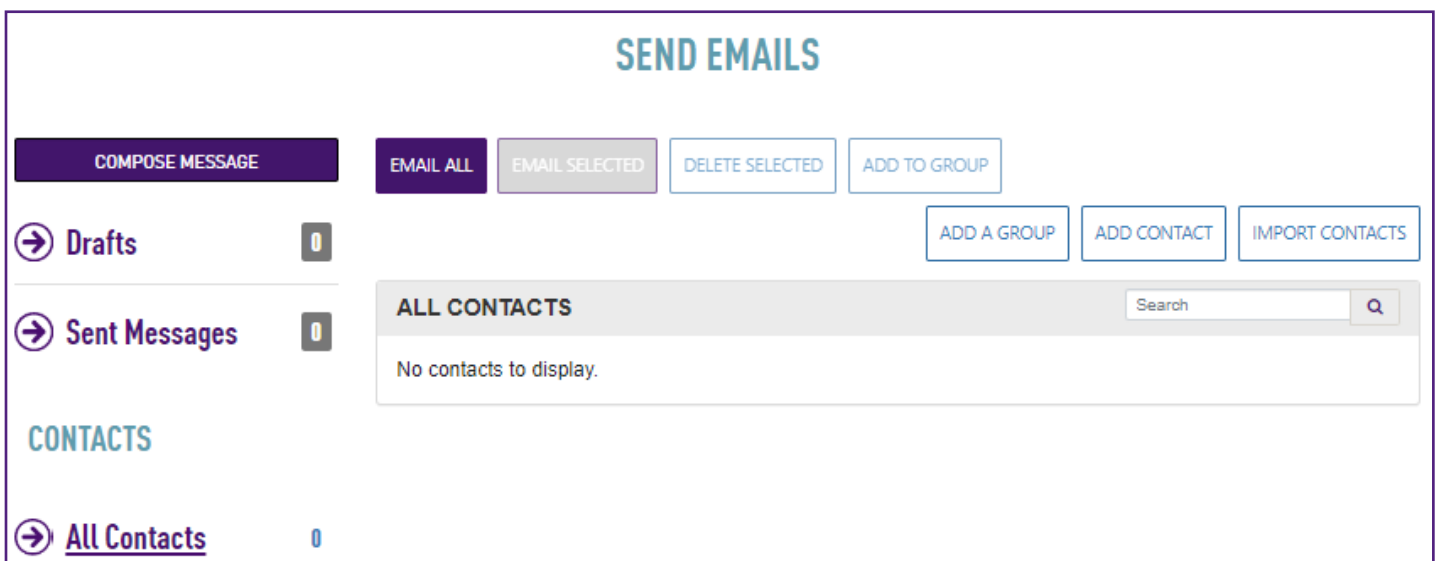


5. Select your method of adding addresses

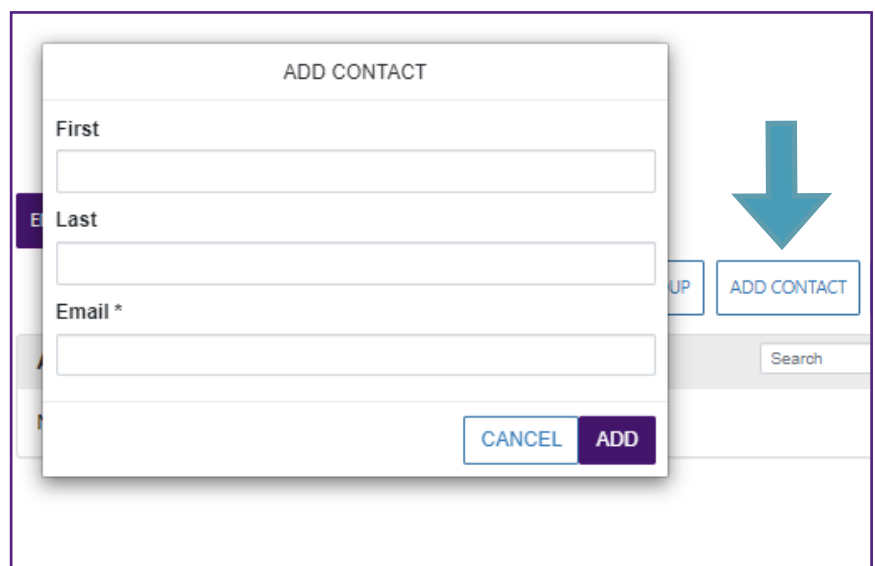
We know you have your contacts already created in your own email client; it's easy to import those contacts right into your Participant Center!

You can add contacts two ways: in a large batch, or individually.

Once you're on the "Add Contacts" page, you can select "Import Contacts" in the right hand sidebar.



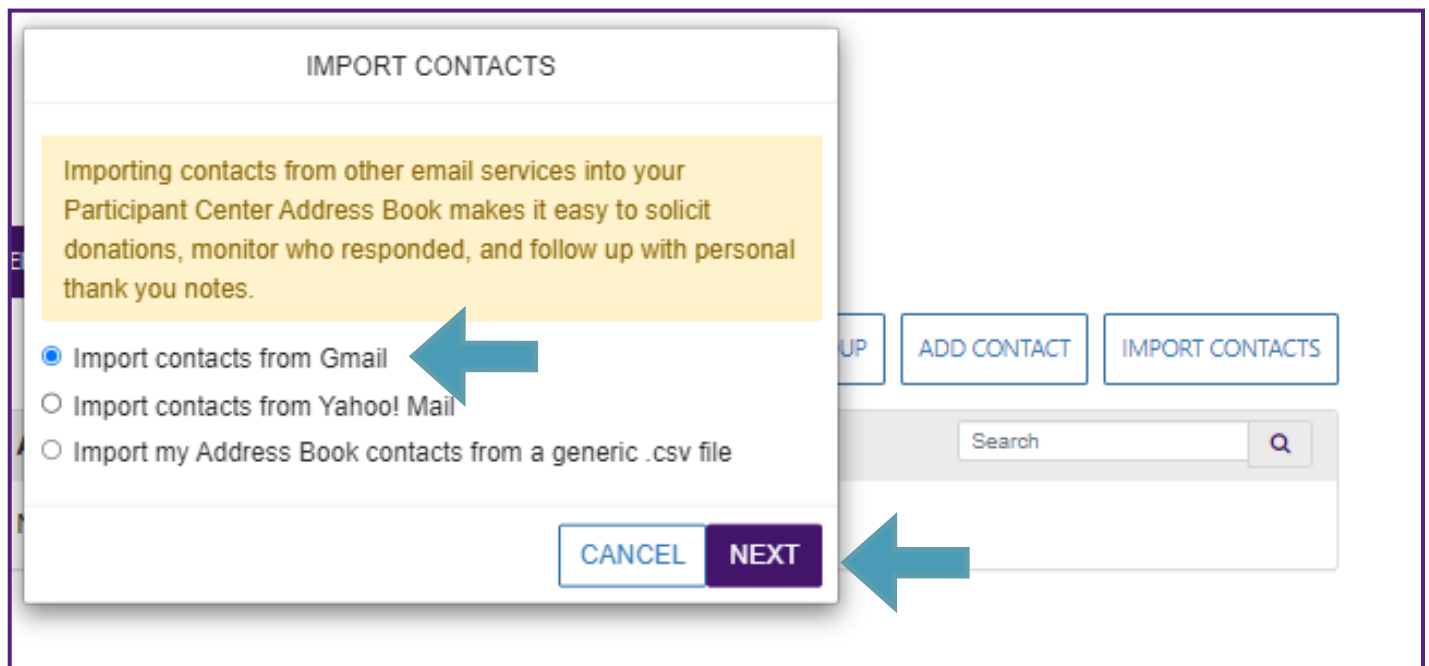
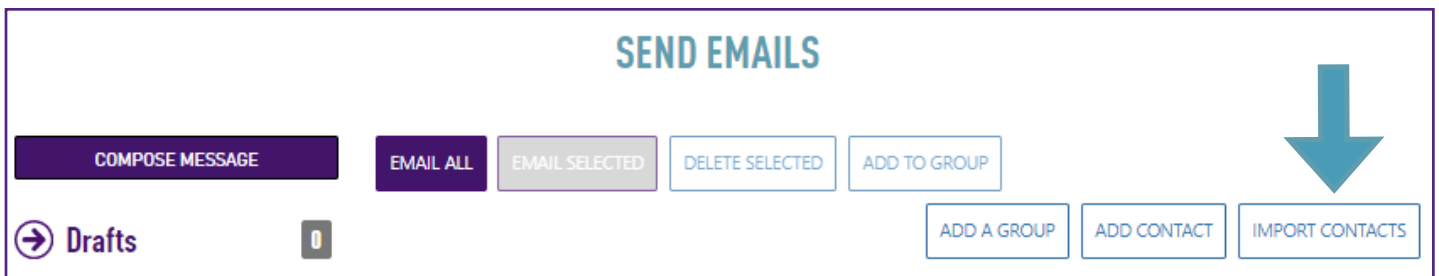
TIP: You can also add individual contacts one by one, by clicking the "Add single contact" option below the Import option.



6. Import your address book from Gmail or Yahoo

You can select the source from which you would like to import your contacts.

If you use Gmail or Yahoo, your Participant Center can pull your personal contacts directly. Simply select the appropriate button. (e.g. Gmail, Yahoo, etc.) and click “Next.”



7. Consent to import your contacts

Once you have clicked “Next”:

- (1.) A pop-up window will appear where you can log into your personal email account.
- (2.) Then, another pop-up will appear to grant consent to share your address book with

(1.) Log in or click on your preferred email (where you will import your contacts from)



Sign in with Google



Choose an account

to continue to [Blackbaud Contact Importer](#)



Wage Hope
jsmith@wagehope.com



Use another account

Before using this app, you can review Blackbaud Contact Importer’s [privacy policy](#) and terms of service.

English (United States) ▼ Help Privacy Terms

(2.) Click **continue** to allow access to have your contacts imported into your Participant Center.



Sign in with Google



Blackbaud Contact Importer wants access to your Google Account



jsmith@wagehope.com

When you allow this access,

Blackbaud Contact Importer will be able to



See and download your contacts. [Learn more](#)

Make sure you trust Blackbaud Contact Importer

You may be sharing sensitive info with this site or app. You can always see or remove access in your [Google Account](#).

Learn how Google helps you [share data safely](#).

See Blackbaud Contact Importer’s [Privacy Policy](#) and Terms of Service.

Cancel

Continue

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

Once you have granted consent, you will receive a pop-up window that notifies you that your contacts were successfully *retrieved*. You may now select all or some of your contacts to be imported.

IMPORT CONTACTS

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

Select **all** or **none**

<input checked="" type="checkbox"/>	Jane	<jsmith@wagehope.com>
<input type="checkbox"/>	Lisa	<lsmith@wagehope.com>
<input checked="" type="checkbox"/>	Alex	<asmith@wagehope.com>
<input type="checkbox"/>	Rob	<rsmith@wagehope.com>
<input checked="" type="checkbox"/>	Steve	<ssmith@wagehope.com>

CANCEL
NEXT

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 check boxes to select which contacts you would like to add to your Participant Center. Then click “Next.”

9. Review your imports

Review the contacts that were imported.

SEND EMAILS

COMPOSE MESSAGE

→ Drafts 4

→ Sent Messages 3

CONTACTS

→ All Contacts 10

EMAIL ALL
EMAIL SELECTED
DELETE SELECTED
ADD TO GROUP

ADD A GROUP
ADD CONTACT
IMPORT CONTACTS

☐ ALL CONTACTS

Search

🔍

☐ Jane <jsmith@wagehope.com>	🗑️
☐ Lisa <lsmith@wagehope.com>	🗑️
☐ Larry <lasmith@wagehope.com>	🗑️
☐ Alex <asmith@wagehope.com>	🗑️
☐ Alice <alsmith@wagehope.com>	🗑️
☐ Rob <rsmith@wagehope.com>	🗑️
☐ Steve <ssmith@wagehope.com>	🗑️
☐ Sage <sasmith@wagehope.com>	🗑️
☐ Rae <rasmith@wagehope.com>	🗑️
☐ Jake <jasmith@wagehope.com>	🗑️

Previous
1
2
Next

Contacts/Page 10

You can click on a contact's email address and see their action history.

CONTACT INFORMATION

Emily Baker <ebaker@wagehope.com> **Edit Information**

DONATIONS	PREVIOUS	ACKNOWLEDGED
\$0.00	\$0.00	N/A
MESSAGES SENT	OPENED	PAGE VISITS
0	0	0

CANCEL

10. Import your address book from another source (Not Gmail or Yahoo)

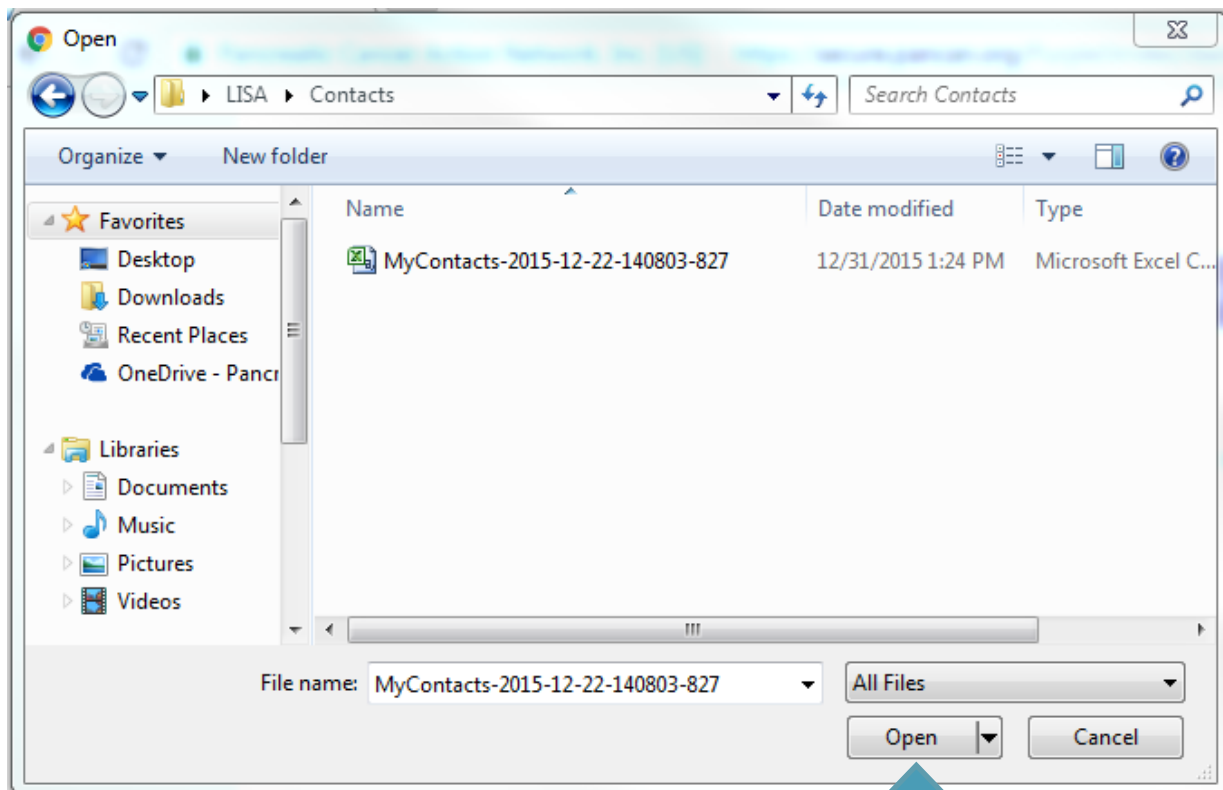
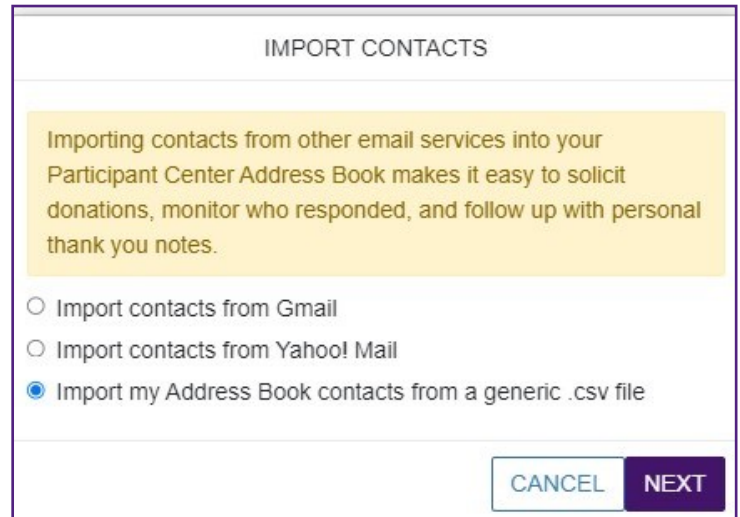
If you do not use Gmail or Yahoo, you can still import your contacts in a group through a “file-based import.” In order to do this, you will need to create a .csv file with your contact list.

Instructions for doing this can be found at the below links:

- [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., WHMW contacts)

- From the Import Contacts screen, select the “Import my Address Book contacts from a generic .csv file.”
- Find your file and click “Open.”
- Click “Next” to preview your list.



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

Once you have chosen your .csv file and clicked “Next” you will receive a pop-up window that notifies you that your contacts were successfully *retrieved*. You may now select all or some of your contacts to be imported.

IMPORT CONTACTS

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

Select **all** or **none**

<input checked="" type="checkbox"/>	Crystal Smith	<csmith@wagehope.com>
<input type="checkbox"/>	Jackie Smith	<jsmith@wagehope.com>
<input checked="" type="checkbox"/>	John Smith	<jsmith@wagehope.com>
<input type="checkbox"/>	Chris Smith	<csmith@wagehope.com>
<input checked="" type="checkbox"/>	Solal Smith	<:ssmith@wagehope.com>

CANCEL
NEXT

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 check boxes to select which contacts you would like to add to your Participant Center. Then click “Next.”

12. Review your imports

Review the contacts that were imported.

SEND EMAILS

COMPOSE MESSAGE

→ Drafts 4

→ Sent Messages 3

CONTACTS

→ All Contacts 44

EMAIL ALL
EMAIL SELECTED
DELETE SELECTED
ADD TO GROUP

ADD A GROUP
ADD CONTACT
IMPORT CONTACTS

☐ ALL CONTACTS		Search <input type="text"/>	Q
☐ Jane	<jsmith@wagehope.com>		🗑
☐ Lisa	<lsmith@wagehope.com>		🗑
☐ Larry	<lasmith@wagehope.com>		🗑
☐ Alex	<asmith@wagehope.com>		🗑
☐ Alice	<alsmith@wagehope.com>		🗑
☐ Rob	<rsmith@wagehope.com>		🗑
☐ Steve	<ssmith@wagehope.com>		🗑
☐ Sage	<sasmith@wagehope.com>		🗑
☐ Rae	<rasmith@wagehope.com>		🗑
☐ Jake	<jasmith@wagehope.com>		🗑

Previous
1
2
Next
5
Next

Contacts/Page 10 ▼

You can click on a contact's email address and see their action history.

CONTACT INFORMATION

Emily Baker <ebaker@wagehope.com> [Edit Information](#)

DONATIONS	PREVIOUS	ACKNOWLEDGED
\$0.00	\$0.00	N/A
MESSAGES SENT	OPENED	PAGE VISITS
0	0	0

[CANCEL](#)