

Thank you for taking part in the Scleroderma Foundation's "Stepping Out to Cure Scleroderma!" We appreciate your support of our mission. Here are some instructions to help you add contacts from your Yahoo email service into your Participant Center.

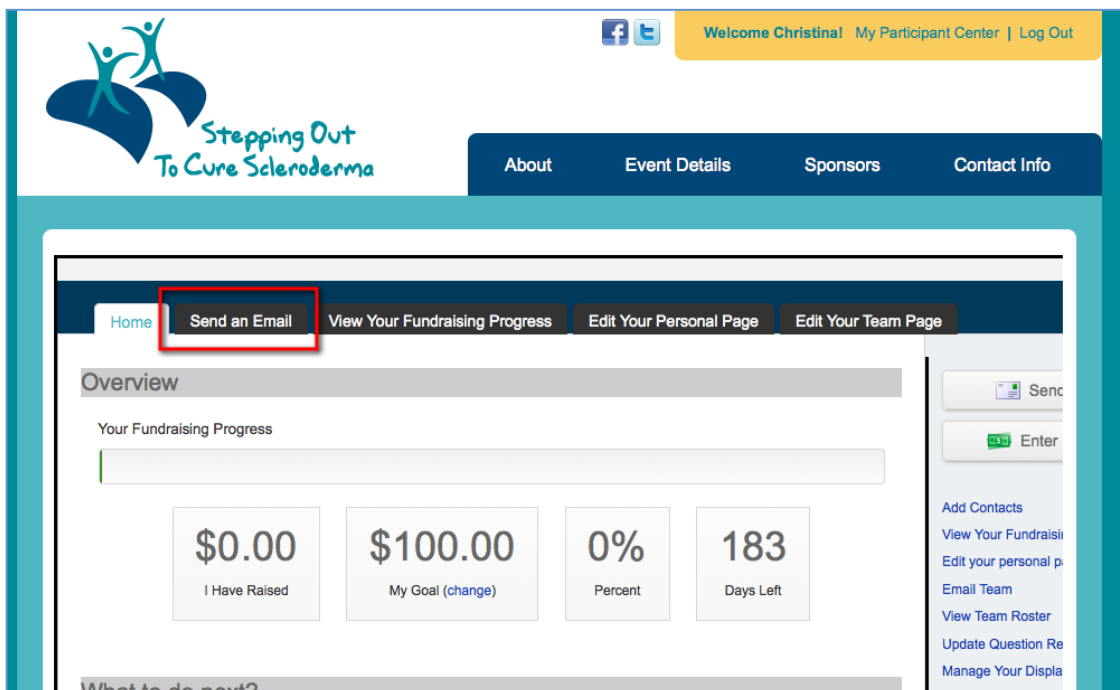
Note: As of April 17, 2015, Gmail contacts via direct import are not supported. You will need to export your Gmail contacts and upload via a CSV file to include those email contacts in your Participant Center.

If you have any other questions, please contact your walk's event manager (visit the "Contact Info" tab on the walk website for the preferred contact method). You also may contact our National Office toll-free at (800) 722-4673.

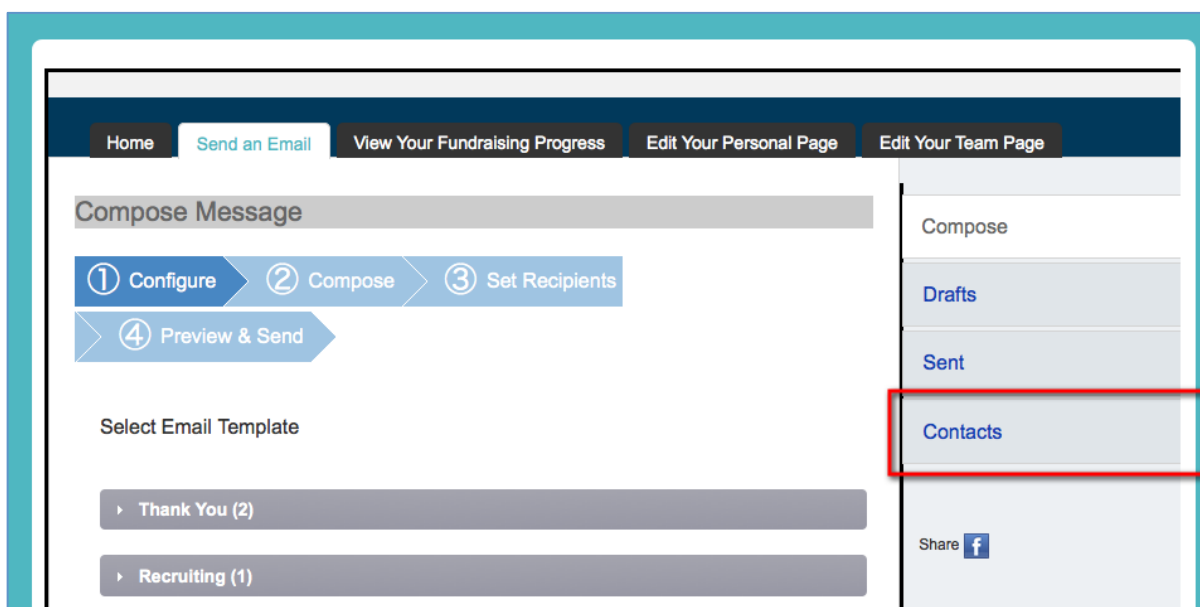
Note: If you use Gmail, Hotmail, Outlook or another email provider, please refer to the guide for uploading contacts with a CSV file instead.

STEP 1 – Login to your Participant Center

STEP 2 – On your Participant Center home page, click the "Send an Email" tab to access the Email functionality

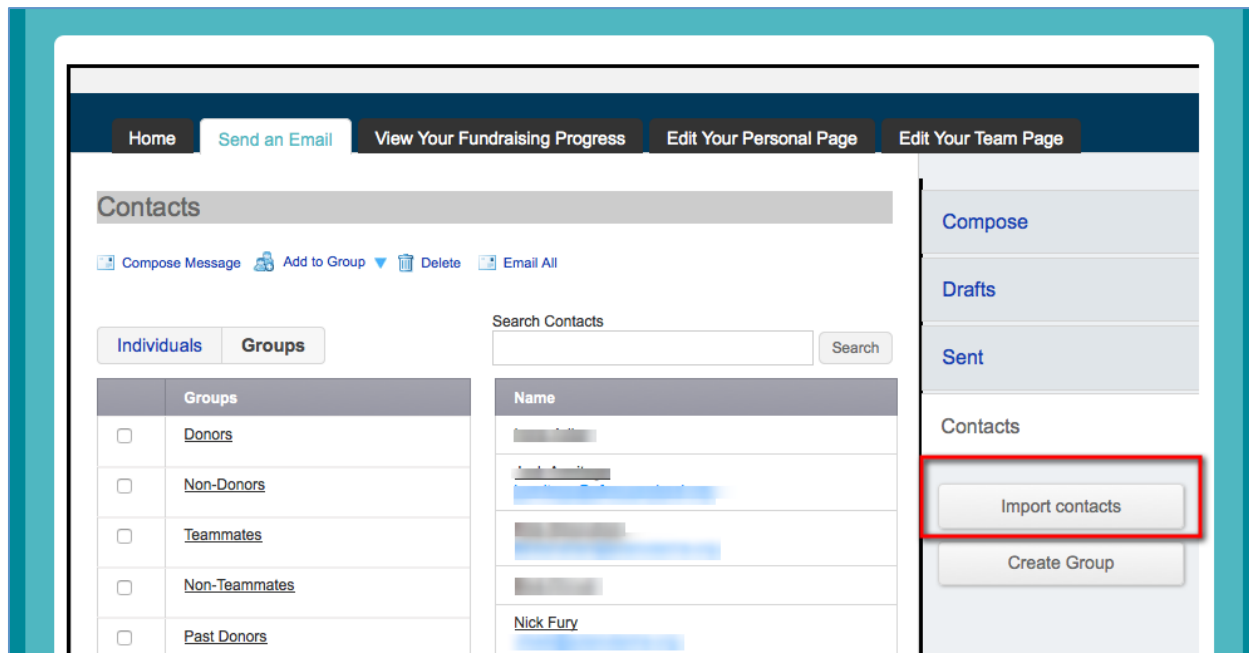


STEP 3 – Click "Contacts" in the links on the right-side of the screen

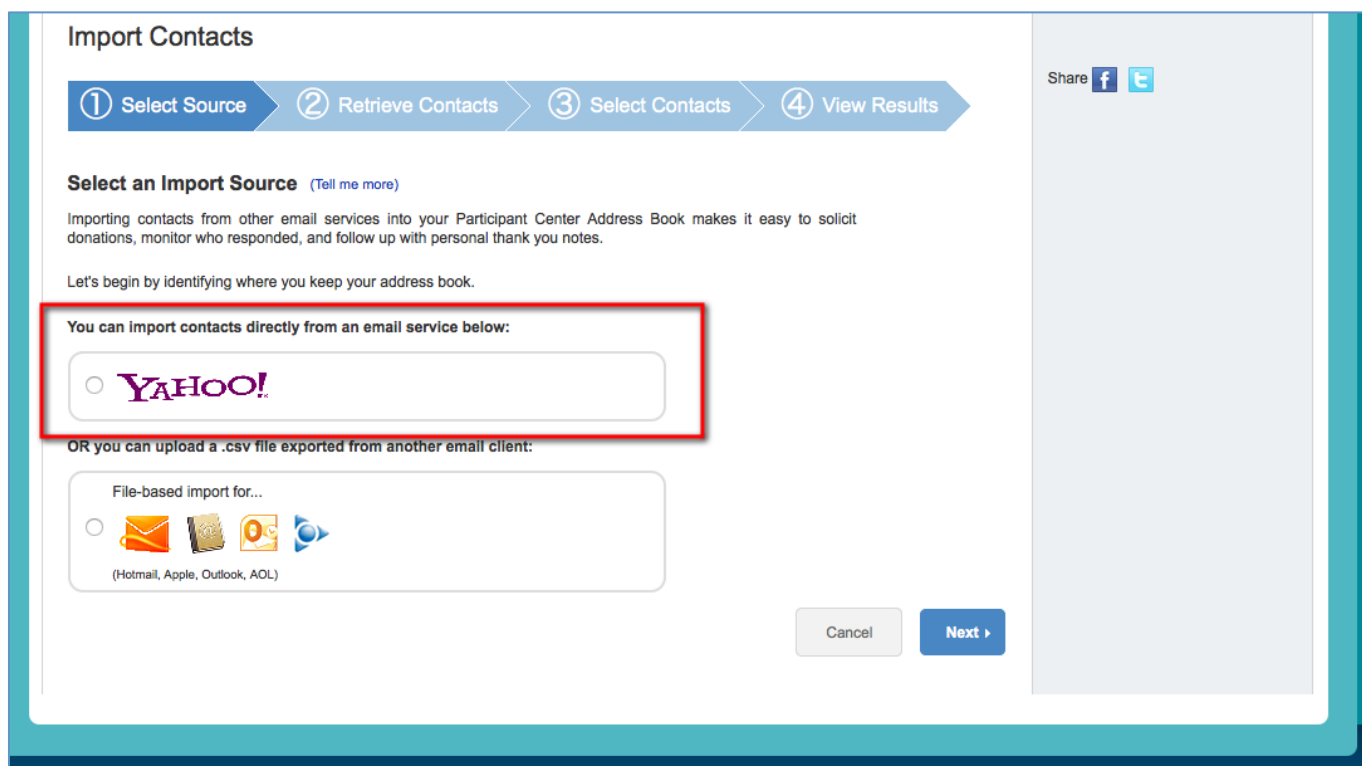


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STEP 4 – Click “Import Contacts”

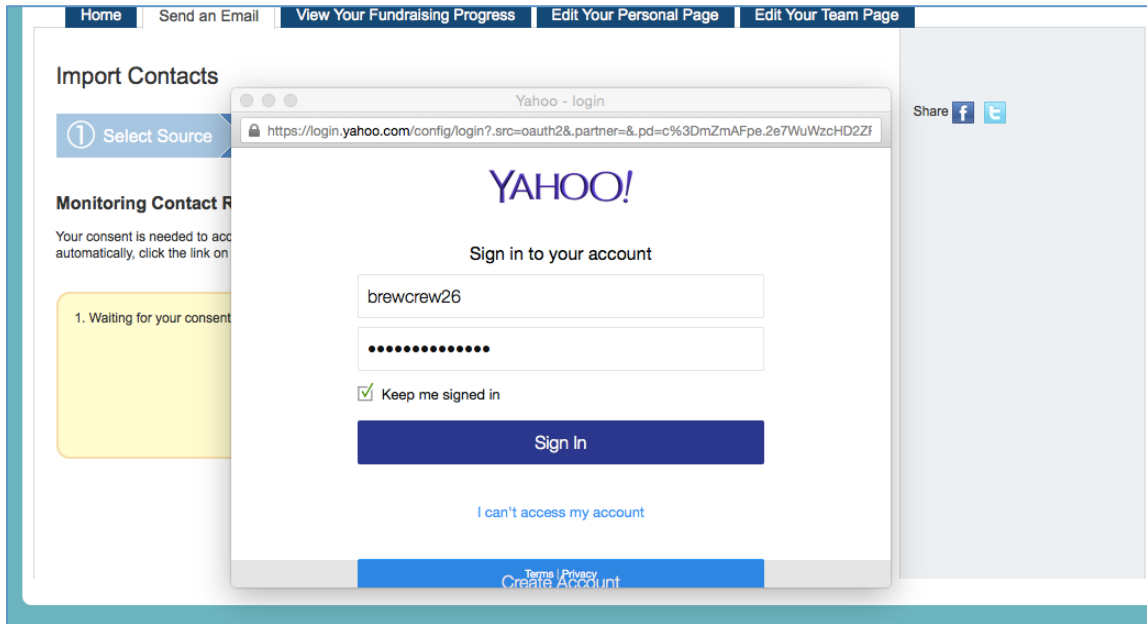


STEP 5 – Select Yahoo and click “Next”

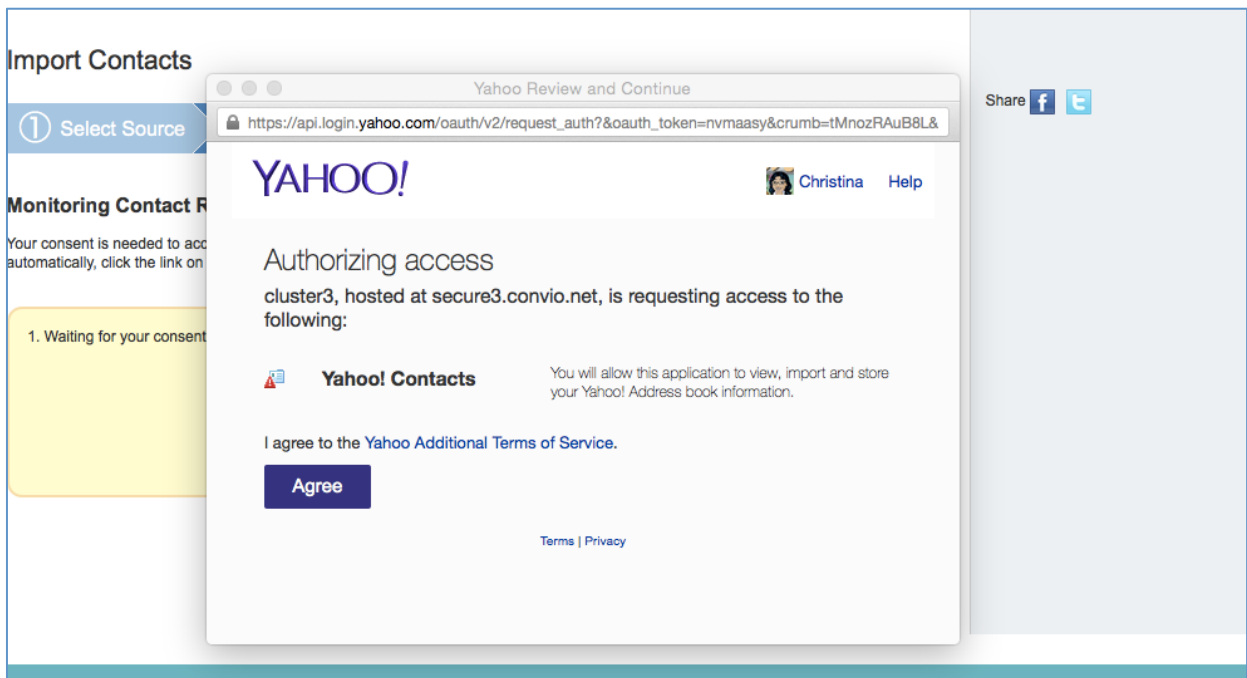


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STEP 6 – Login to your Yahoo email account to link to the Participant Center



Then, click “Allow access” so that you confirm permission for your Participant Center to access your email contacts:



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STEP 7 – Select Contacts to Import

You can opt to import ALL of your contacts from your email address book.

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 635 contacts into your Participant Center Address Book.
 Import some of the retrieved contacts into your Participant Center Address Book.

However, we recommend you review your contacts so you can select the email addresses that are current.

Click the check box next to the email addresses of the contacts you want to import into your Participant Center. Then, click the blue “Next” button.

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 635 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 checked="" type="checkbox"/>	Stan		@gmail.com
<input type="checkbox"/>	Christina		@hotmail.com
<input type="checkbox"/>	Jillian		@hotmail.com
<input type="checkbox"/>	Lindsay		@yahoo.com
<input type="checkbox"/>			@hotmail.com
<input type="checkbox"/>			@emerson.edu

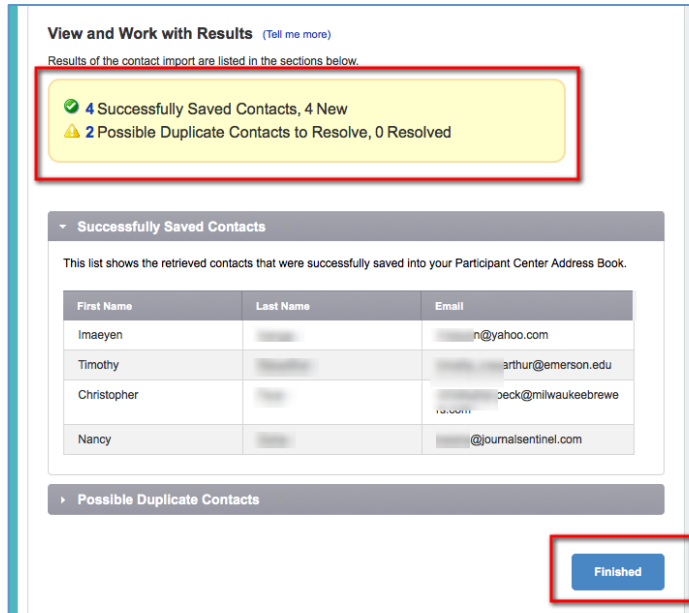
(Select all or none) « < 1-100 of 635 > »

Cancel **Next >**

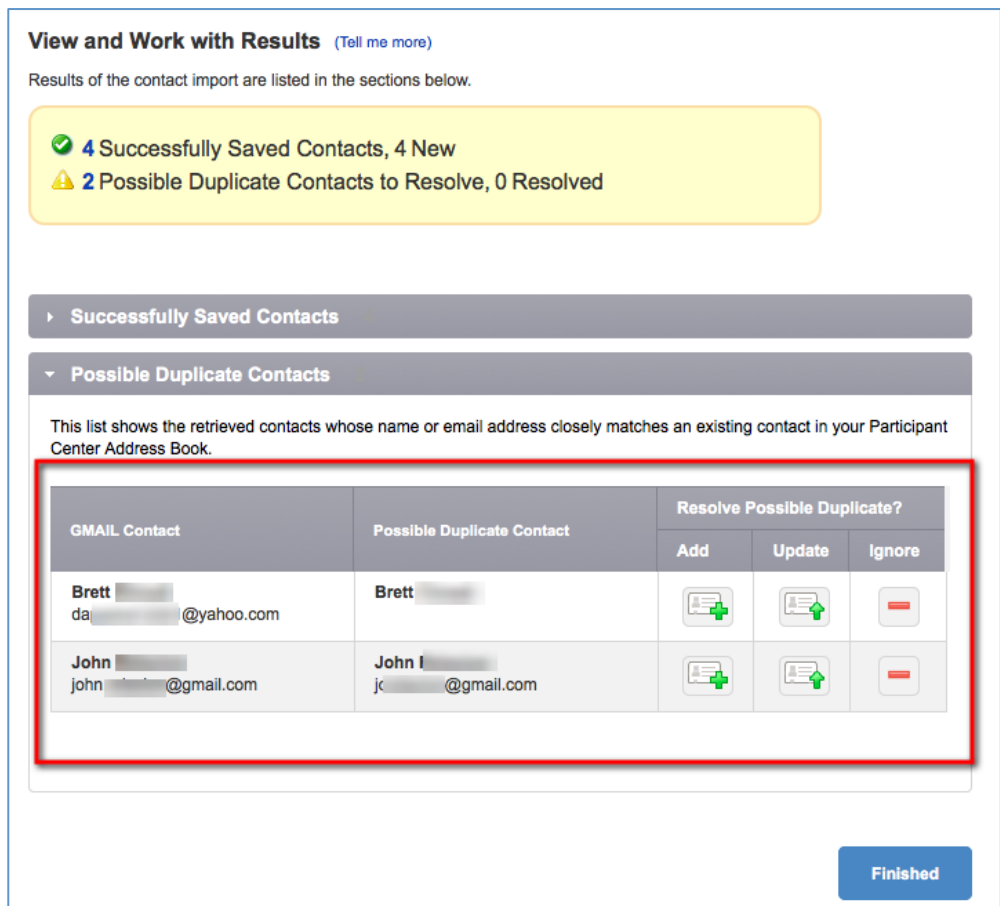
STEP 8 – Confirm and complete a final review the contacts that will be imported.

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Review your imported email addresses:



If you have any duplicates to resolve, be sure to review.



Add = add to your import for your Participant Center Contacts
Update = Modify a current contact you have in your Participant Center Contacts
Ignore = Don't add this contact to your Participant Center Contacts

STEP 9 –After you click “Finished” on the bottom of the page, you’re ready to start sending some emails!

CONTACT OUR OFFICE FOR ASSISTANCE

Call the National Office at (800) 722-4673 and our staff can help walk you through the upload process.