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

	Stepping Ou To Cure Sclerode	nt Abou	ut Event [Details Sponsors	Contact Info
Home	Send an Email	View Your Fundraising Progres	s _ Edit Your Pers	sonal Page _ Edit Your Te	am Page
Overvi	ew				Senc
Your Fu	ndraising Progress				Enter

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

Home Send an Email View Your Fundraising Progress	Edit Your Personal Page	Edit Your Team Page
Compose Message		Compose
① Configure ② Compose ③ Set Recipients		Drafts
Preview & Send		Sent
Select Email Template		Contacts
▶ Thank You (2)		
▶ Recruiting (1)		Share 🚹



-CONTINUE ON NEXT PAGE -



STEP 4 – Click "Import Contacts"

Но	me Send an Email	/iew Your Fundraising Progress	Edit Your Personal Page	Ed	it Your Team Page
Cont	ACtS nose Message 🚓 Add to Group 📢	🛙 前 Delete 📑 Email All			Compose
		Search Contacts			
Indiv	iduals Groups Groups	Search Contacts Name	Sear	ch	Sent
	Groups Donors	Name	Sear	ch	Sent Contacts
	iduals Groups Groups Donors Non-Donors	Name	Sear	ch	Sent Contacts Import contacts
	iduals Groups Groups Donors Non-Donors Teammates	Name	Sear	ch	Sent Contacts Import contacts

STEP 5 – Select Yahoo and click "Next"

Import Contacts	
① Select Source ② Retrieve Contacts ③ Select Contacts ④ View Results	Share 🕴 E
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:	
○ ҰдноО!	
OR you can upload a .csv file exported from another email client:	
File-based import for	
(Hotmail, Apple, Outlook, AOL)	
Cancel Next >	

-CONTINUE ON NEXT PAGE -





000	Yahoo - login	Share F
1 Select Source	://login.yahoo.com/config/login?.src=oauth2&.partner=&.pd=c%3DmZmAFpe.	2e7WuWzcHD2ZF
Monitoring Contact R	YAHOO!	
Your consent is needed to acc automatically, click the link on	Sign in to your account	
1. Waiting for your consent	brewcrew26	
	•••••	
	${\ensuremath{\overline{\!\!\mathcal M\!}}}$ Keep me signed in	
	Sign In	

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:

Import Contacts	Vah	on Paview and Continue	
① Select Source	https://api.login.yahoo.com/oauth/v2/	/request_auth?&oauth_token=nvmaasy&crumb=tMnozRAuB8L&	Share f
Monitoring Contact R	YAHOO!	Christina Help	
Your consent is needed to acc automatically, click the link on 1. Waiting for your consent	Authorizing access cluster3, hosted at secure3. following: Yahoo! Contacts I agree to the Yahoo Additional Te Agree	.convio.net, is requesting access to the You will allow this application to view, import and store your Yahoo! Address book information. erms of Service.	

-CONTINUE ON NEXT PAGE -





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.

o In elect a	nport some of the retrieved	I contacts into your Participant Cer	nter Address Book.
	First Name	Last Name	Email
	Stan	1000	@gmail.com
	Christina		i@hotmail.com
	Jillian		@hotmail.com
	Lindsay	The second se	@yahoo.com
			@hotmail.com
			@emerson.edu
elect a	ll or none)		<pre></pre>

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

-CONTINUE ON NEXT PAGE -





Review your imported email addresses:

4 Successfully S 2 Possible Dupli	aved Contacts, 4 New cate Contacts to Resolve,	0 Resolved
Successfully Save	d Contacts ed contacts that were successfully	saved into your Participant Center Address Boo
First Name	Last Name	Email
First Name		
Imaeyen	Terrar (n@yahoo.com
Imaeyen Timothy	Team .	n@yahoo.com arthur@emerson.edu
Imaeyen Timothy Christopher	Teacher Teacher	n@yahoo.com arthur@emerson.edu ceck@milwaukeebrewe
Imaeyen Timothy Christopher Nancy	ina Natio Na	n@yahoo.com arthur@emerson.edu cock@milwaukeebrewe

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

4 Successfully Saved Cor 2 Possible Duplicate Con	ntacts, 4 New tacts to Resolve, 0 Resolved		
Successfully Saved Contact	s (
Possible Duplicate Contacts	1 2		
Possible Duplicate Contacts is list shows the retrieved contacts in inter Address Book.	whose name or email address closely ma	atches an existing co	ontact in your Particip
Possible Duplicate Contacts is list shows the retrieved contacts w inter Address Book.	whose name or email address closely ma	atches an existing co	ontact in your Particip
Possible Duplicate Contacts is list shows the retrieved contacts w inter Address Book. GMAIL Contact	whose name or email address closely ma Possible Duplicate Contact	atches an existing co Resolve Pos Add	ontact in your Particip ssible Duplicate? Update Ignore
Possible Duplicate Contacts is list shows the retrieved contacts wither Address Book. GMAIL Contact Brett @yahoo.com	whose name or email address closely ma Possible Duplicate Contact Brett	Resolve Pos	ontact in your Particip ssible Duplicate? Update Ignore
Possible Duplicate Contacts is list shows the retrieved contacts of inter Address Book. GMAIL Contact Brett da @yahoo.com John @gmail.com	whose name or email address closely ma Possible Duplicate Contact Brett John I jc @gmail.com	Add	ssible Duplicate? Update Ignore

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.



