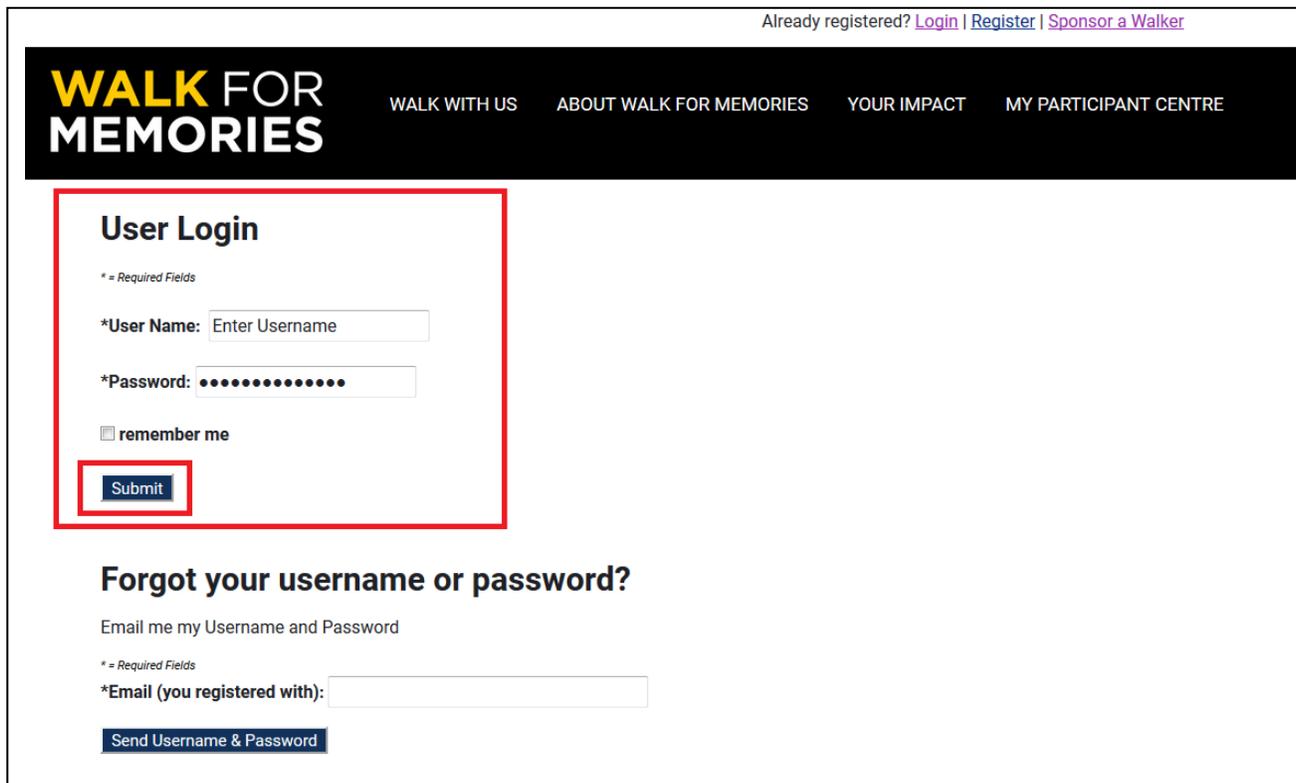
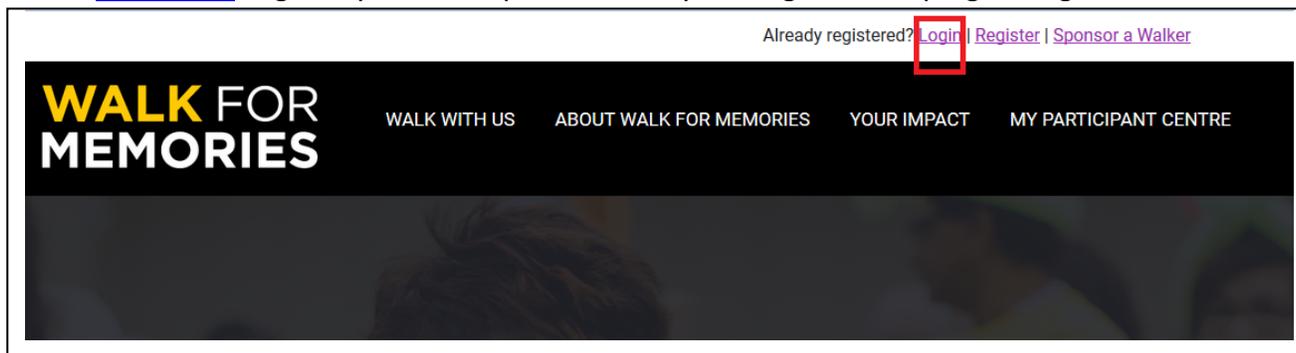


## After Registration: Importing and Adding Contacts to Your Participant Centre

Follow along 3 easy steps and their screenshots to guide you through the process of importing a group of contacts, or adding contacts one-by-one into your Participant Centre.

### Step 1:

From [walk.alz.to](http://walk.alz.to), login to your Participant Centre by clicking on the top right “Login” button.



Continue to Participant Centre.

Welcome back, Sarah. [Logout](#) | [Sponsor a Walker](#)

# WALK FOR MEMORIES

WALK WITH US ABOUT WALK FOR MEMORIES YOUR IMPACT MY PARTICIPANT CENTRE

## Members Area

Welcome Sarah! If you are not Sarah Pietrkiewicz, [click here](#)

**CLICK HERE TO CONTINUE >>**

**Step 2:**

On the right column, click the tab “Add Contacts”.

Welcome back, Sarah. [Logout](#) | [Sponsor a Walker](#)

# WALK FOR MEMORIES

WALK WITH US ABOUT WALK FOR MEMORIES YOUR IMPACT MY PARTICIPANT CENTRE

Home Email Progress Personal Page

### Overview

Your Fundraising Progress

**\$20.00** I Have Raised

**\$500.00** My Goal (change)

**4%** Percent

**102** Days Left

Send email

Enter new gift

**Add Contacts**

View Your Progress

Edit Personal Page

Email Team

View Team Roster

Change Team Membership

What to do next?

### Step 3.1: Add a contact one-by-one

(For adding large quantities of contacts, see step, 3.2)

Under the column to the right, click "Add a single contact"

The screenshot shows a web interface for managing contacts. At the top, there are navigation tabs: Home, Email, Progress, and Personal Page. Below these, the 'Contacts' section is visible. It includes a search bar and a table of contacts. The table has columns for Name, Groups, Email (Sent, Opened), Page Visits, and Donations (Previous, Current). Three contacts are listed: Kristin, Ivana, and Tina. To the right of the table, there is a sidebar with buttons for 'Compose', 'Drafts', and 'Sent'. Below these, there are buttons for 'Import contacts' and 'Add single contact'. The 'Add single contact' button is highlighted with a red box.

Then, enter their Name and Email. When finished, click "Add". ->

You will see a green notification to tell you that new person was successfully added. And that's it! That is how you add a single contact.

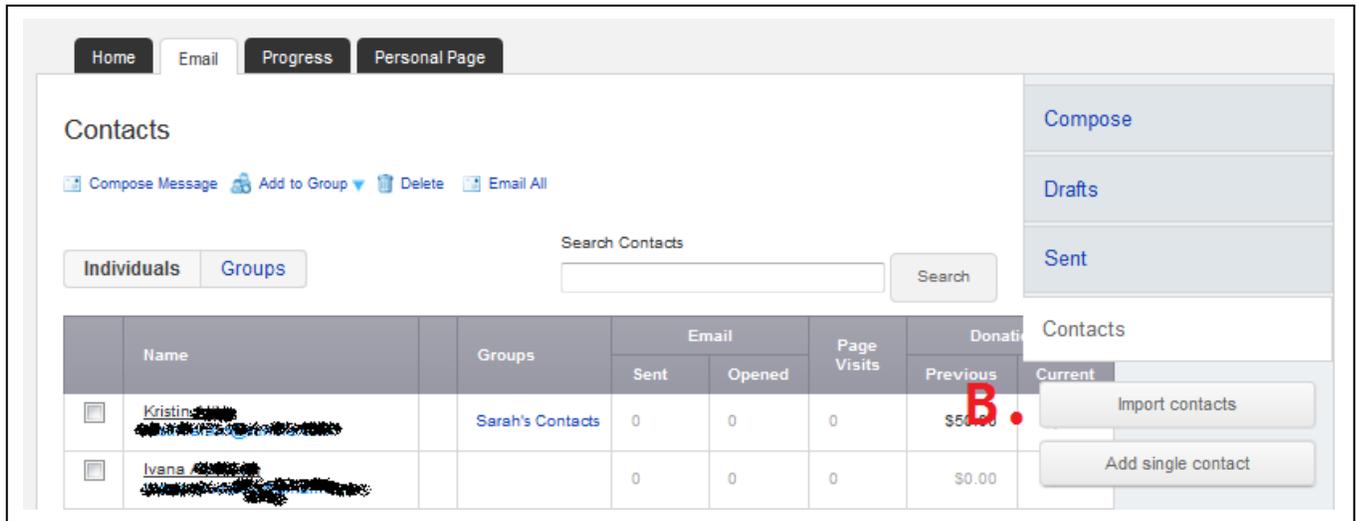
To add a large list of contact, go to the next step: Step 3.2.

The screenshot shows the 'Add Contact' form. It has fields for 'First' (John), 'Last' (Doe), and '\* Email' (emailaddress@emailaddress.com). There are 'Cancel' and 'Add' buttons at the bottom. The 'Add' button is highlighted with a red box.

The screenshot shows the same web interface as before, but now with a green notification bar at the top that says "The contact was added." The table of contacts is still visible, and the 'Add single contact' button is still highlighted with a red box.

### Step 3.2: Add a group of contacts.

Under the column to the right, click “Import Contacts”



Most email clients (Hotmail, Outlook, Gmail, Apple etc...) have the option to download your address book (contacts).

#### Option: Yahoo or Gmail

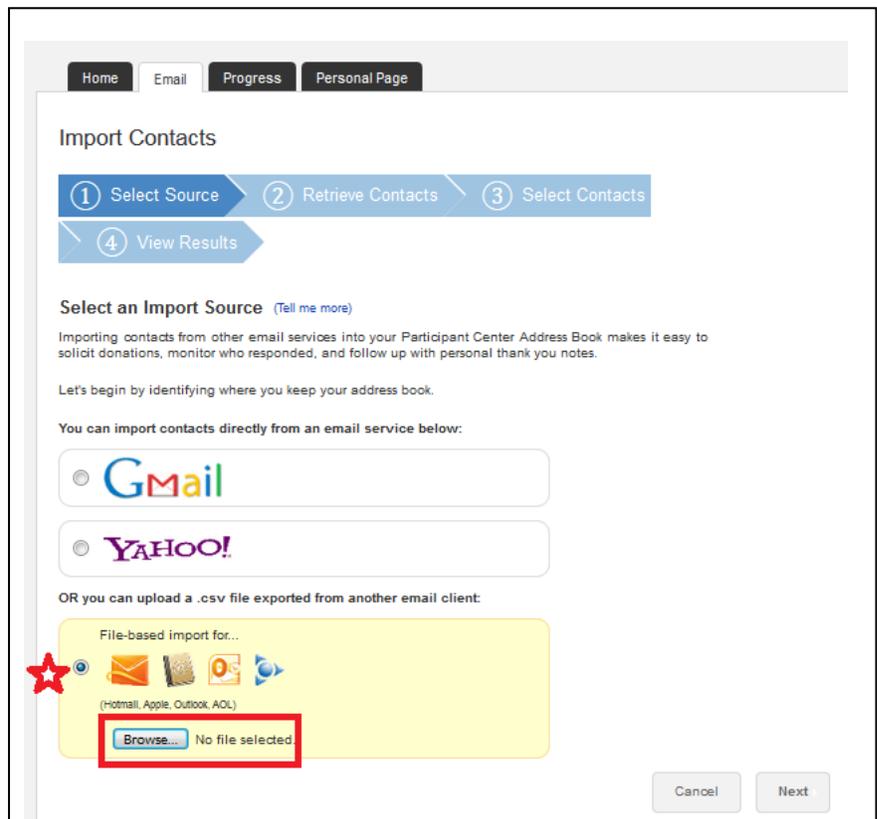
The Participant Centre is able to connect directly with Yahoo or Gmail. With your permission, when you click on the option and click “Next”, it will ask you to sign into your account.

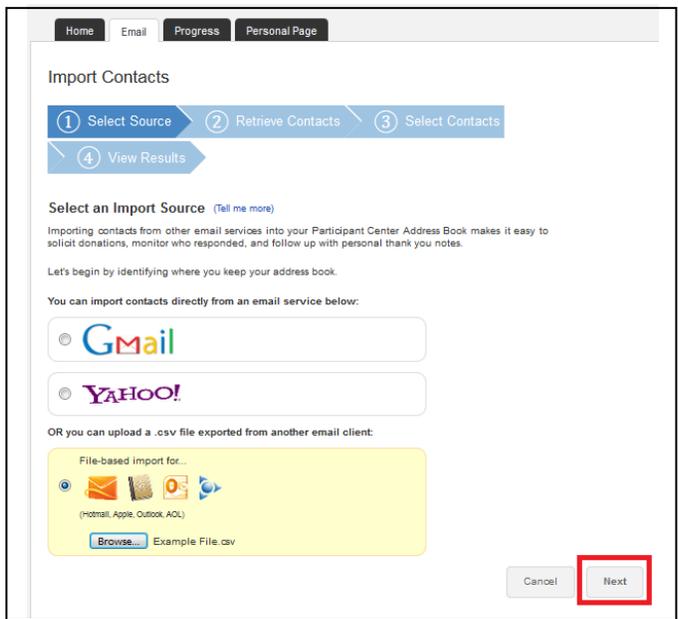
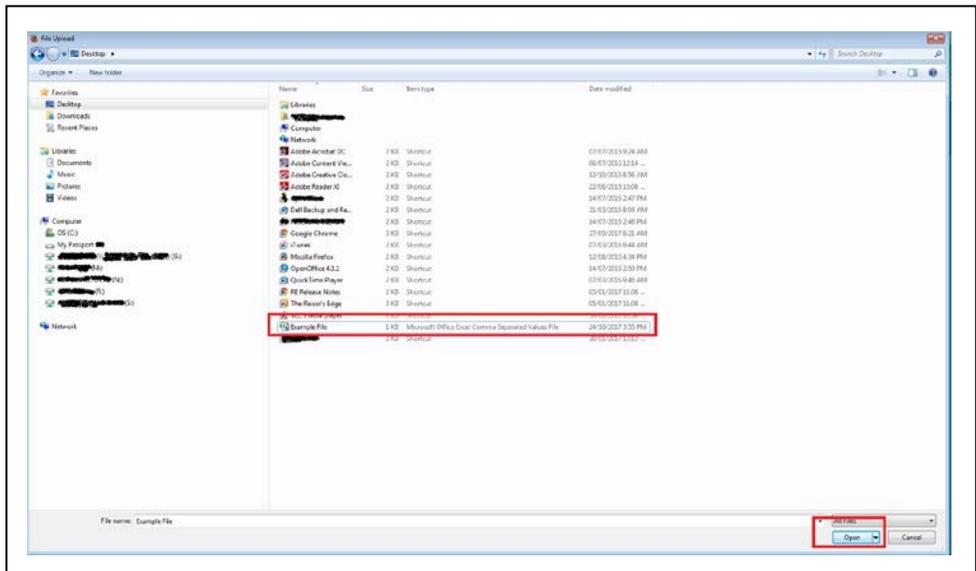
#### File-based Import

If you are with an email client other than Yahoo or Gmail, you will need to export your contacts from your email, save the file to your computer as a .CSV (comma separated values), and then upload it to the Participant Centre.

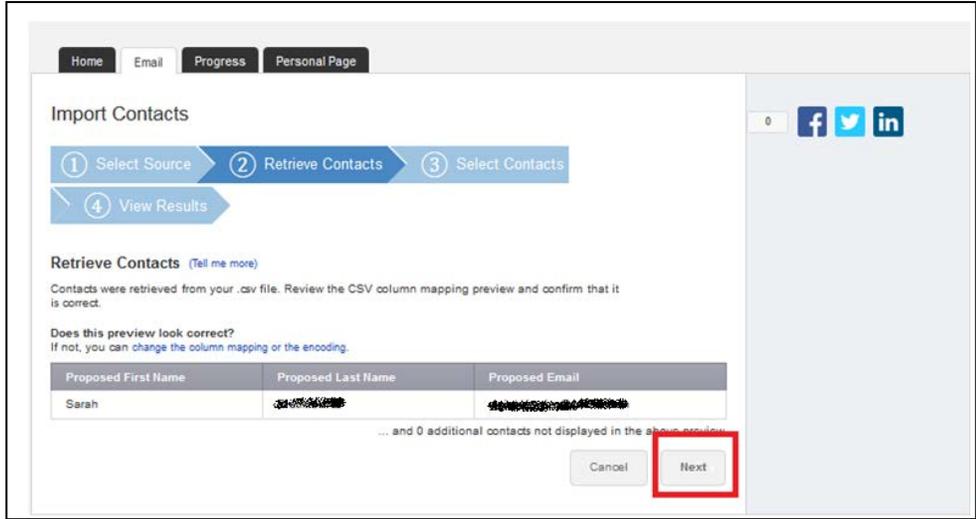
**Important Note:** Make sure to save the .CSV file with three distinct columns labelled “First Name”, “Last Name”, and “Email”.

Click “Browse” in the Participant Centre to open files on your computer. Then, click on the file you are uploading. Click “Open”. Then, click “Next” in the Participant Centre.





When your import is done loading, you can review the data. Click “Next”



Select if you would like all, or some of your contacts imported.

The screenshot shows the 'Import Contacts' progress screen. At the top, there are navigation tabs: Home, Email, Progress (selected), and Personal Page. Below the tabs, the 'Import Contacts' section features a progress indicator with four steps: 1. Select Source, 2. Retrieve Contacts, 3. Select Contacts (highlighted), and 4. View Results. To the right of the progress indicator, there is a counter showing '0' and social media icons for Facebook, Twitter, and LinkedIn. Below the progress indicator, the section is titled 'Select Contacts to Import'. It contains the text: 'Your contacts were successfully retrieved. Import all or some of the retrieved contacts into your Participant Center Address Book.' There are two radio button options: 'Import all 1 contacts into your Participant Center Address Book.' (selected) and 'Import some of the retrieved contacts into your Participant Center Address Book.' At the bottom right, there are two buttons: 'Cancel' and 'Next' (highlighted with a red box).

If you want to import only some contacts, select each contact you want to import by selecting the check-box beside their name. Then, click "Next".

The screenshot shows the 'Import Contacts' screen with a list of contacts. At the top, there are navigation tabs: Home, Email, Progress (selected), and Personal Page. Below the tabs, the 'Import Contacts' section features a progress indicator with four steps: 1. Select Source, 2. Retrieve Contacts, 3. Select Contacts (highlighted), and 4. View Results. To the right of the progress indicator, there is a counter showing '0' and social media icons for Facebook, Twitter, and LinkedIn. Below the progress indicator, the section is titled 'Select Contacts to Import'. It contains the text: 'Your contacts were successfully retrieved. Import all or some of the retrieved contacts into your Participant Center Address Book.' There are two radio button options: 'Import all 1 contacts into your Participant Center Address Book.' and 'Import some of the retrieved contacts into your Participant Center Address Book.' (selected). Below the radio buttons, there is a table with the following columns: First Name, Last Name, and Email. The table contains one row with the name 'Sarah' and a checked checkbox. Below the table, there is a link '(Select all or none)'. At the bottom right, there are two buttons: 'Cancel' and 'Next' (highlighted with a red box).

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

If there are duplicates, the Participant Centre will notify you and ask you to resolve them, or ignore them.

The screenshot shows the 'Import Contacts' workflow in the Participant Centre. The progress bar indicates four steps: 1. Select Source, 2. Retrieve Contacts, 3. Select Contacts, and 4. View Results. The current step is 'View Results', which includes a section for 'Possible Duplicate Contacts'. A yellow warning box states '1 Possible Duplicate Contacts to Resolve, 0 Resolved'. Below this, a table lists the duplicate contacts with options to 'Add', 'Update', or 'Ignore' them. A 'Finished' button is highlighted with a red box at the bottom right of the interface.

CSV Contact	Possible Duplicate Contact	Resolve Possible Duplicate?		
		Add	Update	Ignore
Sarah [REDACTED]@gmail.com	Sarah [REDACTED]@hotmail.com	<input type="button" value="Add"/>	<input type="button" value="Update"/>	<input type="button" value="Ignore"/>

Once you make your choice, click “Finished”. The page will take you back to a list of all of your contacts.

And that’s all! Now you are ready to send an email. You can refer to the [After Registration: How to send an email](#) guide if you need step-by-step help with setting up an email in the Participant Centre.