

Participant Centre

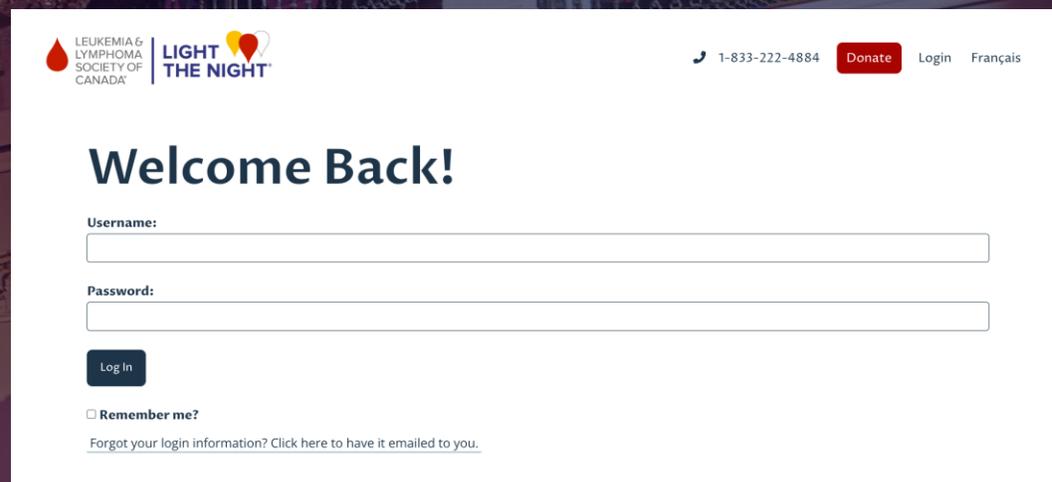
Light The Night
2025



WHERE IS YOUR FUNDRAISING PAGE AND HOW DO I SIGN IN?

When you register for your campaign, you will receive an email containing your login information and relevant links. You will also have access to your own participant center: a tool where you can personalize your fundraising page, collect donations, access fundraising tools and customize your page.

If you have not received an email, please check your spam folders. You may also need to wait up to 15 minutes, as the system can take time to send emails out.



The screenshot shows the login page for the Leukemia & Lymphoma Society of Canada's Light the Night campaign. At the top left is the organization's logo, which includes a red blood drop icon and the text 'LEUKEMIA & LYMPHOMA SOCIETY OF CANADA'. To the right of the logo is the 'LIGHT THE NIGHT' logo, featuring three overlapping hearts in yellow, red, and white. In the top right corner, there is a phone icon followed by the number '1-833-222-4884', a red 'Donate' button, and links for 'Login' and 'Français'. The main heading is 'Welcome Back!'. Below this are two input fields: 'Username:' and 'Password:'. A 'Log In' button is positioned below the password field. Underneath the button is a checkbox labeled 'Remember me?'. At the bottom of the form, there is a link that says 'Forgot your login information? Click here to have it emailed to you.'

GETTING STARTED

- [Sign into your personal fundraising page](#)
- [Check out the available resources](#)
- [Edit & personalize your fundraising page](#)

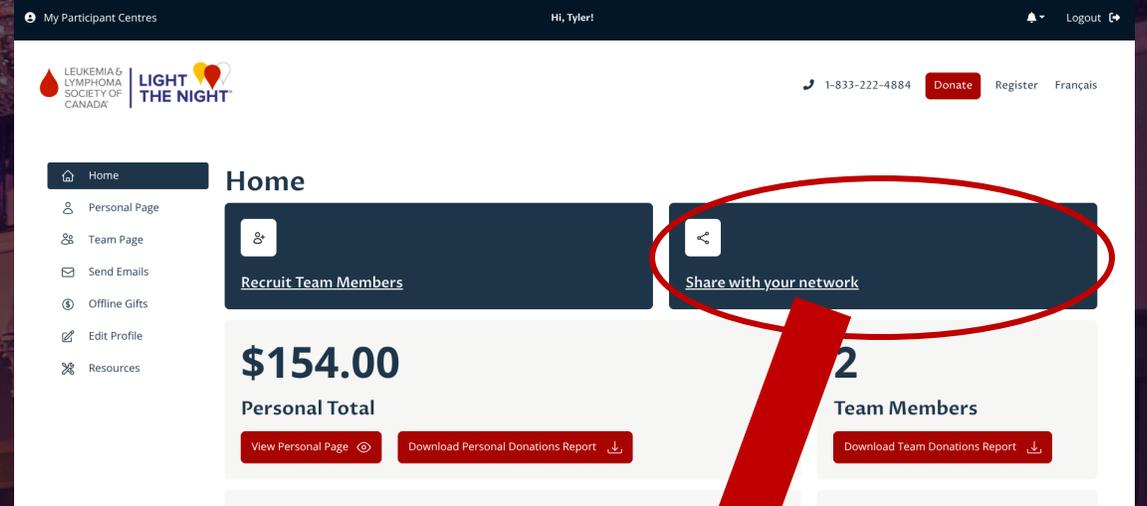
Participant Center Home Page

The Participant Center makes it easy for you to see how much you've raised, recent donations, team information, and gives you easy access to recruit and share news with your network.

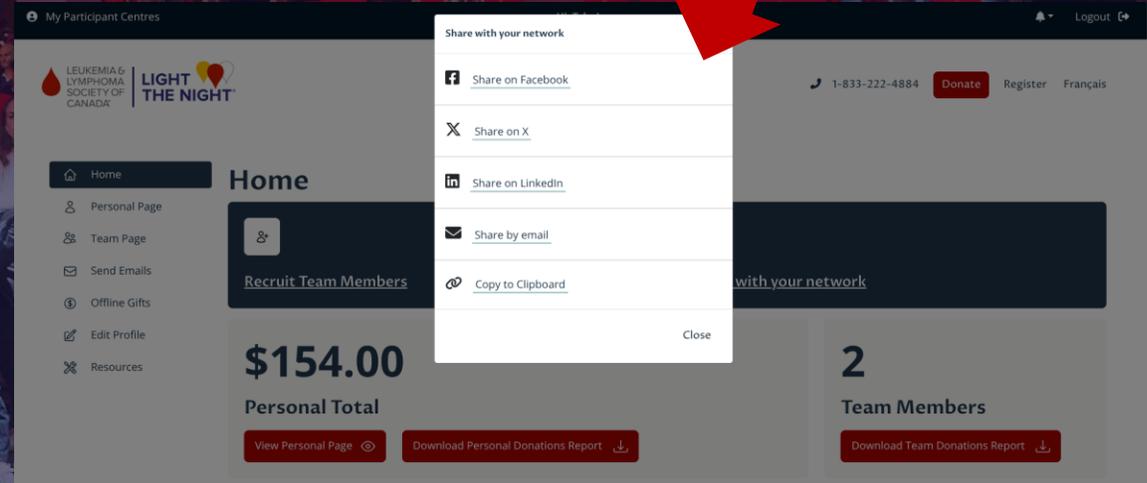
The screenshot shows the user interface of the Participant Center. At the top, a dark navigation bar contains 'My Participant Centres', the user's name 'Hi, Tyler!', a notification bell, and a 'Logout' link. Below this is a white header area with the Leukemia & Lymphoma Society of Canada logo on the left, a phone number '1-833-222-4884', a red 'Donate' button, and links for 'Register' and 'Français'. A left-hand navigation menu lists: Home (selected), Personal Page, Team Page, Send Emails, Offline Gifts, Edit Profile, and Resources. The main content area is titled 'Home' and features two dark blue action buttons: 'Recruit Team Members' (with a plus icon) and 'Share with your network' (with a share icon). Below these are two white summary cards. The first card displays '\$154.00' as the 'Personal Total', with buttons for 'View Personal Page' and 'Download Personal Donations Report'. The second card displays '2' as the 'Team Members' count, with a 'Download Team Donations Report' button. The background of the entire image is a photograph of a crowd of people at night, many holding up red heart-shaped lanterns.

HOW TO SHARE MY FUNDRAISING LINK/URL

From the home page, select **'Share with your network'** to share your page with your various networks, email, or copy the link directly to share manually. Include this link in fundraising emails, letters, your email signature, social posts, etc.



This screenshot shows the 'My Participant Centres' home page for a user named Tyler. The page features a navigation menu on the left with options like Home, Personal Page, Team Page, Send Emails, Offline Gifts, Edit Profile, and Resources. The main content area displays a 'Home' section with a 'Recruit Team Members' button and a 'Share with your network' button, the latter of which is circled in red. Below this, there is a '\$154.00 Personal Total' and a '2 Team Members' section, both with associated report download buttons. The top right corner includes contact information (1-833-222-4884), a 'Donate' button, and language options (Register, Français).



This screenshot shows the same 'My Participant Centres' home page, but with the 'Share with your network' dropdown menu open. The menu lists several sharing options: 'Share on Facebook', 'Share on X', 'Share on LinkedIn', 'Share by email', and 'Copy to Clipboard'. A large red arrow points from the circled button in the previous screenshot to this menu. The background content of the page is dimmed, and a 'Close' button is visible at the bottom right of the dropdown.

CUSTOMIZE YOUR PAGE

Go to **'Personal Page'** in the menu on the left side of your screen to personalize your page.

My Participant Centres Hi, Tyler! Logout

LEUKEMIA & LYMPHOMA SOCIETY OF CANADA LIGHT THE NIGHT 1-833-222-4884 Donate Register Français

- Home
- Personal Page**
- Team Page
- Send Emails
- Offline Gifts
- Edit Profile
- Resources

Home

[Recruit Team Members](#)

[Share with your network](#)

\$154.00
Personal Total

[View Personal Page](#)

[Download Personal Donations Report](#)

2
Team Members

[Download Team Donations Report](#)

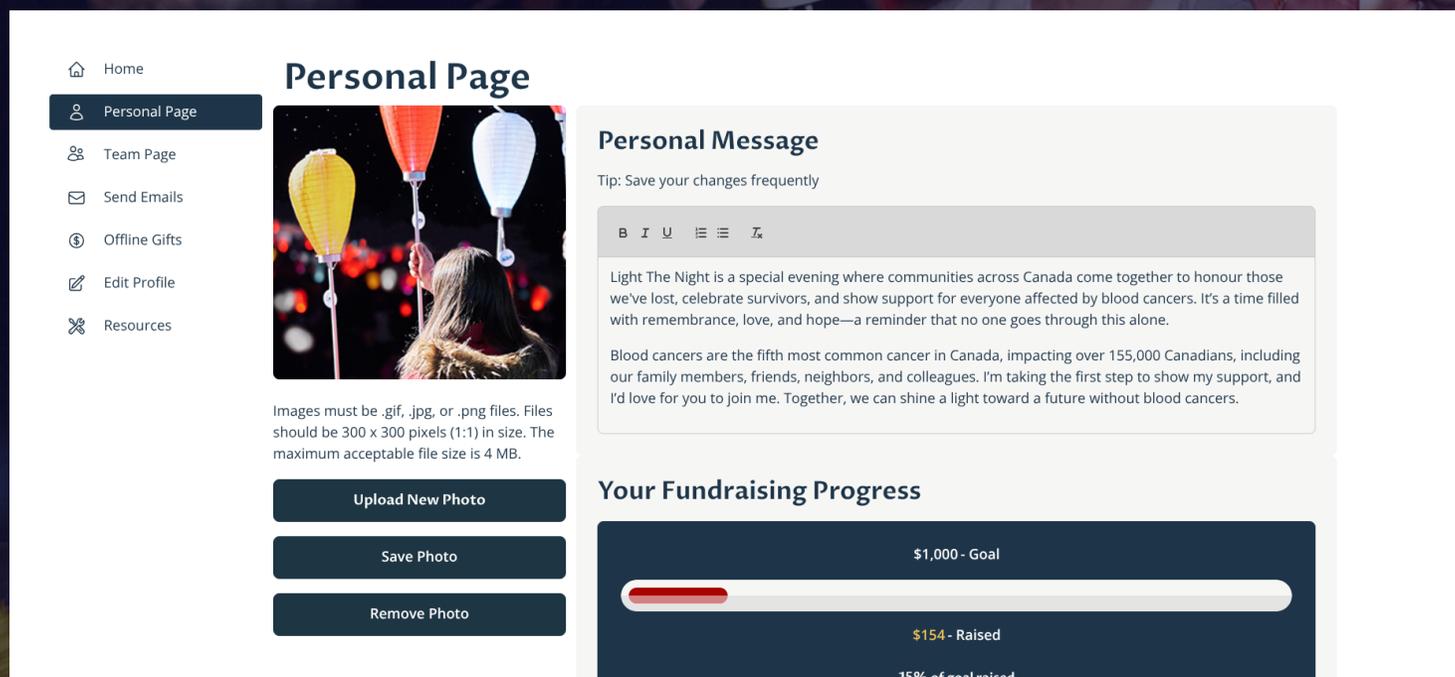
PERSONALISING YOUR FUNDRAISING PAGE

ADD A PHOTO TO YOUR PAGE

To upload your photo, click **'Upload New Photo'** and select your desired image from a saved file on your computer. Click **'Save Photo'**.

EDIT PERSONAL MESSAGE

Edit your personal message directly in the window on the right. Click **'Preview'** to see your changes on the fundraising page. Click **'Save'** to save your changes.



The screenshot displays a fundraising page editor interface. On the left is a navigation menu with options: Home, Personal Page (selected), Team Page, Send Emails, Offline Gifts, Edit Profile, and Resources. The main content area is titled "Personal Page" and features a photo of a person holding up colorful lanterns. Below the photo are three buttons: "Upload New Photo", "Save Photo", and "Remove Photo". A text box below the photo provides instructions: "Images must be .gif, .jpg, or .png files. Files should be 300 x 300 pixels (1:1) in size. The maximum acceptable file size is 4 MB." To the right of the photo editor is a "Personal Message" section with a text editor containing a paragraph about "Light The Night" and a fundraising progress bar. The progress bar shows a goal of \$1,000, with \$154 raised, representing 15% of the goal.

Home
Personal Page
Team Page
Send Emails
Offline Gifts
Edit Profile
Resources

Personal Page



Images must be .gif, .jpg, or .png files. Files should be 300 x 300 pixels (1:1) in size. The maximum acceptable file size is 4 MB.

Upload New Photo
Save Photo
Remove Photo

Personal Message

Tip: Save your changes frequently

B I U [List Icon] [Link Icon]

Light The Night is a special evening where communities across Canada come together to honour those we've lost, celebrate survivors, and show support for everyone affected by blood cancers. It's a time filled with remembrance, love, and hope—a reminder that no one goes through this alone.

Blood cancers are the fifth most common cancer in Canada, impacting over 155,000 Canadians, including our family members, friends, neighbors, and colleagues. I'm taking the first step to show my support, and I'd love for you to join me. Together, we can shine a light toward a future without blood cancers.

Your Fundraising Progress

\$1,000 - Goal

\$154 - Raised

15% of goal raised

UPDATING YOUR PERSONAL GOAL

To update your goal, go to the **'Save'** section and change the current number to your new goal. For example, if you're goal is \$1000 and you want to change to \$1500, enter the value **1500**.

Images must be .gif, .jpg, or .png files. Files should be 300 x 300 pixels (1:1) in size. The maximum acceptable file size is 4 MB.

[Upload New Photo](#)

[Save Photo](#)

[Remove Photo](#)

our family members, friends, neighbors, and colleagues. I'm taking the first step to show my support, and I'd love for you to join me. Together, we can shine a light toward a future without blood cancers.

Your Fundraising Progress

\$1,000 - Goal

\$154 - Raised

15% of goal raised

Update Goal

\$ 1000

[Save](#) [Preview](#) [Cancel](#)

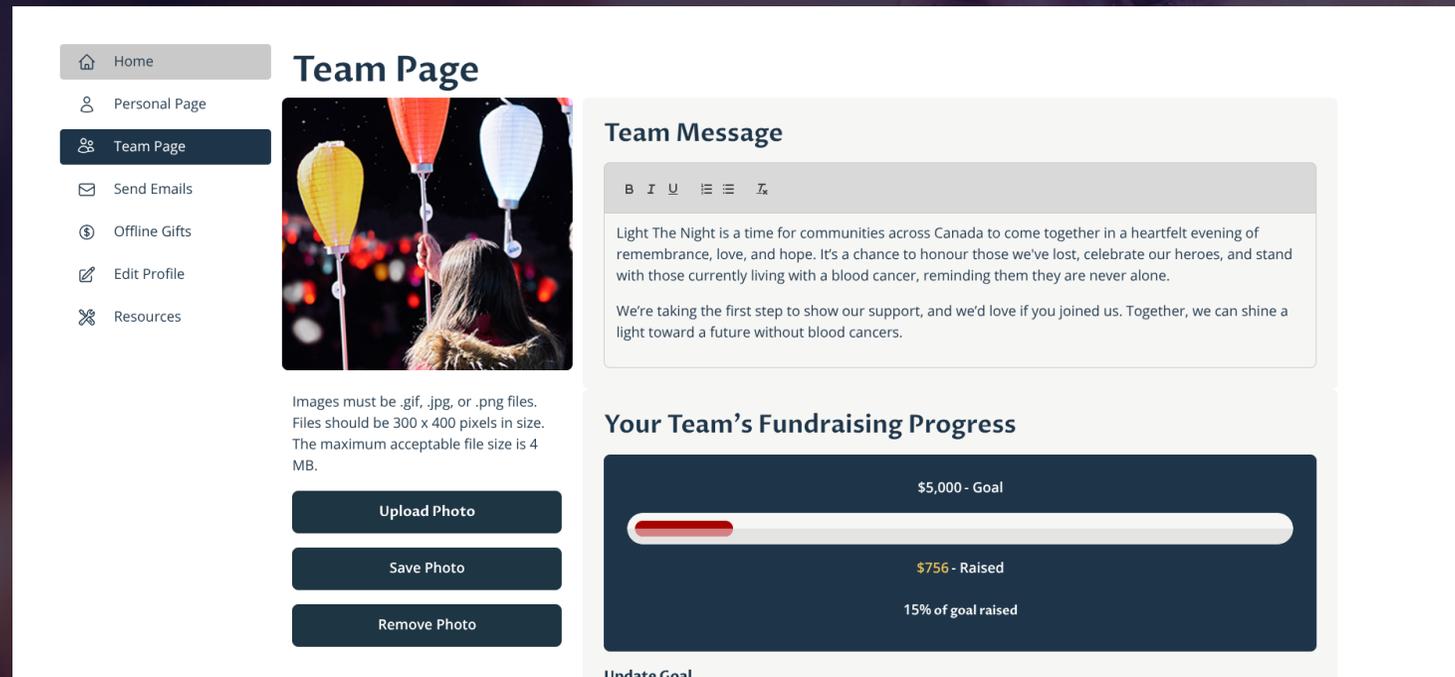
PERSONALISING YOUR TEAM PAGE

ADD A PHOTO TO YOUR PAGE

To upload your photo, click **'Upload New Photo'** and select your desired image from a saved file on your computer. Click **'Save Photo'**.

EDIT TEAM MESSAGE

Edit your personal message directly in the window on the right. Click **'Preview'** to see your changes on the fundraising page. Click **'Save'** to save your changes.



The screenshot displays a fundraising team page interface. On the left is a navigation menu with options: Home, Personal Page, Team Page (selected), Send Emails, Offline Gifts, Edit Profile, and Resources. The main content area is titled "Team Page" and features a photo of a person holding up colorful lanterns. Below the photo are instructions: "Images must be .gif, .jpg, or .png files. Files should be 300 x 400 pixels in size. The maximum acceptable file size is 4 MB." Three buttons are provided: "Upload Photo", "Save Photo", and "Remove Photo". To the right is a "Team Message" editor with a rich text toolbar (bold, italic, underline, list, link, unlink) and a text area containing a message about "Light The Night". Below the message editor is a "Your Team's Fundraising Progress" section with a progress bar showing a goal of \$5,000 and \$756 raised, representing 15% of the goal. An "Update Goal" button is located at the bottom of the progress section.

Home

Personal Page

Team Page

Send Emails

Offline Gifts

Edit Profile

Resources

Team Page



Images must be .gif, .jpg, or .png files.
Files should be 300 x 400 pixels in size.
The maximum acceptable file size is 4 MB.

Upload Photo

Save Photo

Remove Photo

Team Message

B I U **☰ ☷ ☹** **🔗**

Light The Night is a time for communities across Canada to come together in a heartfelt evening of remembrance, love, and hope. It's a chance to honour those we've lost, celebrate our heroes, and stand with those currently living with a blood cancer, reminding them they are never alone.

We're taking the first step to show our support, and we'd love if you joined us. Together, we can shine a light toward a future without blood cancers.

Your Team's Fundraising Progress

\$5,000 - Goal

\$756 - Raised

15% of goal raised

Update Goal

UPDATING YOUR TEAM GOAL

To update your goal, go to the **'Save'** section and change the current number to your new goal. For example, if you're goal is \$1000 and you want to change to \$1500, enter the value **1500**.

Images must be .gif, .jpg, or .png files. Files should be 300 x 300 pixels (1:1) in size. The maximum acceptable file size is 4 MB.

Upload New Photo

Save Photo

Remove Photo

our family members, friends, neighbors, and colleagues. I'm taking the first step to show my support, and I'd love for you to join me. Together, we can shine a light toward a future without blood cancers.

Your Fundraising Progress

\$1,000 - Goal

\$154 - Raised

15% of goal raised

Update Goal

\$ 1000

Save Preview Cancel

SENDING EMAILS TO YOUR CONNECTIONS

Select **'Send Emails'**. Here, you will be able to add contacts and send emails using a template or a customized message.

To send a message, fill out the **'To'**, **'Email Subject'**, and **'Email Message'** fields. You can also use one of our pre-built templates to automatically fill the Subject and Message fields. Once you're happy with your message, click **'Preview & Send'** to see a preview of your email. Click **'Send'** to send out your email.

Home
Personal Page
Team Page
Send Emails
Offline Gifts
Edit Profile
Resources

Send Emails

Compose Email

Messages

Saved messages 0
Sent messages 0

Address Book

All Contacts 0
Unthanked Donors 2
Team Members 0

Send Email

To: (separate multiple email addresses with a comma) Add Contacts

Email Template: Select a template

Email Subject:

Email Message:

Preview & Send **Save**

PREVIEW MESSAGE

LIGHT THE NIGHT
Coming together for the blood cancer community

Dear Friend,

I am looking for passionate and determined individuals like you to join my team for:

The Leukemia & Lymphoma Society of Canada's - Light The Night

Light The Night unites the blood cancer community, honouring those we've lost and bringing hope to those currently facing a blood cancer diagnosis. Every dollar raised helps fund lifesaving research, essential community programs, and critical advocacy for Canadians navigating a blood cancer journey.

Together, we will:

- Inspire & engage our friends, family, and colleagues through emails, social media, and virtual outreach.
- Organize fun & simple fundraising events.
- Set goals & celebrate every milestone we achieve!

I'd love for you to join my team—together, we can make a real impact and

Send **Close**

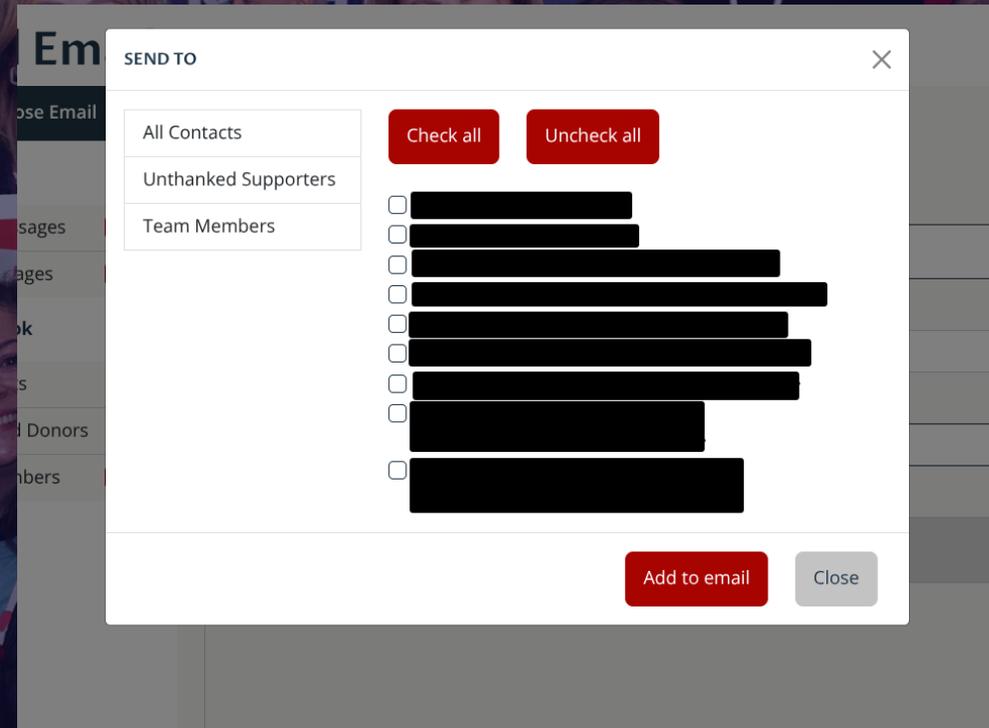
Preview & Send **Save**

ADDING CONTACTS TO EMAIL LIST

Instead of manually copy and pasting all the people you want to email, you can select **'Add Contacts'** to select emails from your existing contacts list.

New email contacts can be added one at a time through the **'All Contacts'** button on the left and then **'Add New Contact'**.

Note: If you want to add multiple contacts in bulk, you can only do this by sending email from the system to the emails addresses you want as future contacts. Include the emails as a comma separated list. After the email is sent, the emails addresses will be stored as contacts.



The screenshot shows a 'SEND TO' dialog box with a close button (X) in the top right corner. On the left, there is a list of categories: 'All Contacts', 'Unthanked Supporters', and 'Team Members'. To the right of this list are two red buttons: 'Check all' and 'Uncheck all'. Below the categories is a list of individual email addresses, each preceded by a small square checkbox. The email addresses are redacted with black bars. At the bottom right of the dialog box, there are two buttons: a red 'Add to email' button and a grey 'Close' button.

OFFLINE GIFTS

To post all cash and other offline donations received, please go to the **'Offline Gifts'** tab and enter the donation details.

- Home
- Personal Page
- Team Page
- Send Emails
- Offline Gifts**
- Edit Profile
- Resources

Offline (Unreceiptable) Gifts

Donation from an event (will not be receipted)

These are generally bulk donations from larger events / fundraisers that do not require a tax receipt. Any donations that do require a tax receipt should be added via your personal fundraising page

*** Participant First name:**

*** Participant Last name:**

Participant email:

Recognition Name:

Ex. Car Wash, Bake Sale, The Smith Family and Friends, etc.

Yes, display the amount of this gift.

*** Amount Collected:**

The gift amount must be a number and greater than \$5.

*** Billing First Name:**

PARTICIPANT RESOURCES

Select **'Resources'** in the menu on the left side of your screen. Here you will find resources and tips for how to get started, including email and social media post templates and graphics.

-  Home
-  Personal Page
-  Team Page
-  Send Emails
-  Offline Gifts
-  Edit Profile
-  Resources

Tools for fundraising success

Whether you're fundraising as an individual or with a team, we've got you covered. From fundraising tips to sample emails to social media posts, we're here to help you reach your goal!

- Step 1 - Your Fundraising Roadmap +
- Step 2 - Fundraising Ideas +
- Step 3 - Fundraising Tools +
- Email signatures, social media posts, logos, and more +
Use these resources to spread the word about your Light The Night fundraising campaign and encourage others to take part along with you!

Fundraising Recognition and Rewards

To help thank you for making a difference, we're pleased to offer you recognition and reward opportunities as you mark each fundraising milestone.

[Explore Rewards](#)

If you have any questions or concerns, please contact a Fundraising Lead in your area or email us at: info@bloodcancers.ca

