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.

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.

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.
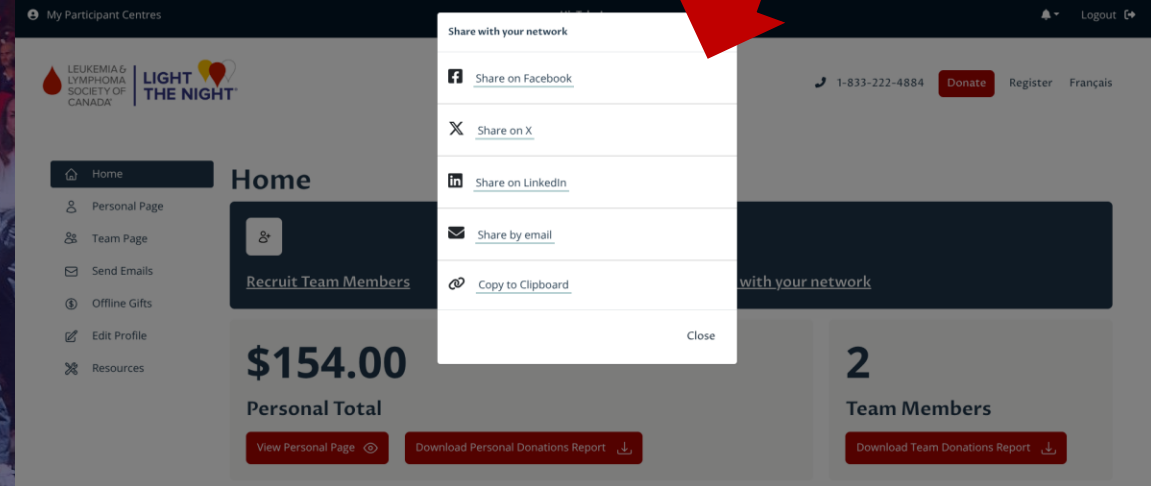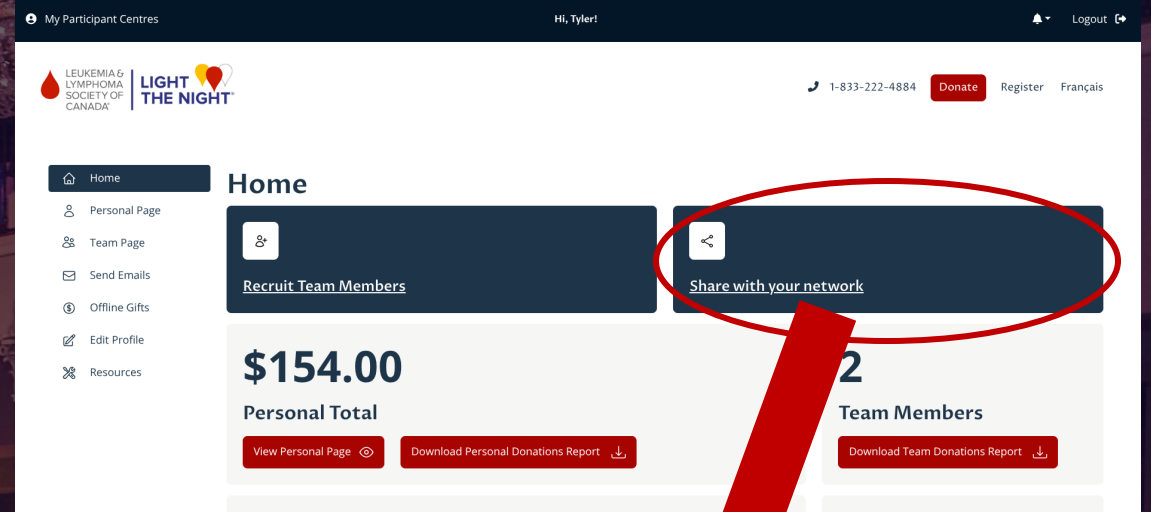
CUSTOMIZE YOUR PAGE

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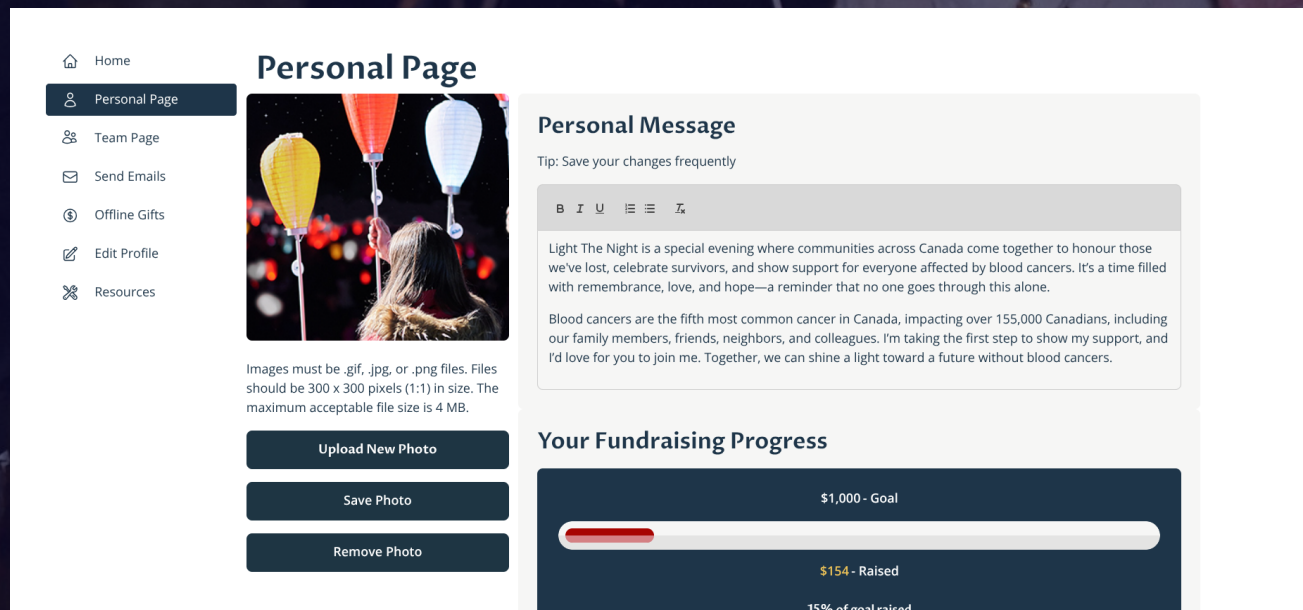
PERSONALISING YOUR FUNDRAISING PAGE

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'**. Please ensure your image is 300 pixels wide and less than 4mb in size. If you need help resizing your image, you can use a tool like photoshop or **https://www.iloveimg.com/resize-image** to resize or edit your image.

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.

CREATING A CUSTOM PERSONAL PAGE URL

You can create a custom URL to your personal page, which can be shared with your donors.

Select the **'Custom URL Settings'** button beside your Default Personal Page URL. A pop-up modal will appear with instructions on what can be included in your url.

Beside the http://secure.llscanada.org/goto/ text, add your custom url. Make sure there are no spaces in the url.

Once you're done, select **'Save'** and your custom page url will now be usable and appear below your default personal page url.

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.

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.

Upload New Photo

Save Photo

Remove Photo

Your Fundraising Progress

$1,000 - Goal

$154 - Raised

15% of goal raised

Update Goal

$ | 1000

Save   Preview   Cancel
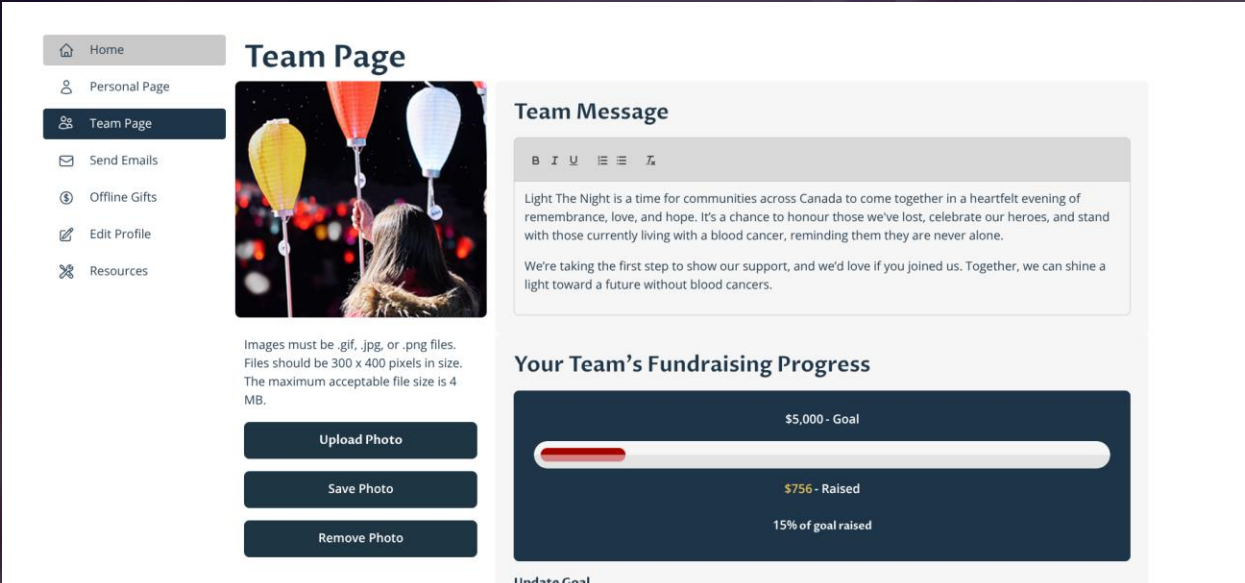
PERSONALISING YOUR TEAM PAGE

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'**. Please ensure your image is 300 pixels wide and less than 4mb in size. If you need help resizing your image, you can use a tool like photoshop or **https://www.iloveimg.com/resize-image** to resize or edit your image.

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.

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**.

CREATING A CUSTOM TEAM PAGE URL

You can create a custom URL to your teampage, which can be shared with your donors.

Select the **'Custom URL Settings'** button beside your Default Team Page URL. A pop-up modal will appear with instructions on what can be included in your url.

Beside the http://secure.llscanada.org/goto/ text, add your custom url. Make sure there are no spaces in the url.

Once you're done, select **'Save'** and your custom page url will now be usable and appear below your default personal page url.

Team Page

Default Team Page URL
https://secure.llscanada.org/site/TR/TEST/LTN-Test?team_id=19414&pg=team&fr_id=1660

Custom URL Settings

Team Message

B I U ≣ ≣ Tx

EDIT CUSTOM TEAM PAGE URL ✕

You can create a short URL for the team page. For example, entering 'My_Team' will allow people to enter 'https://secure.llscanada.org/goto/My_Team' to display the team page. The Web address can contain letters and numbers as well as the '-' (dash) and '_' (underscore) characters. The URL cannot contain spaces.

http://secure.llscanada.org/goto/ | my-custom-team-page-url

Close   Save

Team Page

Default Team Page URL
https://secure.llscanada.org/site/TR/TEST/LTN-Test?team_id=19414&pg=team&fr_id=1660

Custom Team Page URL
http://secure.llscanada.org/goto/my-custom-team-page-url

Custom URL Settings

Team Message

B I U ≣ ≣ Tx

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.

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.

SEND TO

All Contacts

Unthanked Supporters

Team Members

Check all   Uncheck all

Add to email   Close

OFFLINE GIFTS

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

Offline (Unreceiptable) Gifts

Home

Personal Page

Team Page

Send Emails

Offline Gifts

Edit Profile

Resources

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.
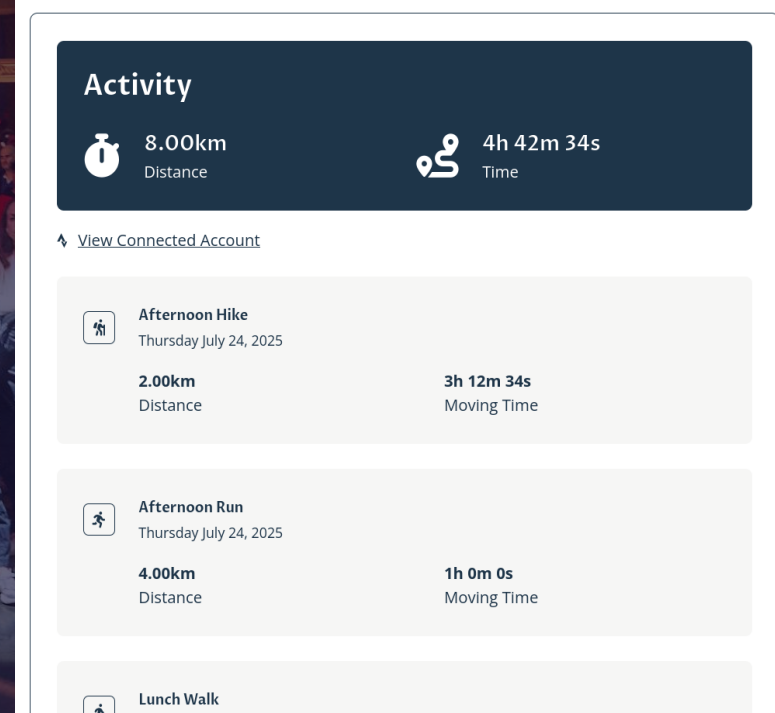
Connect with Strava Account

From the home page, you will be able to connect your Light The Night account with the Strava fitness app to show your fundraising activities on your personal page. Select the **'Connect with STRAVA'** button to begin. Or select the **'Learn more'** button to get more information about Strava and how to get started.

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