How to Use Your Maryland Half Marathon & 5K Participant Center

Instructions on how to access your account and how to find the Participant Center landing page. For how to reset your password or find a forgotten username, see page 15.

Instructions on how to edit the written content and photos on your fundraising page.

You can create a custom link to your fundraising page that is easier to share with family and friends. Custom links look like this: http://www.ummsfoundation.org/goto/*yourname*

How to add contacts, send emails requesting donations, or thank donors.

Checks mailed to the UMMS Foundation do not appear on your fundraising page unless they are added manually per these instructions.

Instructions on how to revise your fundraising goal.

How to update your name, phone number, address, or email address.

Instructions on how to reset your password.

How to Log Into Your Participant Center

When you registered, you created a username and password. Go to: www.mdhalfmarathon5k.org and in the top right corner, enter your username and password. Then click the "GO" button.

This will bring you back to Maryland Half Marathon & 5K homepage. At the top of the screen, you will see your name next to "Welcome" and a link for "Participant Center." Click on that link.

Now you are in your Participant Center. The landing page will look like this:

Update Your Fundraising Page

From the landing page of your Participant Center in the "What to do next?" section, click on "Set up your Personal Page."
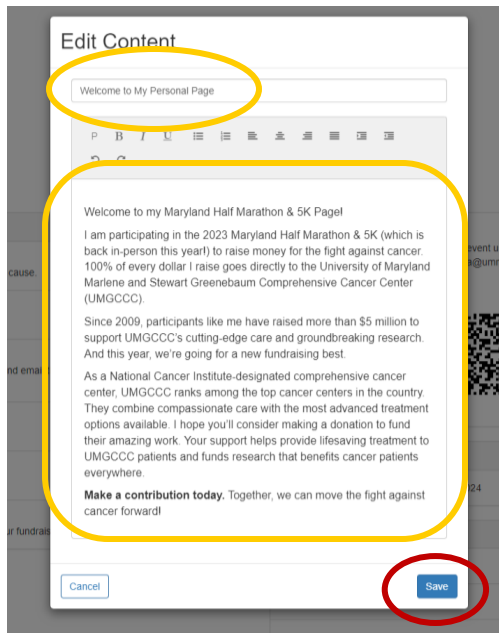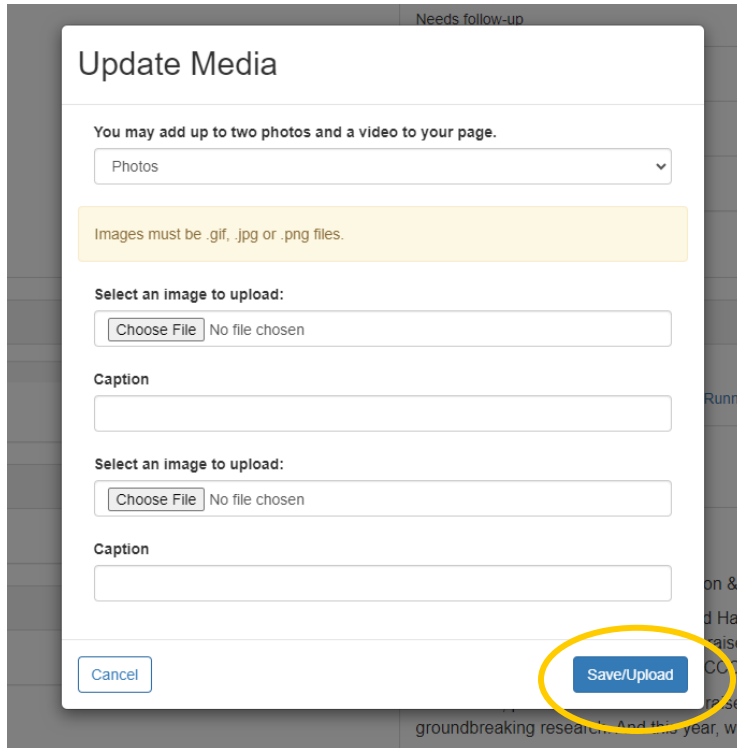
A window will pop up and you can edit the title of your Personal Page and the text. Here you can include your personal story, why you chose to participate in the Maryland Half Marathon & 5K to benefit UMGCCC, and why you hope friends and family will support you. After making your changes, remember to click the blue "Save" button and click out of the window to close it.

If you wish to change the photo on your page, scroll down on your Participant Center landing page and in the bottom right corner, you will see "Photos/Videos." Click on "Update Media."
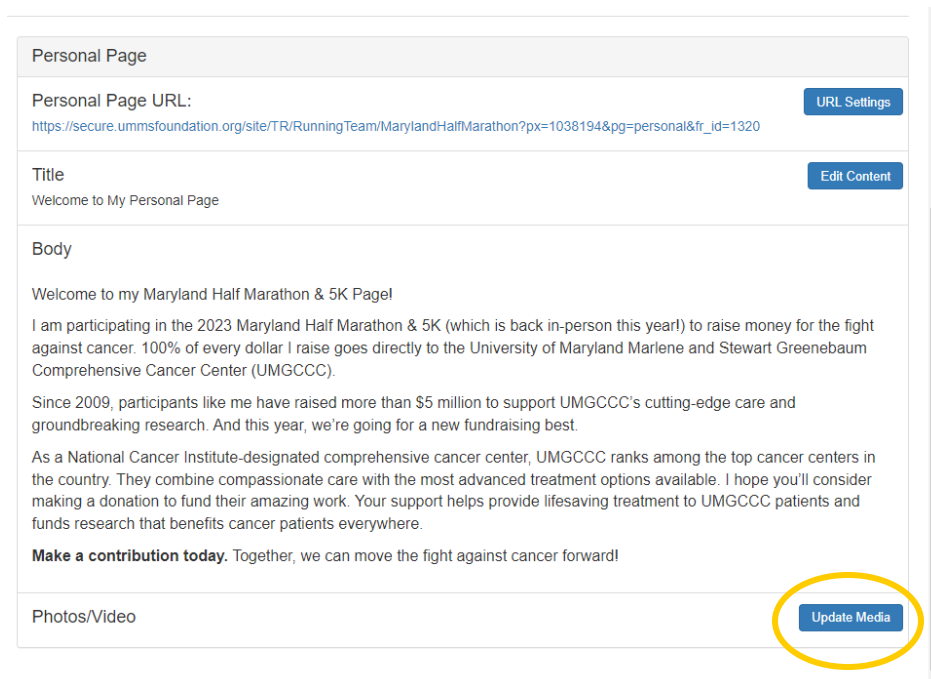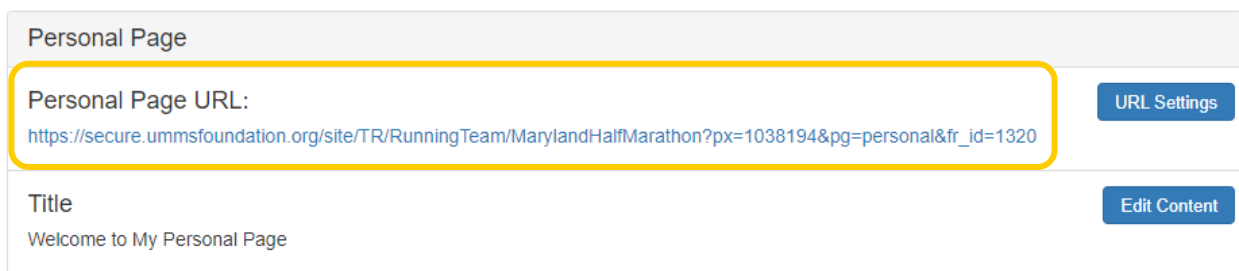
From this screen, select "Choose File" to select the photo/s you would like to use from your computer. After making your selection, remember to click "Save/Upload."

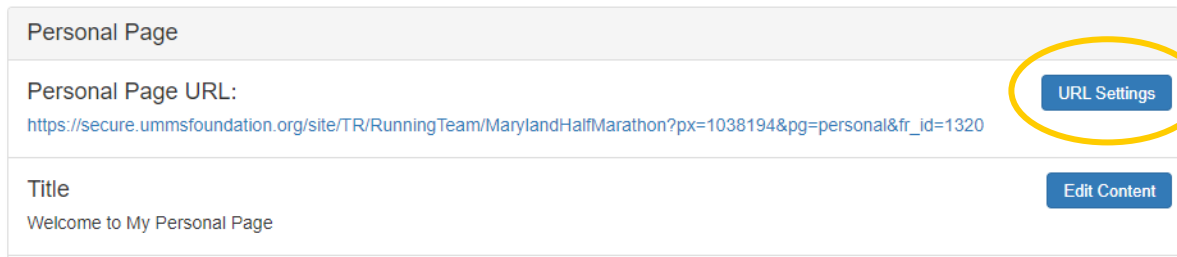After saving/uploading, click out of the window to return to your Participant Center landing page.

Click on your "Personal Page URL" to view your updates. To make any additional changes or corrections, repeat the previous steps.

Create Your Custom URL

You can edit the link to your fundraising page to make it easier to share. All custom links begin with http://www.ummsfoundation.org/goto/ - and you can add a unique, identifying ending.

In the "Personal Page" section, click on "URL Settings."
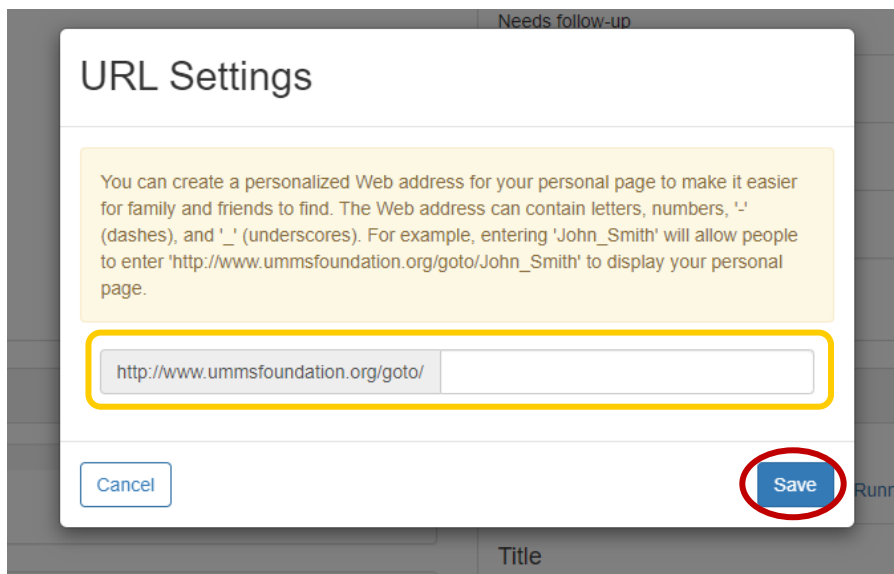
In the window that pops up, you will see a box in which you can enter your custom URL, such as your name, then click "Save".
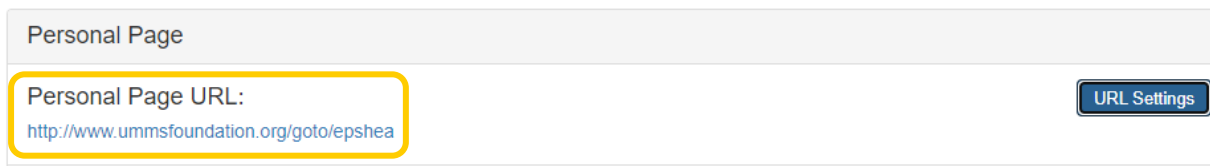

Once your link is saved, you will see it below "Personal Page URL." You can copy and paste this link to share with friends and family.

Sending Emails through Your Participant Center

After you log into your Participant Center, select the "Email" tab

To start, you must select the contact/s you would like to send a message to. Click on "All Contacts" to view your list of email addresses.

You can either select "Email All" to send an email to all of your contacts listed; or you can individually select contacts and click the "Email Selected" button.
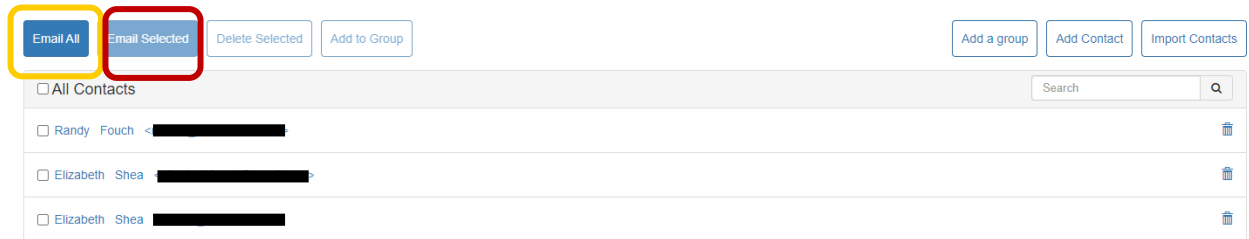
To add a new contact, click on the "Add Contact" button on the right:

In the pop-up window, enter the contact's name and email address, then click "Add." Add additional contacts by repeating this process.

To import your contacts from your email account, click on "Import Contacts."

On the next screen, choose your email service and click "Next."
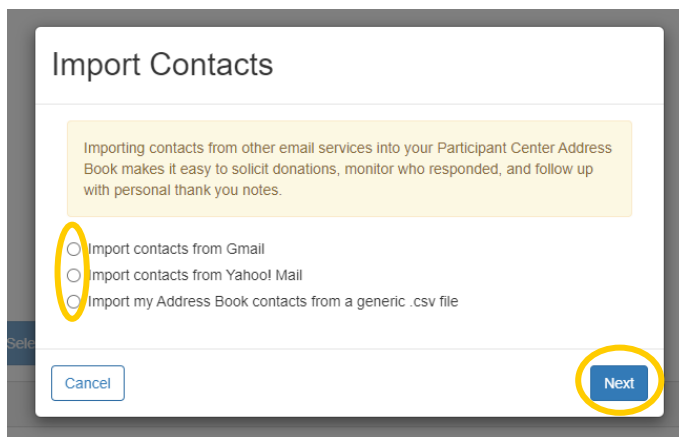
This will bring you to a login screen to sync your email account. Follow the steps to your account to select the email addresses you wish to import.
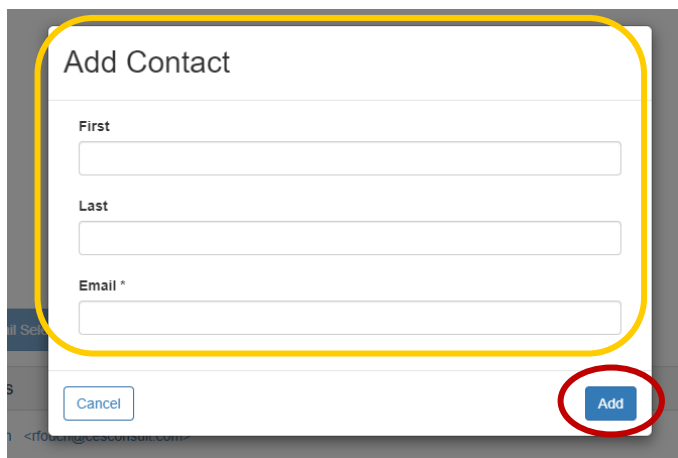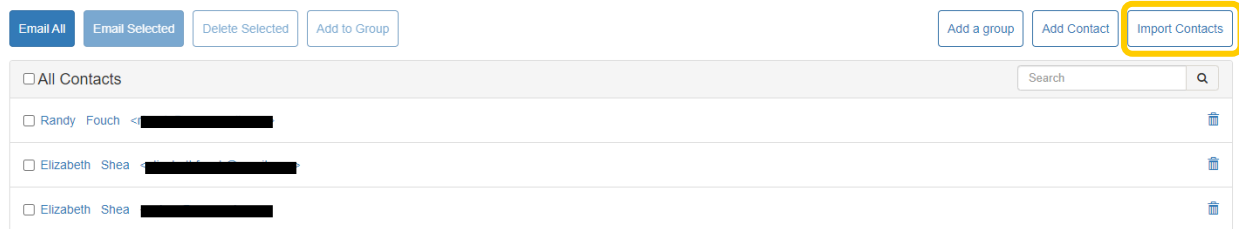
If you selected "Import my Address Book contacts from a generic .csv file," the next screen will prompt you to import the file from your computer. Follow the steps to upload the file.

Compose Your Email

After selecting the contact/s you wish to send a message to, the email template will populate with the contact/s listed in the "Recipients" box.
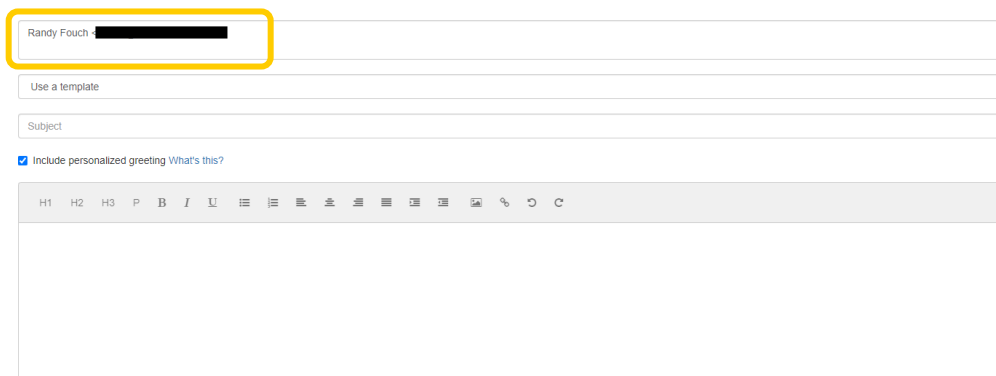
Next, from the "Use a template" drop down menu, select the type of email you wish to send: "Thank You" for a donation received; "Solicitation" to request donations; or "Your Saved Templates" if you have previously drafted and saved an email in your Participant Center.

Recipients (separate multiple email addresses with a comma)

Use a template

Use a template
Solicitation
Please support - for Maryland Half Marathon runners
Please support - for 5K runners/walkers
Please support - for fundraisers
Thank You
Thank You
Other
Create Your Own Messsage
Team Thank You For Your Gift

Once you select a template, the drafted content will automatically populate. You can edit the content to whatever you would like to say. First, edit the "Subject." This will appear as the email subject when it is sent. Then you can edit the body of the email. *Make sure you scroll to the bottom of the email and enter your name at the end!*

Recipients (separate multiple email addresses with a comma)

Please support - for 5K runners/walkers

Please Support the Maryland Half Marathon & 5K

☐ Include personalized greeting What's this?

H1 H2 H3 P **B** *I* U̲ ≔ ≔ ☰ ☰ ☰ ☰ ☰ ☷ ☷ ▨ % ↺ ↻

I am participating in the 16th Maryland 5K (which is back in-person this year!) to support the fight against cancer. 100% of every dollar raised goes to the University of Maryland Marlene and Stewart Greenebaum Comprehensive Cancer Center (UMGCCC), one of the country's top-tier cancer centers.

This year's race is to take place on Saturday, June 1, 2024 at Maple Lawn in Howard County, MD. I'd love for you to join me for this amazing event. You can run or walk and the whole event is lots of fun. Register today. And help us make even greater strides in the fight against cancer.

If you can't participate, please consider making a donation to my fundraising campaign. Just a few dollars per kilometer would help me reach my goal—and make a difference for cancer patients at UMGCCC and beyond.

To make a donation, go to my fundraising page [INSERT LINK TO YOUR FUNDRAISING PAGE] and then click the 'Donate' button. Or mail your donation to:

Tara Ettinger
The Maryland Half Marathon & 5K
UMMS Foundation
P.O. Box 64573
Baltimore, MD 21264-4573

Make a donation today. [INSERT LINK TO YOUR FUNDRAISING PAGE]

Thanks for your time and I look forward to your support!

Sincerely,

[ENTER YOUR NAME]

When you are finished, you can either "Save as a Template" to send the email at a later time or send the email by selecting "Preview & Send."

[Preview & Send]   [Save as template]

Entering an Offline Donation

When you mail a check to the UMMS Foundation, the gift will be counted toward your fundraising but it will not automatically appear on your fundraising page. If you would like to see these donations on your fundraising page, you will need to add them as an offline donation.

On your Participant Center landing page, scroll down until you see the section that says, "Personal Donations." Click on the "Add" button.

Enter the name of the donor, the amount of the gift, and payment type. If you are entering a check that you have already mailed to the UMMS Foundation and do not have the check number, you can enter the gift as cash.

If you do not wish to see the gift amount displayed on your page, you can unselect the box "Yes, display the amount of this gift." This will display the donor's name on your Honor scroll but not the amount of the gift.

Click on "Additional gift entry fields" to include more contact information for the donor, such as street, city, state and zip code.

Once the information is entered, click on "Add." If you are entering multiple donations, click on "Save and Add Another" and repeat the process.

After adding checks, remember to send the checks (or money order for cash) to the UMMS Foundation, P.O. Box 64573, Baltimore, MD 21264-4573 and put your name or team name with MHM&5K on the memo line.

Update Your Individual Fundraising Goal

On your Participant Center landing page, in the "What to do next?" section, click on "Set a Goal."

In the pop-up window, enter your fundraising goal and hit "Save." *Remember, don't let your donors see you hit your goal. Keep upping your goal so they keep donating.*
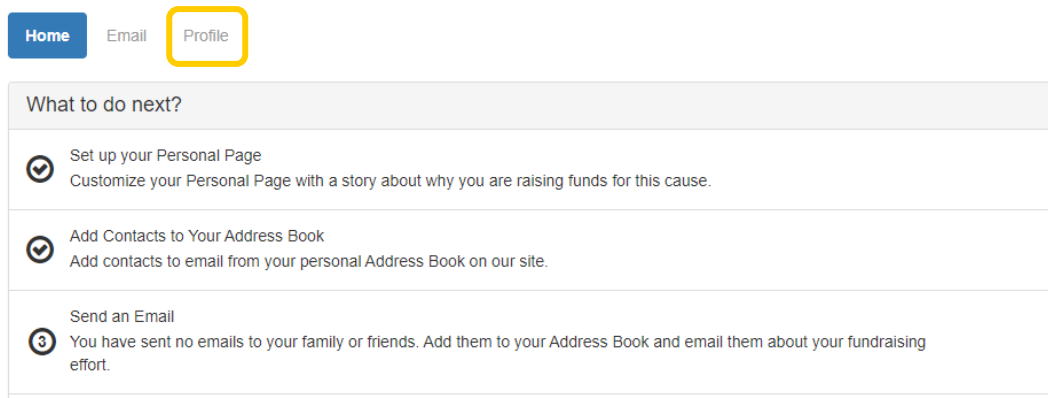
Updating Your Account Information

On your Participant Center landing page, select the "Profile" tab.
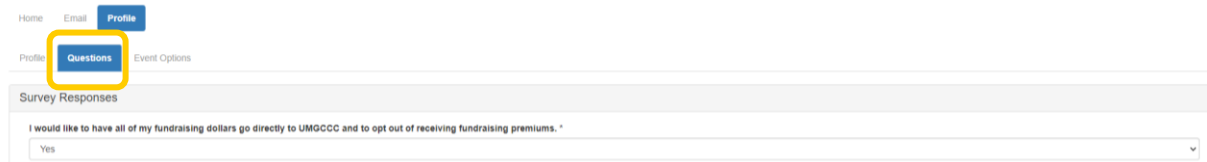
This is where you can update your name, username, password, date of birth, email, home address, or phone number. Then scroll to the bottom of the page and click "Update."

You can also update your answers to the questions during the registration process:

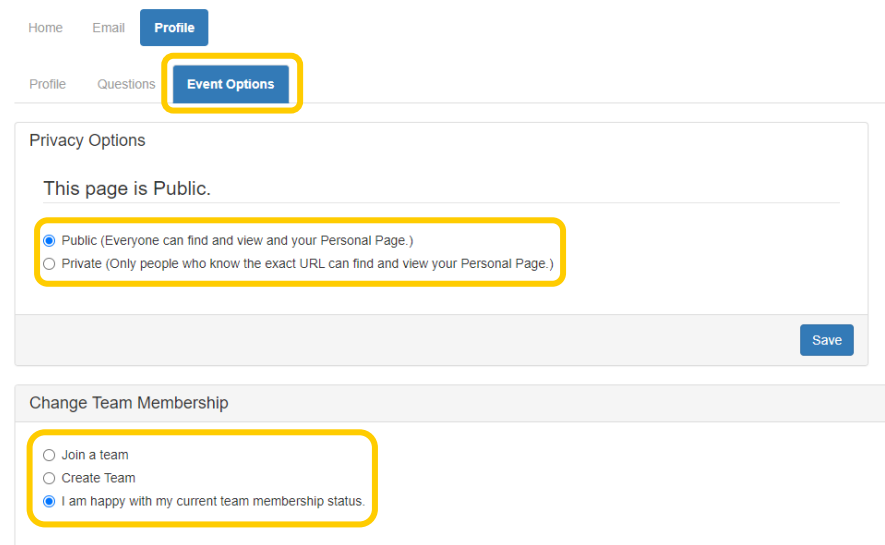And update your "Privacy Options" and team membership options:

Forgot Password

I forgot my username or password. What should I do?

From www.mdhalfmarathon5k.org, click "Forgot Password?" in the upper right corner of the page. You will be prompted to enter your email address. You will then be emailed your username and/or a link to reset your password.