



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

[Log into Your Participant Center](#)

Page 2

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.

[Updating Your Fundraising Page – Content and Photos](#)

Page 3

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

[Create Your Custom URL](#)

Page 6

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>

[Sending Emails from Your Participant Center](#)

Page 7

- [Compose an Email](#)

Page 9

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

[Entering an Offline Donation](#)

Page 11

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

[Updating Your Fundraising Goal](#)

Page 13

Instructions on how to revise your fundraising goal.

[Updating Your Account Information](#)

Page 14

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

[Forgot Password](#)

Page 15

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:

Maryland Half Marathon & 5K 2024 Help Log Out

16 THE MARYLAND Half Marathon & 5K
JUNE 1, 2024
Benefiting The University of Maryland Marlene and Stewart Greenebaum Comprehensive Cancer Center

Participant Center

Home Email Profile

What to do next?

- 1 **Set up your Personal Page**
Customize your Personal Page with a story about why you are raising funds for this cause.
- 2 **Add Contacts to Your Address Book**
Add contacts to email from your personal Address Book on our site.
- 3 **Send an Email**
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
- 4 **Thank your Donors**
Thank your donors!
- 5 **Set a Goal**
You have reached 0% of your goal. Can you set a higher goal?
- 6 **Reach Out**
You have 1 contacts that you have not emailed. Consider contacting them about your fundraising effort.

Recent Activity

You joined Maryland Half Marathon & 5K 2024 Mar 05

Contacts All Contacts

- All Contacts 3
- Never Emailed 3
- Needs follow-up 0

Good Move

This event uses Good Move, our inclusive fundraising and activity-tracking mobile app. Check eshea@ummm.edu for your one-time passcode to access our event in the app!

To download Good Move, use your mobile device to scan the QR code.
[Didn't receive a passcode?](#)

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.”

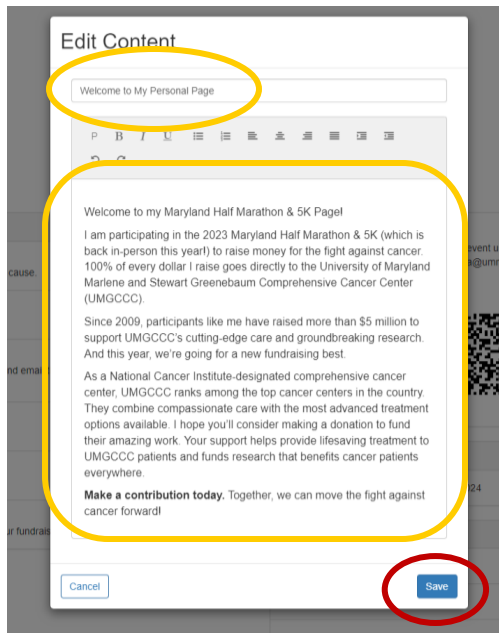
Home Email Profile

What to do next?

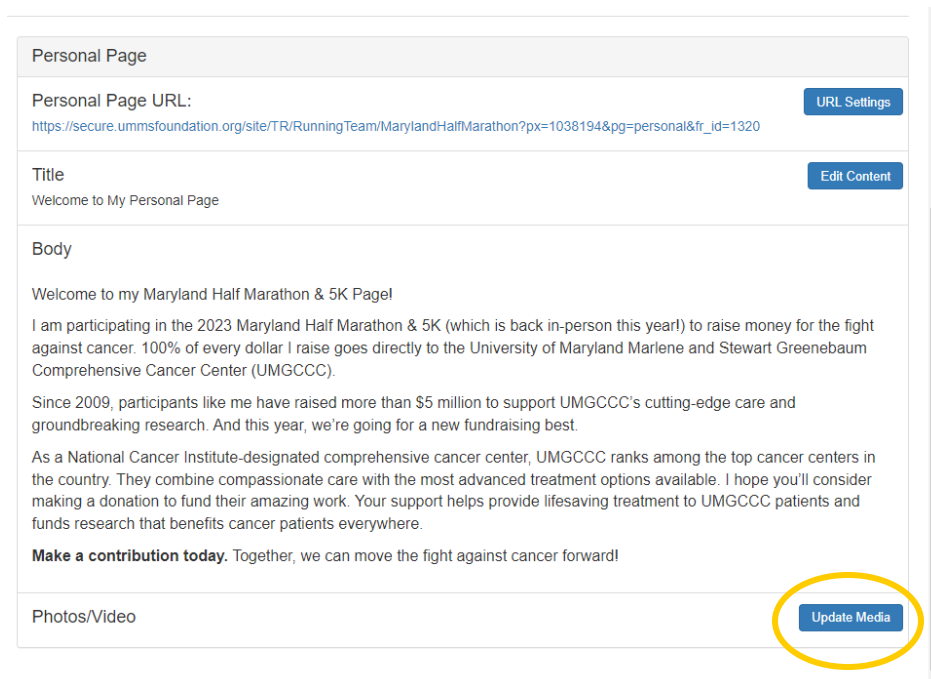
- 1 **Set up your Personal Page**
Customize your Personal Page with a story about why you are raising funds for this cause.
- 2 **Add Contacts to Your Address Book**
Add contacts to email from your personal Address Book on our site.
- 3 **Send an Email**
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
- 4 **Thank your Donors**
Thank your donors!
- 5 **Set a Goal**
You have reached 0% of your goal. Can you set a higher goal?
- 6 **Reach Out**
You have 1 contacts that you have not emailed. Consider contacting them about your fundraising effort.



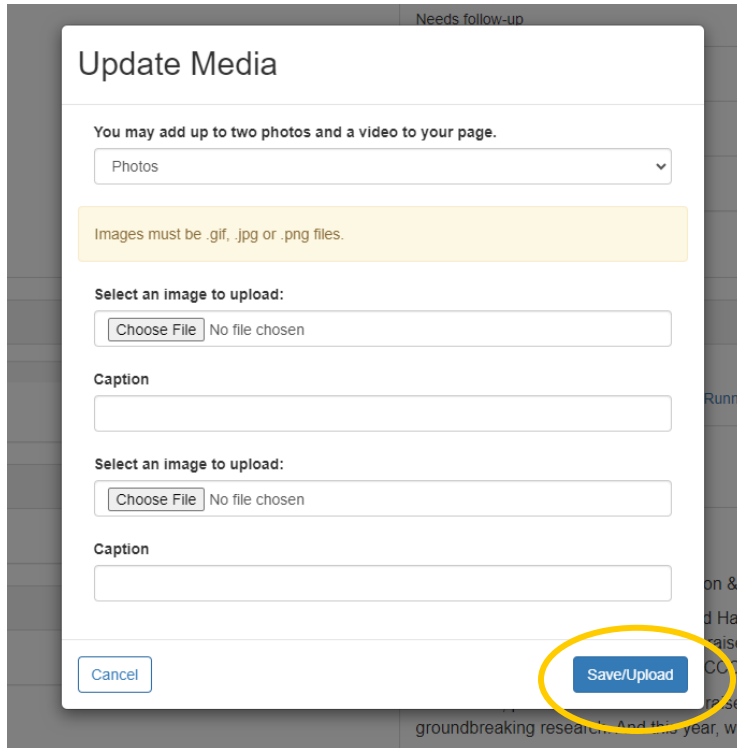
A window will pop up and you can edit the title of your Personal Page and the text. Here you can include your personal story, why you chose to participate in the Maryland Half Marathon & 5K to benefit UMGCCC, and why you hope friends and family will support you. After making your changes, remember to 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.”

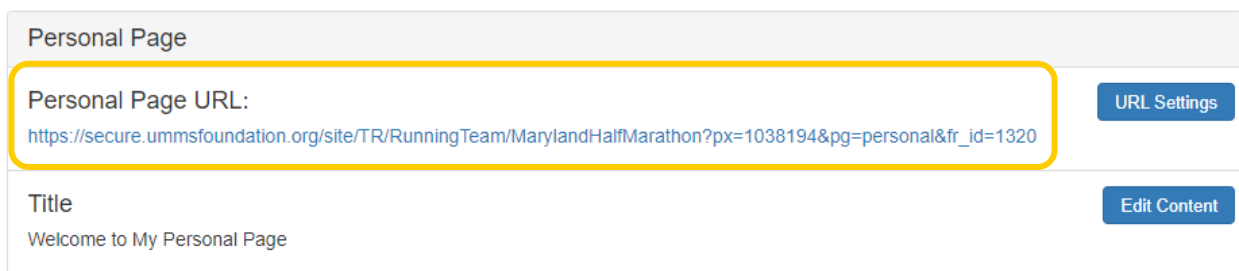


From this screen, select “Choose File” to select the photo/s you would like to use from your computer. After making your selection, remember to click “Save/Upload.”



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

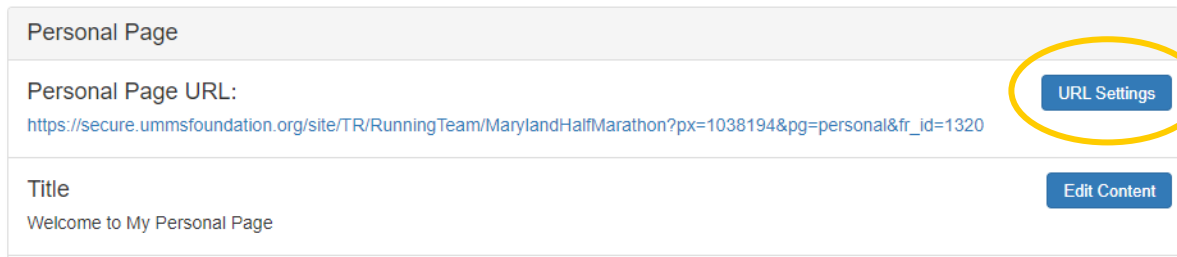
Click on your “Personal Page URL” to view your updates. To make any additional changes or corrections, repeat the previous steps.



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.”



Personal Page

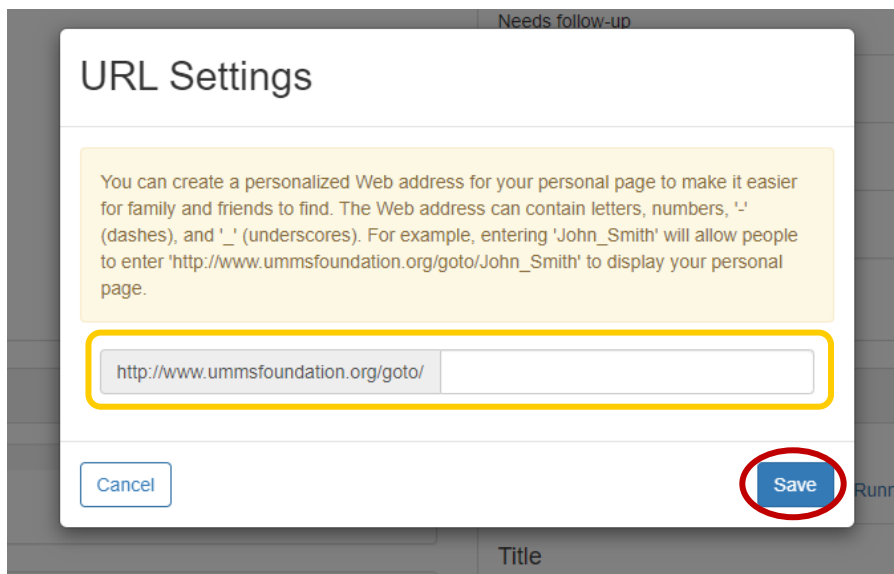
Personal Page URL:
https://secure.ummsfoundation.org/site/TR/RunningTeam/MarylandHalfMarathon?px=1038194&pg=personal&fr_id=1320

Title
Welcome to My Personal Page

URL Settings

Edit Content

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”.



Needs follow-up

URL Settings

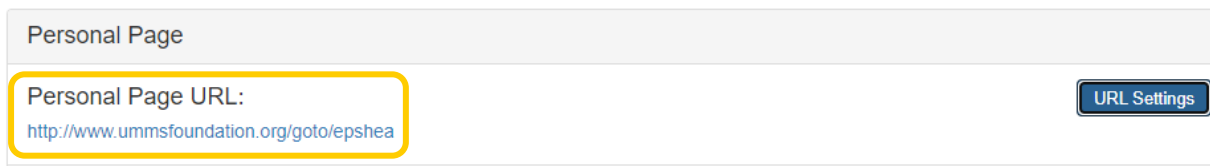
You can create a personalized Web address for your personal page to make it easier for family and friends to find. The Web address can contain letters, numbers, '-' (dashes), and '_' (underscores). For example, entering 'John_Smith' will allow people to enter 'http://www.ummsfoundation.org/goto/John_Smith' to display your personal page.

<http://www.ummsfoundation.org/goto/>

Cancel Save

Title

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.



Personal Page

Personal Page URL:
<http://www.ummsfoundation.org/goto/epshea>

URL Settings

Sending Emails through Your Participant Center

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

Home **Email** Profile

What to do next?

- 1 Set up your Personal Page
Customize your Personal Page with a story about why you are raising funds for this cause.
- 2 Add Contacts to Your Address Book
Add contacts to email from your personal Address Book on our site.
- 3 Send an Email
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
- 4 Thank your Donors
Thank your donors!
- 5 Set a Goal
You have reached 0% of your goal. Can you set a higher goal?
- 6 Reach Out
You have 1 contacts that you have not emailed. Consider contacting them about your fundraising effort.

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.

Home **Email** Profile

Compose Message

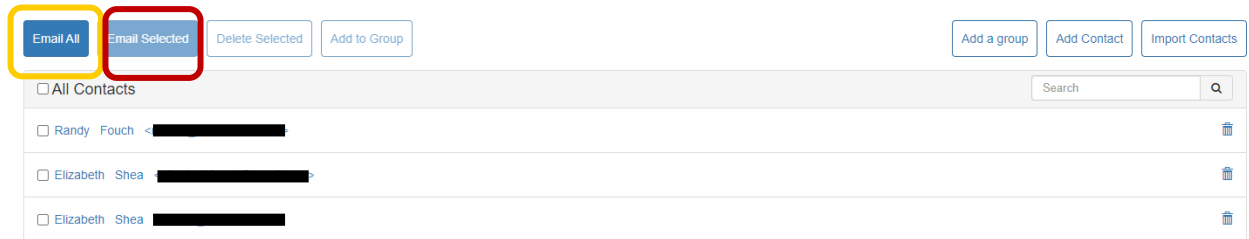
Drafts 0

Sent Messages 0

Contacts

- All Contacts 3**
- Never Emailed 3
- Needs follow-up 0
- Unthanked Donors 0
- Donors 0
- Non-Donors 3
- Past Donors 0
- Past Donors Who Have Not Donated This Time 0

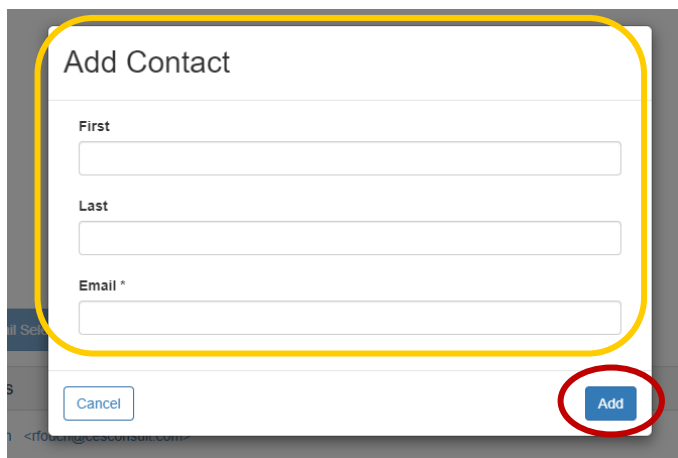
You can either select “Email All” to send an email to all of your contacts listed; or you can individually select contacts and click the “Email Selected” button.



To add a new contact, click on the “Add Contact” button on the right:

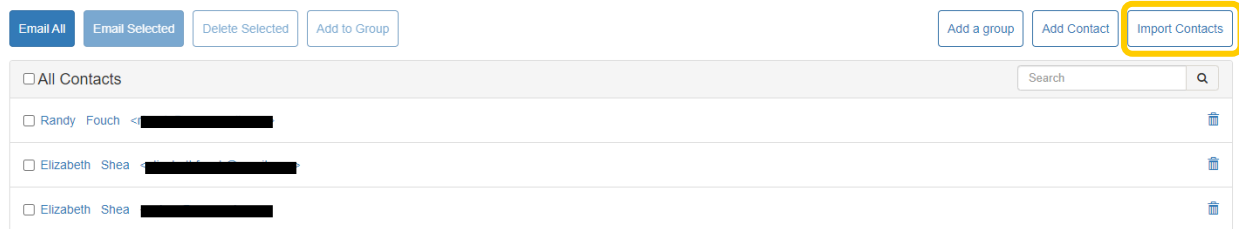


In the pop-up window, enter the contact’s name and email address, then click “Add.” Add additional contacts by repeating this process.

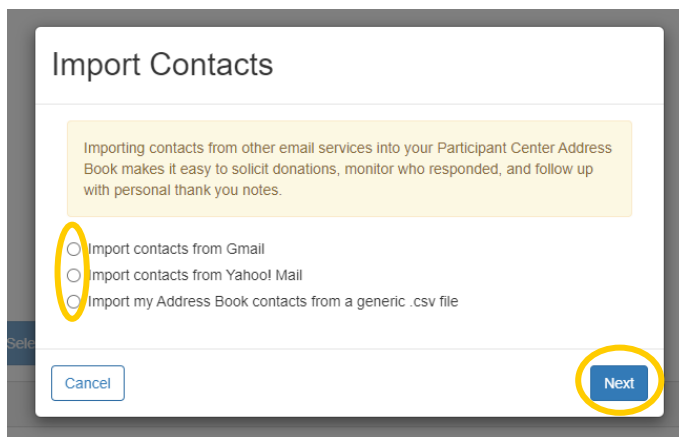


The screenshot shows a pop-up window titled "Add Contact". It contains three text input fields: "First", "Last", and "Email *". The "Email *" field is marked with an asterisk, indicating it is required. At the bottom of the window, there are two buttons: "Cancel" and "Add". The "Add" button is highlighted with a red box.

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



On the next screen, choose your email service and click “Next.”

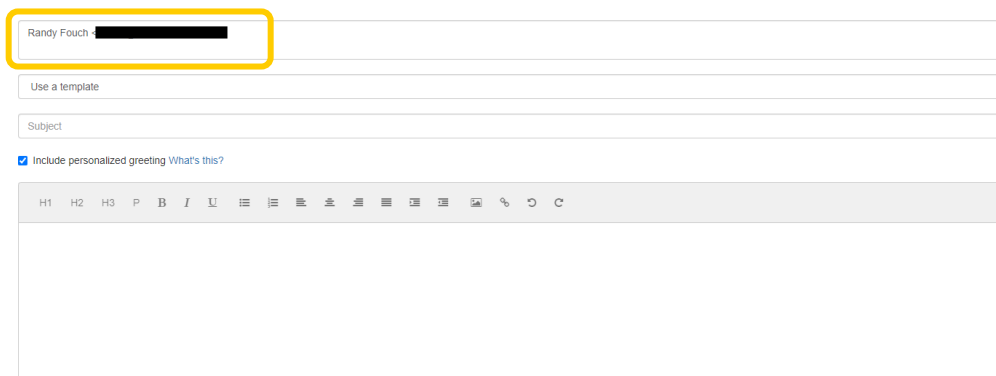


This will bring you to a login screen to sync your email account. Follow the steps to your account to select the email addresses you wish to import.

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 Message
 - 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 U

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.

The screenshot shows a user's fundraising profile. At the top, there is a 'Me' tab. Below it is a 'Your Fundraising Progress' section with an 'Edit Goal' button and a progress bar showing \$0.00 raised of a \$0.00 goal. Underneath is a 'Badges' section with the text 'Badges are fun things you can earn.' The 'Personal Donations' section is highlighted with a yellow box and contains the text 'No donations found.' To the right of this section, the 'Add' button is circled in red.

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.

The screenshot shows the 'Enter new gift' form. The fields for 'First Name', 'Last Name', 'Recognition Name', 'Amount', and 'Payment Type' are highlighted with yellow boxes. The 'Payment Type' dropdown menu is set to 'Cash'. There is a checkbox for 'Additional gift entry fields' which is unchecked. At the bottom, there are buttons for 'Cancel', 'Add', and 'Save and Add Another'. The form also includes a 'Needs follow-up' label at the top and a footer with the text 'making a donation to fund their amazing work. Your support he'.



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

Enter new gift

First Name *

Last Name *

Email

Additional gift entry fields

Street 1

Street 2

City

State

Zip

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

Cancel

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.”

What to do next?

- 1 Set up your Personal Page
Customize your Personal Page with a story about why you are raising funds for this cause.
- 2 Add Contacts to Your Address Book
Add contacts to email from your personal Address Book on our site.
- 3 Send an Email
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
- 4 Thank your Donors
Thank your donors!
- 5 Set up your Personal Page
Your last Personal Page update was 1 day ago. Consider updating it now with new information.
- 6 Set a Goal
You have reached 0% of your goal. Can you set a higher goal?
- 7 Reach Out
You have 1 contacts that you have not emailed. Consider contacting them about your fundraising effort.

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.*

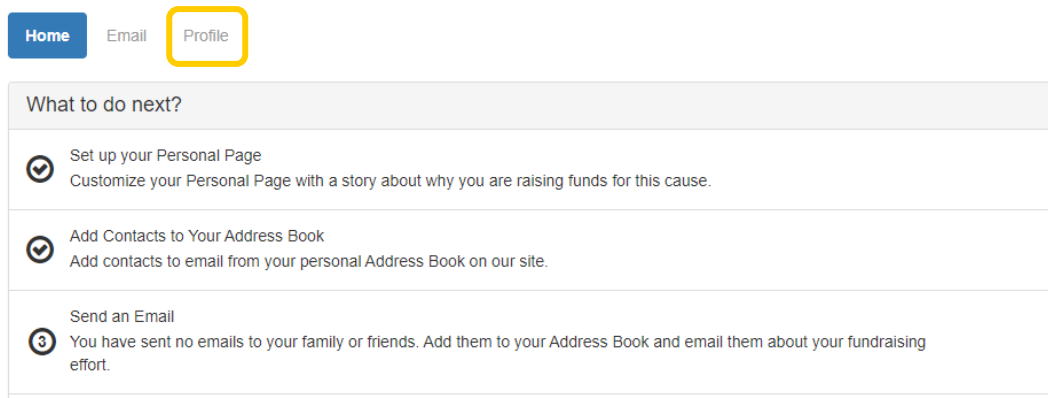
Edit Goal

\$ 0

Cancel Save

Updating Your Account Information

On your Participant Center landing page, select the “Profile” tab.



Home Email **Profile**

What to do next?

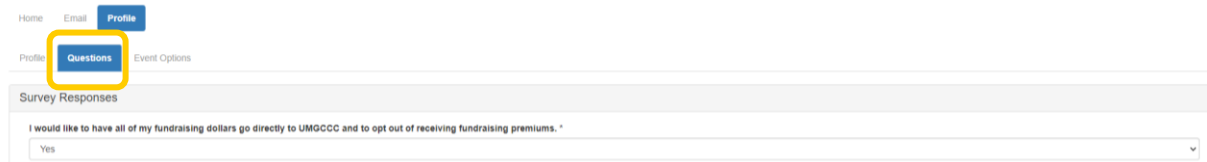
- 1 Set up your Personal Page
Customize your Personal Page with a story about why you are raising funds for this cause.
- 2 Add Contacts to Your Address Book
Add contacts to email from your personal Address Book on our site.
- 3 Send an Email
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.

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.”



Reset Update

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



Home Email **Profile**

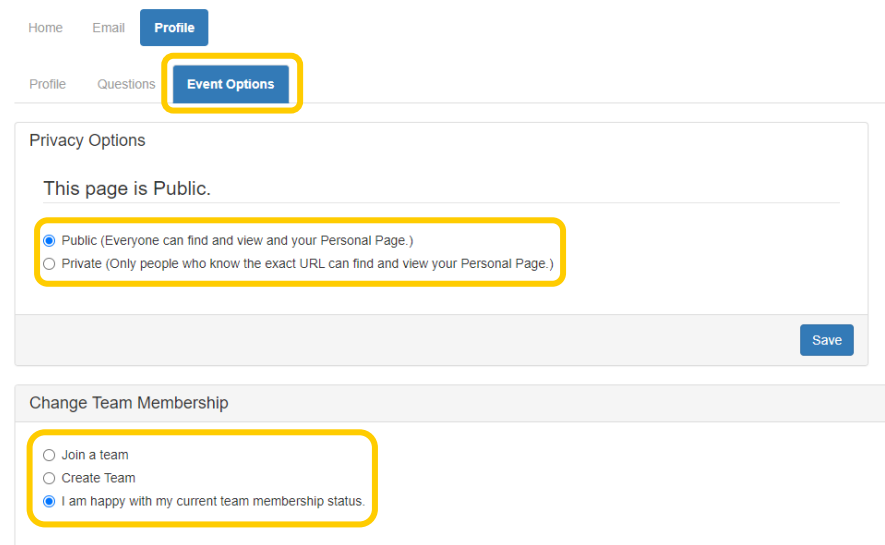
Profile **Questions** Event Options

Survey Responses

I would like to have all of my fundraising dollars go directly to UMGCC and to opt out of receiving fundraising premiums. *

Yes

And update your “Privacy Options” and team membership options:



Home Email **Profile**

Profile Questions **Event Options**

Privacy Options

This page is Public.

- Public (Everyone can find and view and your Personal Page.)
- Private (Only people who know the exact URL can find and view your Personal Page.)

Save

Change Team Membership

- Join a team
- Create Team
- I am happy with my current team membership status.



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.

The screenshot shows the top portion of the website. The main banner features the 16th anniversary logo for 'THE MARYLAND Half Marathon & 5k' on June 1, 2024, benefiting the University of Maryland Marlene and Stewart Greenebaum Comprehensive Cancer Center. A navigation bar includes links for 'UMMS FOUNDATION', 'EVENT INFO', 'FUNDRAISING', 'UMGCCC', and 'CONTACT'. Below this are four large buttons: 'REGISTER', 'SUPPORT A RUNNER', 'DONATE', and 'FIGHTING CANCER'. A central text block states '16 years of the Maryland Half Marathon & 5K', 'Registration is now open', 'JUNE 1, 2024', and 'at Maple Lawn in Howard County, MD'. On the right, there is a 'LOGIN' section with a 'Forgot Password?' link highlighted by a yellow box and a black arrow. Below the login section is a 'FUNDRAISING PROGRESS' section with a timer showing 86 days, 15 hours, 37 minutes, and 40 seconds, and social media icons for Facebook, Twitter, and YouTube.