

How to add contacts to your Participant Centre

Your Participant Centre provides you the option to connect to your Gmail or Yahoo account and easily import contacts. If you use an email provider other than these, contacts can be imported using any .csv (Excel) formatted file. The steps are outlined below.

1. Go to www.walkforalzheimer.ca and click '**Login**' at the top of the screen.

- Enter the Username and Password
- Click '**Submit**'
- Click the **name of the registered event**.

Participant Login

Welcome back, John | [Logout](#)

Participant Centre

Go to your Participant Centre to manage your fundraising and email friends and family.

You are registered for the following event(s):

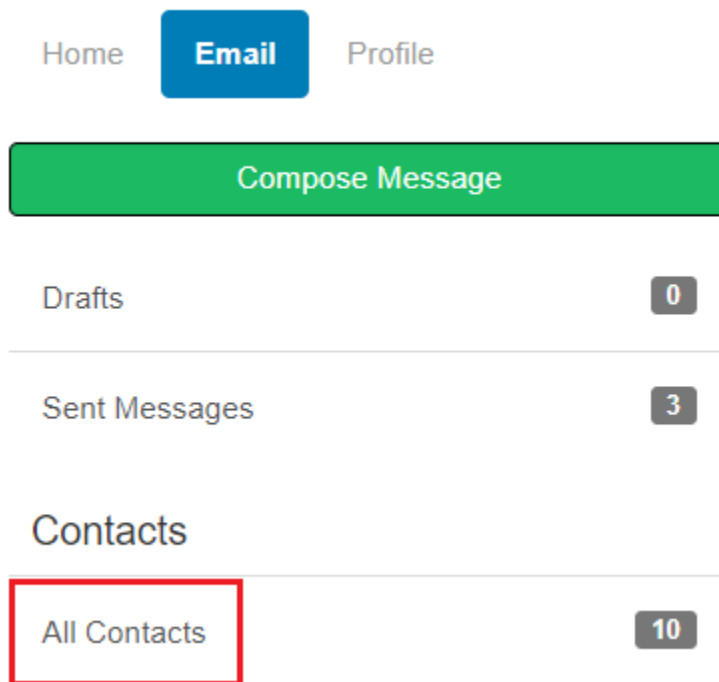
- [2020 New Walk Event](#)

Click on the name of the event, to proceed to your participant centre.

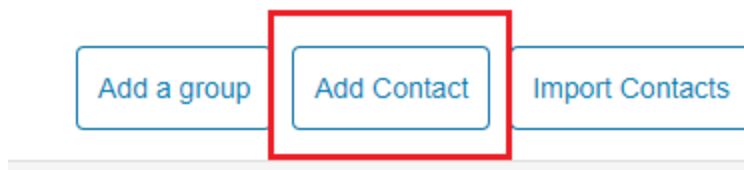
2. Click the '**Email**' tab



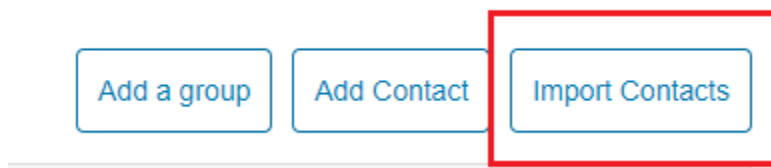
3. Under the **Contacts** section, select '**All Contacts**'



4. You may add a contact individually by selecting '**Add Contact**'



or you can import your contacts from your email client address book by clicking '**Import Contacts**'



5. If you are importing from Google or Yahoo, select one of those options and follow the prompts.

Import Contacts

Importing contacts from other email services into your Participant Center Address Book makes it easy to solicit donations, monitor who responded, and follow up with personal thank you notes.

- Import contacts from Gmail
- Import contacts from Yahoo! Mail
- Import my Address Book contacts from a generic .csv file

Cancel

Next

6. If you are importing from a .csv (Excel) file, follow steps 7-13 below.
7. Select the **'Import my Address Book contacts from a generic .csv file'** option
8. Browse to your .csv file on your computer

Import Contacts

Choose a .csv file to upload. Valid columns are "First", "Last", and "Email".

Select upload file:

Choose File No file chosen

Cancel

Next

9. Click the '**Next**' button
10. Review the mapping. Check the first name, last name and emails are in the correct column.
11. Click '**Next**'.
12. Choose which contacts you would like to import.
13. Click '**Next**'
14. The names you have selected will appear in your Contact list.