The Terry Fox Foundation

Terry Fox Run Registration FAQ





FAQ Topics

Where is my page?

I am in the 'My Profile' section. How do I get back to my page?

I created a team. Where is my team page?

How do I log in?

How do I send Emails?

How do I change my password?

How do I change my page image?

How do I change my page description?

How do I change my goal?

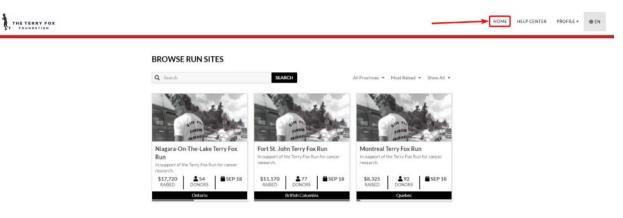
How do I change my custom page link?

How do I join or leave a team?

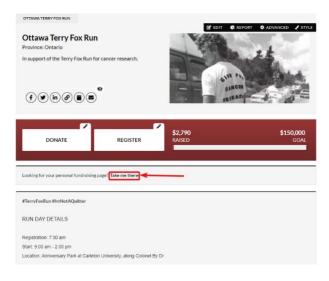


Where is my page?

When you first register and set your password, you will land on your personal page upon login. <u>We</u> <u>recommend bookmarking your page as a favorite for easy access.</u> If you happen to navigate away from your page, you can always get back to it by clicking on "Home" at the top and then searching for your Run site. **The Run site page lists your page name under "Participants" and you can click on it.**



You can always get back to your page by clicking on the "Take me there" link on your Run site page.





I am in the My Profile section. How do I get back to my page?

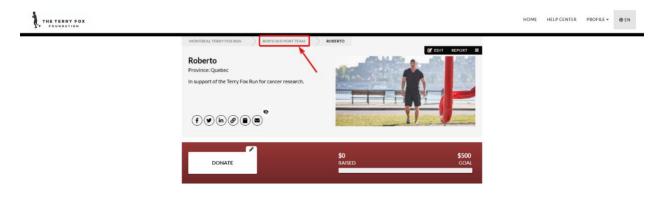
If you logged in to the "My Profile" section of the platform, you can find your page by clicking on "Home" at the top and then searching for your Run site location. <u>Note: We recommend bookmarking</u> your page as a favorite for easy access.

THE TERRY FOX		HOME HELP CENTER	PROFILE •	⊕ EN
MY PROFILE	My Profile			
My Settings		1		
My Receipts	Title First Name Last Name			
My Recurring Donations	Email Vented			
My Tax Receipts	Emain Volume			
	Change Password Required only if your word to change your password	_		
	Current Pastword			
	New Password Confirm Password			

If you were already on your page and navigated to "My Profile", you can get back to your page by simply clicking on the "Back" button on your browser.

I created a team. Where is my team page?

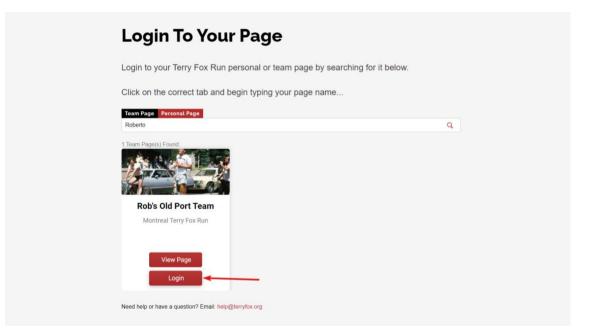
Once you log in to your personal page, you can find your team page by viewing the tabs at the top. Your team page is always the center tab. Your Run site location page is always on the left of both your team page and personal page. To make edits to your team page or send emails on behalf of your team, click on the tab to open it.



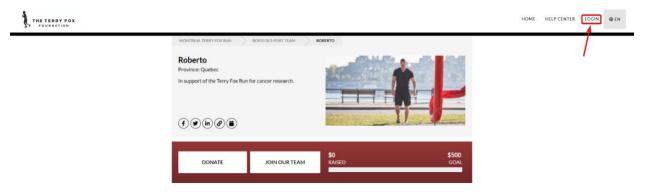


How do I log in?

On our website (terryfox.org), click on "Participant Login" at the top of the home page, and then on the red "Terry Fox Run" button. Now click on either "Personal Page" or "Team page", type in your name, and find yourself in the search.



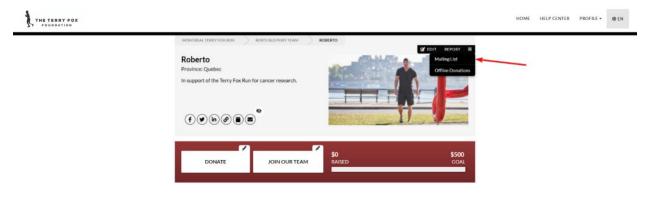
If you keep your page bookmarked for easy access, you can always log in directly at the top.





How do I send Emails?

Log in and go to your personal or team page and click the hamburger menu (the 3 horizontal lines) to the right of 'Edit" and "Report". **Click on "Mailing List." (Note: You can use either the mailing list on your personal or team page.).**



- 1. Click on "Contacts" and then "Add Contacts. Follow the instructions to add your contacts manually one by one, directly from your email client, or as a CSV file upload.
- 2. Click on "Back to Mailing List" and then on "New Campaign" to send an email.
- 3. Follow the instructions to choose your email recipients, add your preferred "From" email address, and select your email template. (Note: we have prepared some default templates for you Get Donors, Thank Donors, and Tell-A-Friend. You can use these as-is, or customize and save your own versions.
- 4. We recommend sending yourself a preview test before sending the email out to your contacts.
- 5. If your personal contacts or donors have an English language preference, the system will send them an English email.
- 6. Check the box next to "I confirm this message complies with my regional/national anti-spam laws."
- 7. Click Send.



How do I change my password?

Click on "Profile" at the top right of the page, and then on "My Profile" from the drop-down menu. On this page, you can change your password, set up Two-Factor Authentication, and change your name and your email.

THE TERRY FOX FOUNDATION		HOME	HELP CENTER	PROFILE -	⊕ EN
MY PROFILE	My Profile				
My Settings					
My Receipts	Title First Name Last Name				
My Recurring Donations	Email Writed				
My Tax Receipts					
	Change Password Required only if you want to change your paceword				
	Current Password				
	New Password Confirm Password				
	New Password Committe Password				
	Multi-Factor Authentication Add an estraliyer of security to protect your account	_			
	Use Multi-Factor Authentication @				
	Cancel Save				

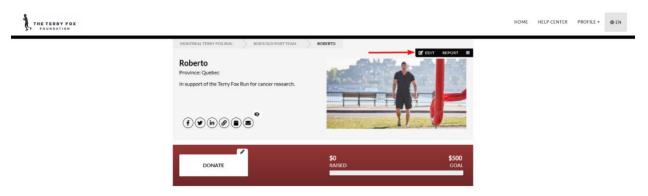
You can also retrieve your tax receipts from your personal donations

THE TERRY FOX		HOME HELP CENTER	PROFILE *	⊕ EN
MY PROFILE	My Profile			
My Settings				
My Receipts	Title First Name Last Name			
My Recurring Donations	Email Verified			
My Tax Receipts				
	Change Password Required only Pyrevents to change your password			
	Current Password			
	New Password Confirm Password			
	Multi-Factor Authentication Advancementation and the second secon			
	Use Multi Factor Autoestation 🖗			
	Cancel See			



How do I change my page image?

Log in and go to your personal or team page and click the "Edit" section.



Toggle the button next to "Use fundraiser's image and video" and then click on "Add Image (Reset Image)." Note the recommended dimensions are a width of 640px and a height of 320px, or a 2 to 1 aspect ratio.

MONTREAL TERRY FOX RUN ROB'S OLD PORT TEAM	ROBERTO	
Edit Page		
My page is bilingual Team Rob's Old Port Team: Change	3	
Name your personal page Roberto	Goal 0 \$500	۲
Name Your Personal Page Link https://un.terryfox.ca/page/robertocell_Charge		
Use fundralser's image and video 🗣		
I want to add a video (Youtube/Vimeo/Twitch) 😧		
Use default description text		

If your image is not the right size for the space at the top of your page, you can add it to your page description area.



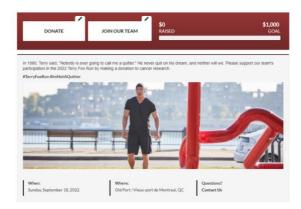


How do I change my page description?

Log in and go to your personal or team page and click the "Edit" section. Toggle the button next to "Use default description text" and enter your own text.

My page is bilingual 😧		
Team		
Rob's Old Port Team Change		
Name your personal page	Goal 😧	
Roberto	\$500	
Name Your Personal Page Link		
https://run.terryfox.ca/page/robertocell Charge		
Jse fundralser's image and video 😧		
Cover Photo (width: 640px, height: 320px)		
I want to add a video (Youtube/Vimeo/Twitch) 😧		
Use default description text 😧		

Note: You can add an image of any size in this section as well.



How do I change my goal?

Log in and go to your personal or team page and click the "Edit" section. You can add or change your goal.

My page is bilingual O		
Team		
Rob's Old Port Team change		
Name your personal page	Gost 😧	C
Roberto	\$500	
Name Your Personal Page Link		
https://run.terryfox.ca/page/robertocell_charge	× ×	
Use fundralser's image and video 🕢		
Cover Photo (width: 640ps, height: 320ps)		



How do I change my custom page link?

Log in and go to your personal or team page and click the "Edit" section. You can add or change your custom page link. Note that if you customize your link a second time, the previously shared version will no longer work. However, the original non-customized version (with numeric characters) will always work.

Goal 😧	
\$500	
1	

How do I join or leave a team?

Log in, go to your personal page, and click the "Edit" section. You can use the drop-down to leave, join, or create your own team. If you are joining a team, you will be able to search for any team across all locations in Canada (Under the "Choose Team" drop-down, check the box next to "Include teams from outside of this fundraiser."

My page is bilingual 🚱	
No team	Choose team
Join existing team	Rob's Old Port Team
Create a new team	Include teams from outside of this Run site locatio
Name your personal page	Goal 😧
Roberto	\$500
Name Your Personal Page Link Cancel	