# Parkinson's Moving Day App

# How To Guide

# Parkinson's Moving Day Mobile App User Guide

## What is the Parkinson's Moving Day Mobile App?

The Parkinson's Moving Day Mobile App is an application that you can download from the App Store or Google Play for fun and easy fundraising.

The app will allow you to:
- View your fundraising progress
- Easily ask for donations though Facebook, Twitter, LinkedIn, Snapchat, WhatsApp, text message, and email
- Schedule posts to Twitter and/or LinkedIn
- Thank donors through Facebook, Twitter, LinkedIn, Snapchat, WhatsApp, text, and email
- Enter credit card and check donations
- Update your personal fundraising page
- Customize your personal page photo by uploading an image from your mobile phone
- Add fun event elements to your photos such as stickers and logos, to make them unique to the event
- Watch your progress as well as your team's progress
- Monitor your team's success and reach out to members individually or as a group
- Customize your team's page photo
- Allow for mobile push notifications through your browser so you can be updated about the event

## How do I get the Parkinson's Moving Day Mobile App?

Visit the App Store or Google Play store and search for Parkinson's Moving Day. From there, downlod the app. You'll need to login with the username and password you created when you registered for Moving Day.



Not registered yet for Moving Day? You can download the app and then register through the app too! Once you download the app, you'll never have to download it again.

## Log In Screen

Once you have downloaded the app, tap on the app icon and wait for it to launch. On the login screen, enter the username and password you use for the Moving Day website. If you do not remember your username or password, tap the "**Forgot your password?**" link and follow the instructions on the page to have it sent to you. Please make sure to check your spam folder if you do not see the email in your inbox.

If you would like the app to rememer your username, tap the "**Remember me**" checkbox. This will keep your username populated so all you have to enter when you come back to the app is your password.

Please note: For your security, you will be automatically logged out of the app after 24 hours of inactivity. This is to ensure that your information, as well as your donors' information, is kept safe.
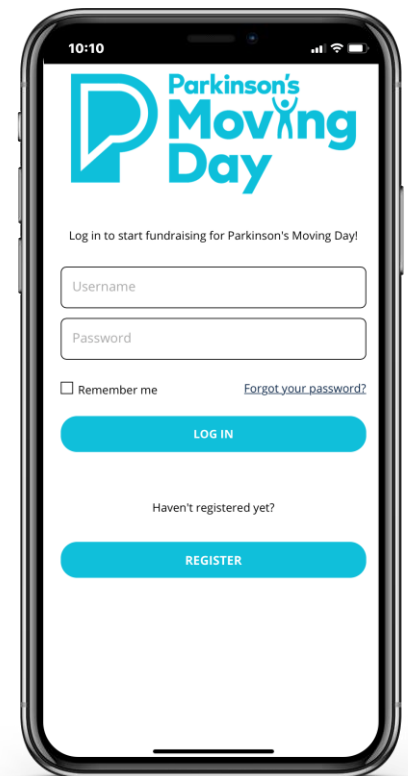
## Your App Homepage

On the home page, you will see:

- **Name of the event and event details**
    - Next to the event name is an arrow icon. Tapping on this icon will open up a new browser window on your mobile phone and take you to the event's home page so you can read any updates.
    - If you are registered for more than one event, you will see a down arrow icon. Tapping on this will allow you to switch from one event to another.

- **Fundraising progress bar**
    - Your personal fundraising progress bar shows how you are progressing towards your fundraising goal.
    - If you are a team captain or team member, you will see a fundraising progress bar that shows your team's progress towards your team goal.
    - To update your personal goal, tap on the pencil icon, and enter your new fundraising goal. If you are a team captain, you can edit both your personal goal and the team's goal.
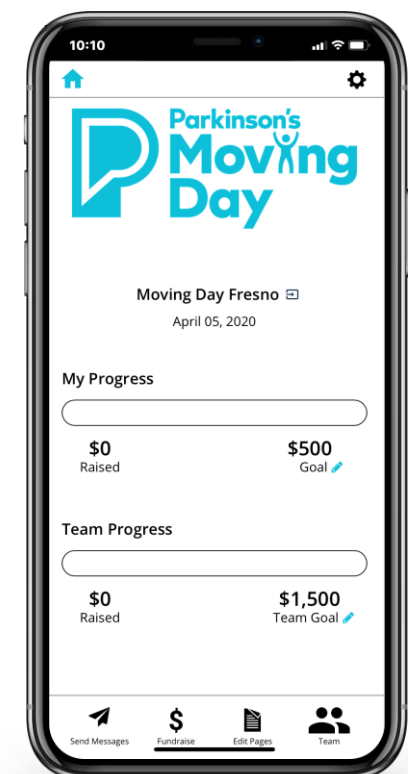
- **Facebook Fundraiser Banner**
  - You can easily create a Facebook Fundraiser from the mobile app. Simply, tap on the **Create a Facebook Fundraiser** banner and follow the prompted steps.
  - Users are also able to easily access their Facebook Fundraiser from the mobile app Facebook Fundraiser Banner by tapping on **Manage your Facebook Fundraiser** in the blue banner.

- **Badges**
  - As you achieve specific fundraising milestones and event goals, you will receive fun badges. Earned badges will dispay at the bottom of the screen.

## Send Messages in the Navigation Bar

When you first sign into the app you will see a pop up allowing you to select your preferred social channels. Make any adjustments if needed by tapping on an icon to disable or enable it. It is enabled when highlighted in color. Once you are done, select 'Save.' You can always adjust the social channel selections by going to the cog icon in the upper right corner of the screen and selecting Social Channels.
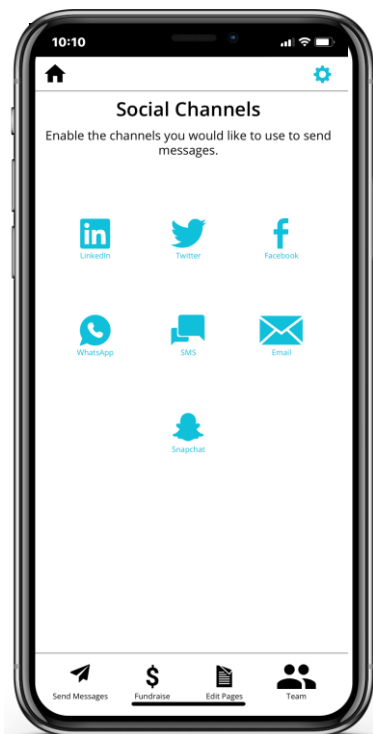
**To send a message**, tap on the plus icon to the right of the message header name. **Then, choose your preferred choice of channels**: Facebook, Twitter, LinkedIn, WhatsApp, Snapchat, text, or email. Messages must be sent one channel at a time. You will be able to update and personalize the messages – nothing is sent until you tap the "**post**" or "**send**" buttons!

*Are you a team captain? If so, you will see an additional "Recruit" tab next to the "Schedule" tab at the top of the screen. This tab offers sample recruiting messages to help you recruit new team members. Note: Only the team captain can see this tab.*
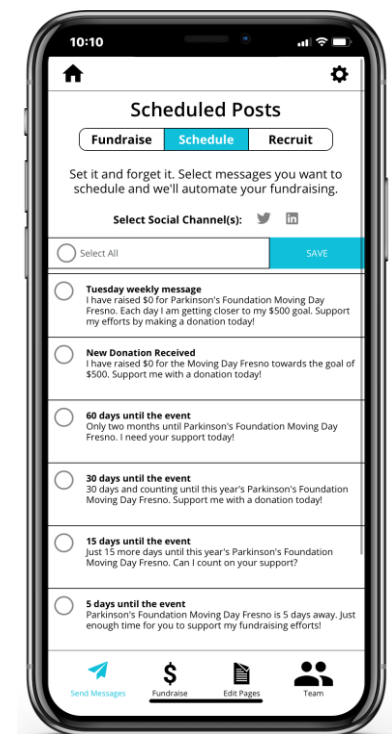
**Posting Using Facebook:**

Tap on the "Facebook" icon that appears when you select a message.
- The first time you select Facebook, you will need to connect the app to your Facebook account so it can post on your behalf. Just follow the instructions within the pop-up window to connect your account. You will only have to do this once.
- Select on the option to: 1) post a message or 2) post a video.
- If Message is selected, click on the post when you see the Facebook posting appear.
- If video option is selected, you will see a pop up alerting you that the content is being copied. Select **okay**. Then, the options to **Take a video** or **Select from camera roll** will appear. Make a selection, and when you are ready to post to Facebook you will paste the content that was automatically copied when selecting the okay button. Note: this step is very important as it will have a link to your personal page or personal donation page.

**Posting Using Email:**

- Tap on the "**envelope**" icon that appears when you select a message header.
- The email will pop open on your phone so you can choose the email address from your phone's address book. Emails will include a direct link to your personal page or personal donation form.
- Note: The app uses the native email on the mobile device. If the native email is not set up on the device, the envelope will not open. You can set up the native email by going to the mobile device settings.

**Posting Using Twitter:**

- Tap on the "**Twitter**" icon that appears when you select a message header.
- The first time you select Twitter, you will need to connect the app to your Twitter account so it can post on your behalf. Just follow the instructions within the pop-up window to connect your account. You will only have to do this once.
- After granting access you will see the option to send a Twitter message via **Take a Picture**, **Select From Camera Roll**, and **Use Logo Image**.
- Make your selection, then you will see a pop up with the message and button to tweet or cancel. Simply update the message, if necessary, then tweet!

**Posting Using Text:**

- Tap on the "**speech bubble**" icon that appears when you select a message header.
- When you tap on the text icon, the message will open up as a new text message on your phone. Add a phone number or select a contact from your address book, and select **Send**. Note: Each message will include a direct link to your personal donation page or personal donation form.

**Posting Using LinkedIn:**

Tap on the "**LinkedIn**" icon that appears when you select a message header.
- The first time you select LinkedIn, you will need to connect the app to your LinkedIn account so the app can post. Follow the instructions within the pop-up window to connect your account. Note: LinkedIn may require you to sign into your account each time you post for security reasons.
- Once LinkedIn has been authenticated there are two options to choose from to send your message: 1) **Share a post** or 2) **Send as a Private Message**. Make a posting selection, select paste on your device, and the default message will automatically appear. Make any edits you wish, then select post/send.
- Note: It is very important to paste the message as it includes a link to your personal page or personal donation page.

**Posting Using WhatsApp:**

- Tap on the "**WhatsApp**" icon.
- WhatsApp will open with your recent chats. Select the chat you would like to send a message to, or search for the person you wish to contact in the search bar.
- Tap on the circle next to their name to select them and the message you are sending will appear.
- Edit the default message or simply tap the send button.
  - Note: You must have WhatsApp installed on the mobile device to be able to send messages via WhatsApp.

**Posting Using Snapchat:**

- Tap on the Snapchat "**ghost**" icon.
- When you tap on the icon, you will see four (4) different options to post:
  - Take a video
  - Select a video from device
  - Take a picture
  - Select picture from device
- Make your selection, then the image or video should appear in the Snapchat app.
- Adjust the message and logo, make your story time unlimited, and share your story with your friends.
- Note: When your friends receive the Snapchat message, there will be a link at the bottom of the post. When they swipe up on the post they will be taken directly to your personal page or personal donation form.

# Scheduling Messages

On the "**Schedule Posts**" tab, you have the ability to set up messages to automatically post to LinkedIn and/or Twitter on a weekly basis or over the course of the remaining days leading up to the event.

*Please note that Facebook has been removed from scheduling due to a Facebook privacy policy. At this time, only Twitter and LinkedIn are options.*

**Understanding How to Select Social Channels:**
- To choose which social channels you would like to schedule automatic posts to, tap on the desired channel icon to enable it. It will be enabled when the icon is highlighted in another color.
- If you have not authenticated your Twitter and/or LinkedIn accounts yet, you may be asked to complete this step. Follow the prompts on the screen.

**Understanding How to Schedule/Unschedule All Messages:**
- To select all messages, simply tap on the checkbox next to "**Select All Messages**", choose your preferred social channel(s) to post to, and tap on the **Save** button to lock them in.
- To unschedule all messages, tap on the checkbox again, delesect the social channel(s) and tap **Save**.
- To select individual messages, tap on the radio button next to the message, select the desired social channel(s), and tap **Save**.
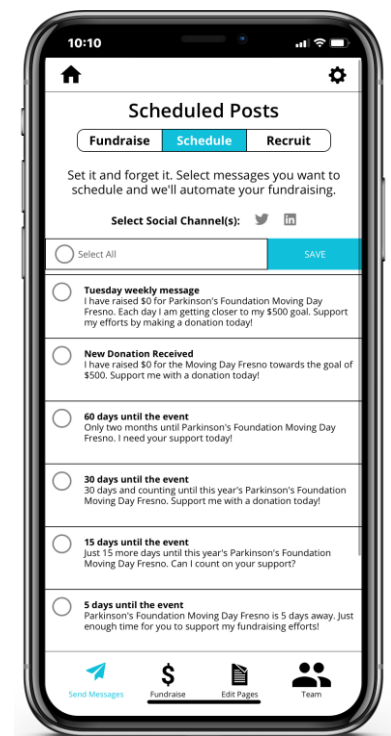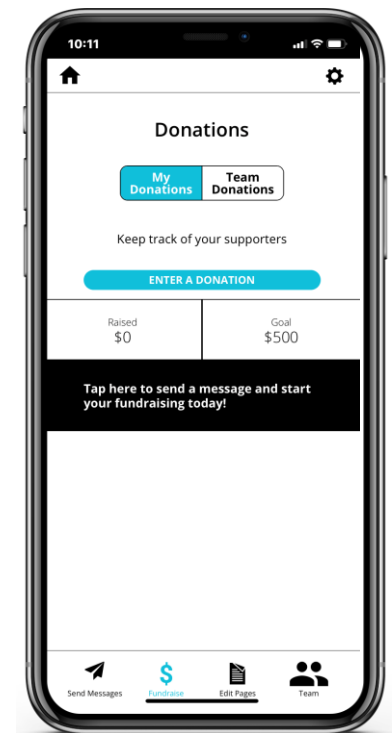
# Fundraise In the Navigation Bar

## Understanding My Donations

- In this section of the app, you can see your donors and thank them via various social channels. Your donor list is organized from oldest to newest, so to see the most recent donation, scroll down towards the bottom of the page.
- To thank your donors, you will have the same social channel options as "Send Messages": Facebook, Twitter, email, text, LinkedIn, WhatsApp, and Snapchat.
- Simply tap on the plus sign to the right of the donor's name and the social channel icons to choose from appear under their name.
- If you are a **team captain**, you will also have the option to see team donations under the **"Team Donations"** tab at the top of the screen.
- The "**Enter Donations**" tab at the top of the screen offers options to enter donations (ex. Credit Card, Check Deposit, Cash Donations).

# Edit Pages In the Navigation Bar

**Easily Manage Your Fundraising Page(s):**

In Edit My Page, customize your fundraising page right from the app. If you are a team captain, you can also edit your team page.

You can choose to:
- Share your page on Facebook by tapping the "**Share Page**" icon
- Copy the link to your personal page by tapping on the "**Copy Page Link**" icon
- Upload an image from your photo library on your phone
- Preview the page to see your changes on the event's website
- Customize your personal page link by tapping on the pencil icon and editing the URL.
- By tapping on the "**Edit My Story**" button you can edit your story and really make it your own. Don't forget to scroll up and hit the **save** button when you have completed your edits.

Are you a team captain? If so, you will see a **"Team"** tab next to the **"Personal"** tab at the top of the screen. This tab allows you to make edits to your team page. Note: Only team captains can see this tab.
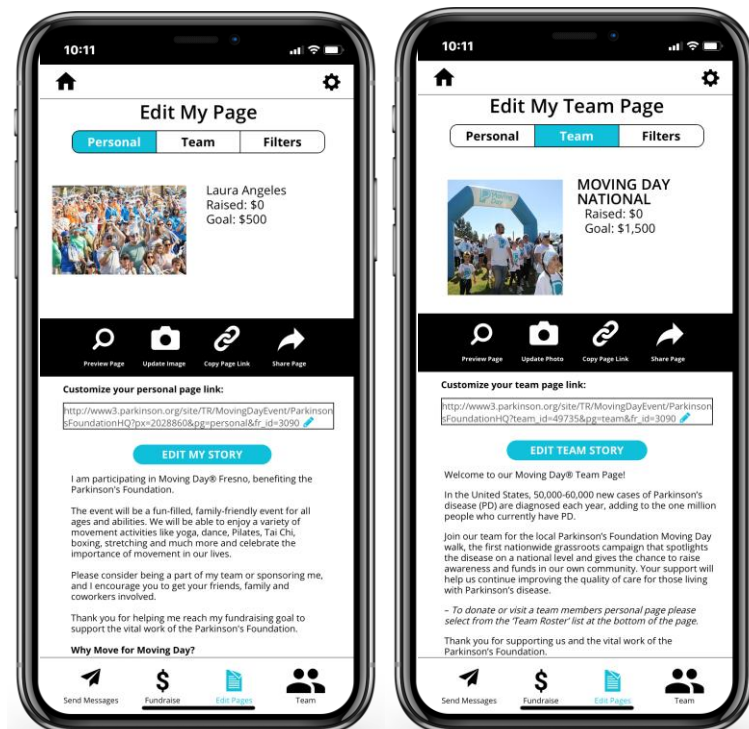
## Photo Filters

Get creative with the **Filters** tab!

Here, you can take a picture or select one from your camera roll and add a filter, logo, or stickers. Then, save and share it or set it as your image on your personal fundraising page.

1. Tap on "**Filters**" tab.
2. Take a picture or select one from your camera roll.
3. Once your picture is taken or selected, you can apply a filter, add icons, include an event specific logo and other fun enhancements.
4. After you finish your creation, tap Save. This will save the image to your device's photo library.
5. Tap on the "**Personal**" tab again and tap "**Upload Image**". Upload your filtered image and tap save. Now it is on your personal page!
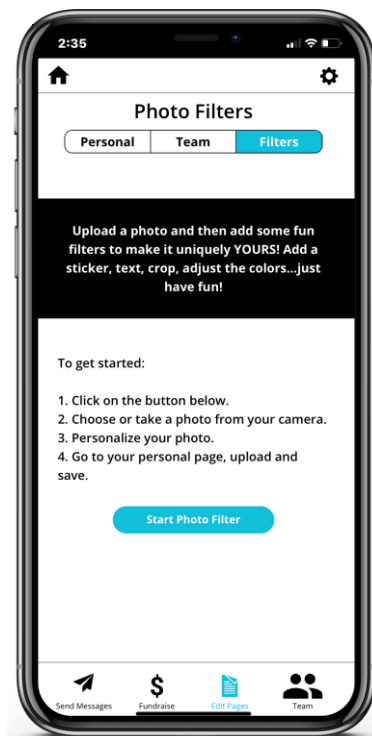
# Understanding the Team Section In the Navigation Bar

**Manage My Team**

- Managing your team's fundraising is easier than ever! Here you can:
- Review your overall team goal and how much you and your team have fundraised towards your team goal
- View your team roster
- If you have just logged in for the first time to the app, there might be a 15-minute delay to populate your team. If you do not see the team populated after 15 minutes, please reach out to our support team by tapping on the cog icon in the upper right corner of the screen and tapping **Need Help?**.
- View each team member's fundraising goal as well as how much they have individually raised towards their goal
- Email your entire team by tapping on "**Contact Team**"
- Note: You need to enter your own email address as the "sender" before sending the message! Only team members that have an email address on file will appear in the email.
- Email each team member individually to help coach them on their fundraising progress
- Edit your team name by clicking on the edit icon next to the team name
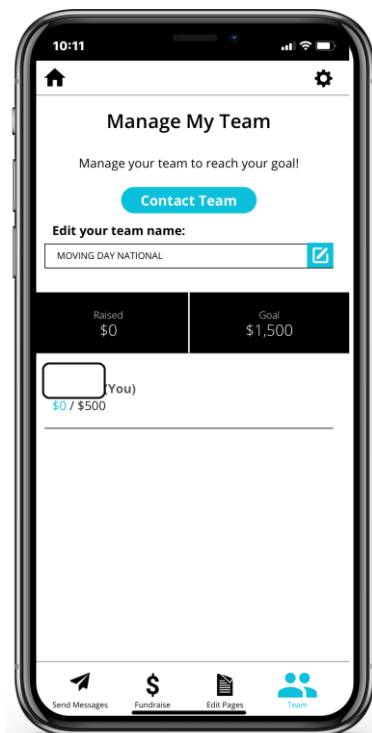
## My Account Settings

To view setting options for your account, click on the cog icon in the upper right-hand corner. Within this section, you will be able to:

- Switch between multiple events if you are registered for more than one Moving Day event.
- Ask any questions to the app support team by clicking on "**Need Help?**" or contact https://support.boundlessfundraising.com/support/home.
- Customize the social channel icons offered to you for sending messaging by adjusting your Social Channels preferences here. Tap on the social channel icons to enable or disable them. Remember, if it is colored it is enabled and if it is grey it is disabled.
- Log out of the app completely.

## My Fundraising Notifications

- To view all activity notifications, tap on the bell icon in upper right-hand corner.
- Notifications are sent when a new team member is registered, or a new donation is received.

## Activity Tracking

The activity tracker allows you to engage in and track your physical activity while you raise money for the Parkinson's Foundation. You can track your run, walk or other activity leading up to the event, the day of the event and 30 days after event day. You can also compare how your activity to others and, if you are part of a team, you can see where your team ranks in the event.
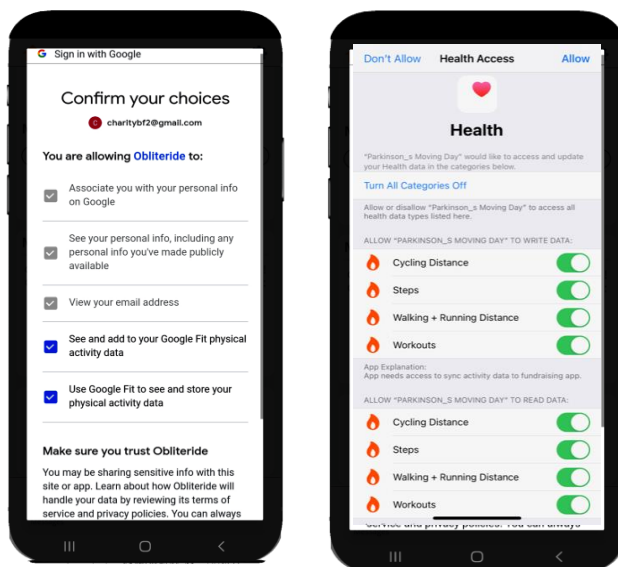
**How to Connect**
To start using the activity tracker, follow these steps:

Apple devices:  Click on the "**Connect to Apple Health**" icon
Android devices:  Click on the "**Connect to Google Fit**" icon
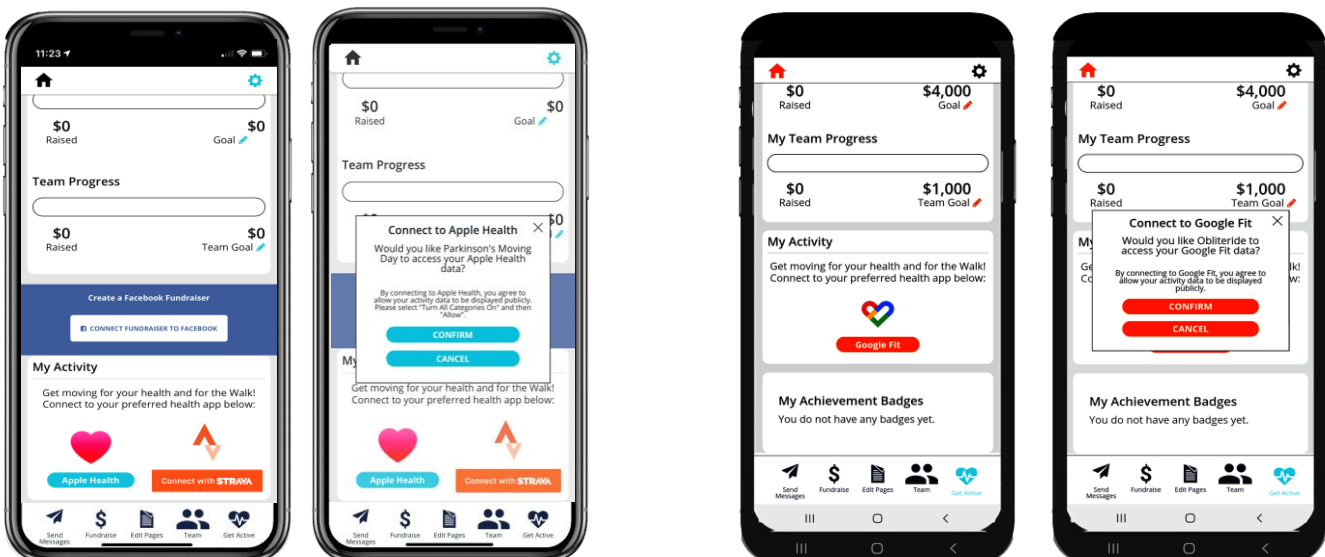
Provide authorization for Boundless Motion to retrieve your activity data.



**Note:** If you don't allow all categories to sync on iPhone, you may receive this message and will need to sync all health data. Go to **Settings** on our iPhone > Scroll down to the Health app > Select "Data Access & Devices" > Select Parkinson's Moving Day App > Select "Turn all Categories On".
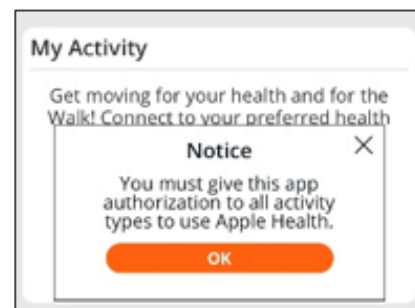


**Home Screen**
Your activity progress can also be easily accessed on your Home Screen. In addition to seeing your personal and team progress, you can quickly track activity from this screen, and edit your goals as well.
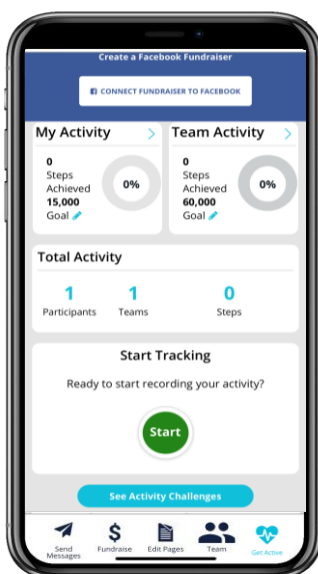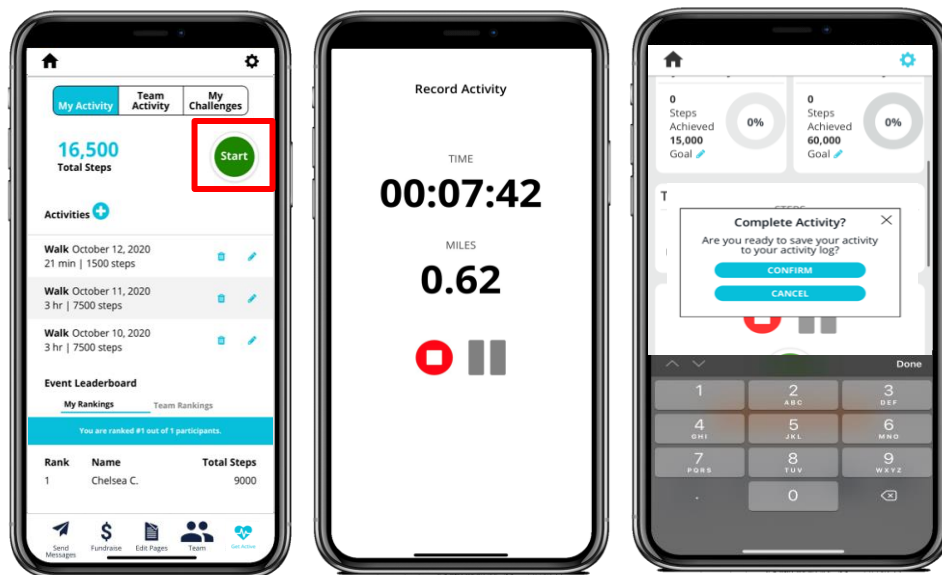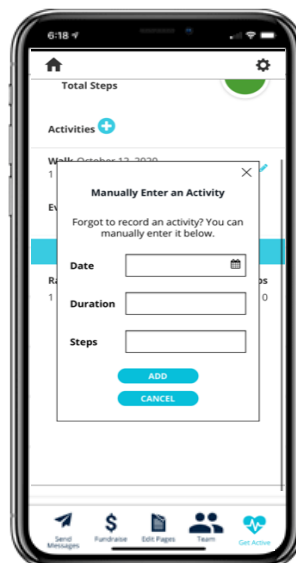
**My Activity**

If you already have an activity tracking device, such as an Apple Watch or Garmin, and the device is connected to either Apple Health or Google Fit, your historic activity data will automatically be added to Moving Day Activity Tracker.

If you do not have an activity tracking device, you can record your activity from within the activity tracker by clicking the green "**Start**" button. When you're done with your activity, you can press the red "**Stop**" button to save your workout.



If you forget to track an activity with a device, you can manually add your activity by clicking the "plus (**+**)" button next to activities.
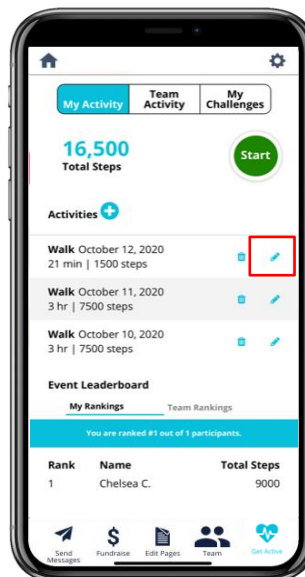
If you need to change or delete an activity, you can do so by clicking the pencil or trash bin icons.
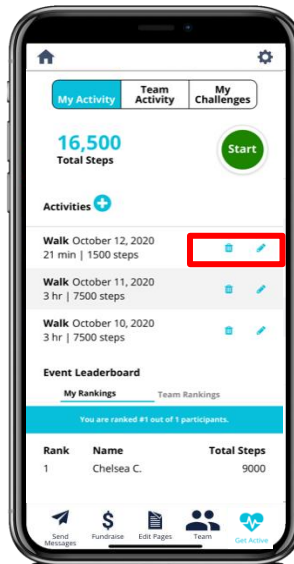
**Team Activity**

If you're a team captain, you can see all team members activity, the challenges they've achieved and the ability to contact them via email or the entire team. There are also team stats at the top of the page to show you your team's progress.

## Challenges

As you continue tracking your activity, you will be awarded challenge badges to recognize your achievements. These challenge badges are based on a streak of activity and/or total steps. Also, once you've been awarded a challenge badge you can share your achievement on various social feeds.