

## Import Contacts into Participant Centre

1. Visit [www.RideForHeart.ca](http://www.RideForHeart.ca) and login
2. Access your Participant Centre
3. On the right-hand side, click **Add Contacts**
4. On the right-hand side, click **Import Contacts**
5. Select your Email provider (gmail, yahoo, outlook), click **Next**
6. There will be a pop-up asking for consent to view contacts, click **Allow**, and **Next** back in your Participant Centre
7. Select which contacts to import (All contacts or only some), click **Next**
8. Click **Finished**

All your contacts will now be available under the Email tab in the Participant Centre navigation