Managing your Participant Center and Fundraising Page

**Edit your Personal Fundraising Page***
- Log in to www.chadhero.org and then click “PARTICIPANT CENTER” in the upper right-hand corner.
- Select “Edit Personal Page” from the menu on the right.
- Use the text boxes on this page to change the text on your personal fundraising page. Be sure to save your changes.
- Select “Photos/Video” from the menu on the right to upload a different photo to your personal page. Choose a new photo from your files to upload and select “Save/Upload.” Your photo cannot be larger than 300 x 400 or 4MB.

*Please note: participants who are registered by someone else will have their own user names, passwords, and personal fundraising pages. This includes children who are registered by parents.

**Change your Individual Fundraising Goal**
- Log in to www.chadhero.org and then click “PARTICIPANT CENTER” in the upper right-hand corner.
- Select “View Your Progress” from the menu on the right.
- Select the “change” option next to “My Goal.”
- Enter your new fundraising goal and click “Submit.”

**Share your Personal Fundraising Page**
- Visit www.chadhero.org and search for your name on the homepage under “SEARCH PARTICIPANTS.”
- Select your name. This will bring you to your personal fundraising page.
- From there, you can either copy the link in the search bar at the top of the page and share that or click on one of the icons under the word “SHARE” on the bottom right-hand side of your fundraising page to share your page through email or social media.

**Make a Donation to your Personal Fundraising Page***
- Visit www.chadhero.org and search for your name on the homepage under “SEARCH PARTICIPANTS.”
- Select the “Donate Now” option next to your name.
- Fill out the donation form.

*Please note: if a donation is made on your team fundraising page instead of on your individual fundraising page, that donation will be credited as a general donation to your team and you will not receive personal fundraising credit for it.

**Send a Fundraising Email through your Participant Center**
- Log in to www.chadhero.org and then click “PARTICIPANT CENTER” in the upper right-hand corner.
- Select “Send Email” from the menu on the right.
- Choose one of the email templates by clicking the circle next to your preferred email template. Then, click “Next.”
- Edit your email subject and text, then click “Next.”
- To choose your email recipients, select from existing contacts (if you are a returning participant) or create a new contact by clicking “add contact” and typing in your contact's information and clicking “add.” Once you are done adding recipients, click “Next.”
- Review your email. You can make changes by returning to the “Compose” tab. When you are ready to send, click the “Preview & Send” tab, then hit “Send.”

**Change your Personal Fundraising Page URL**
- Log in to www.chadhero.org and then click “PARTICIPANT CENTER” in the upper right-hand corner.
- Select “Edit Personal Page” from the menu on the right.
- Click “URL settings” next to “Personal Page URL.”
- Type a unique identifier, such as your name or nickname, into the text box to create a personalized link (this way you’ll have a shorter and more memorable URL to share).