

How to Edit Your Personal or Team Page Content

Things to consider:

- Personal and Team Fundraising Pages have default content when you register for an event. However, we highly recommend that you personalize your page(s) to tell your own (or your team's) story and why the event is important to you.
- Only team captains will have access to edit the Team Fundraising Page from their Participant Center.

STEP 1- Login to your Participant Center

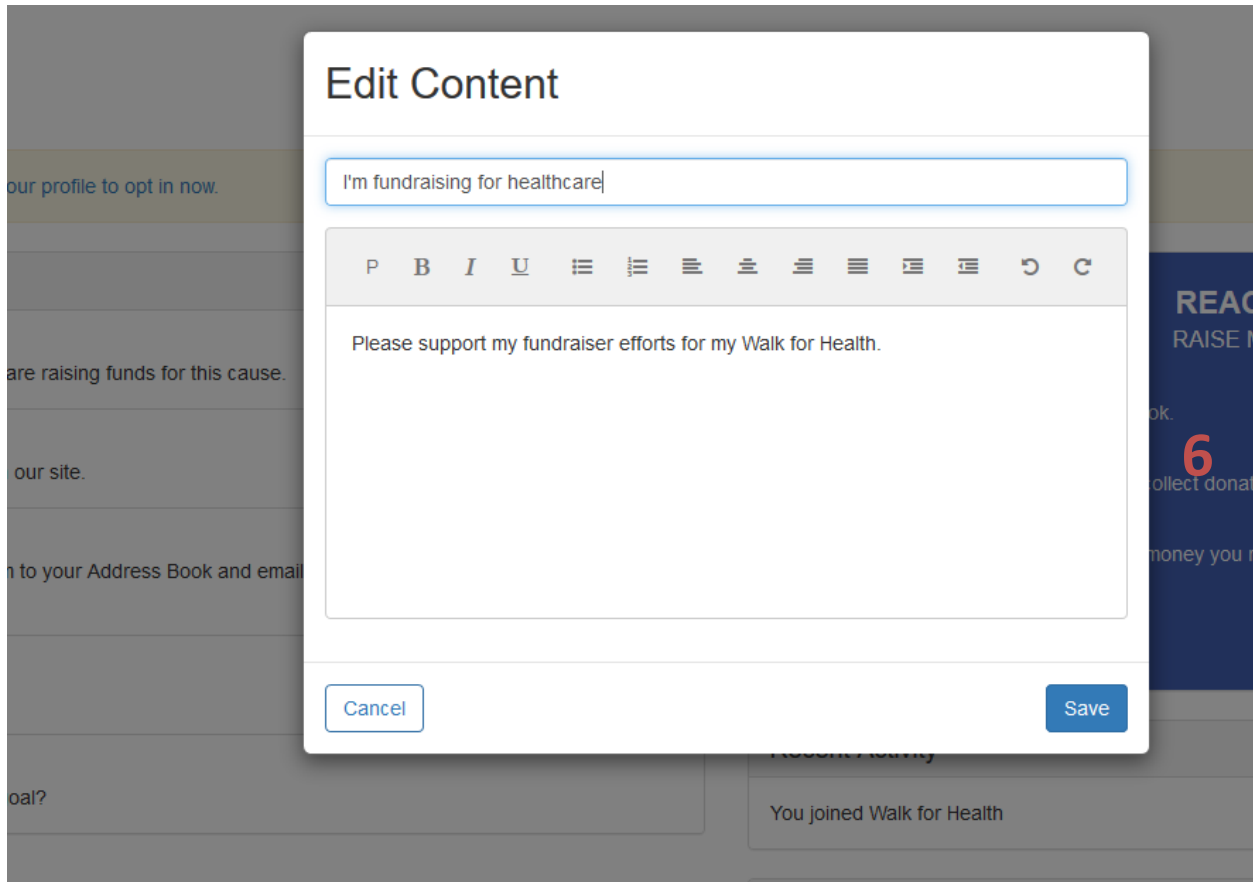
STEP 2- Click "Set up your Personal Page" or "Team Page" depending on which page you want to edit (If you are not a Team Captain, you will not see the Team Page tab.

What to do next?

1	Set up your Personal Page Customize your Personal Page with a story about why you are raising funds for this cause.
2	Add Contacts to Your Address Book Add contacts to email from your personal Address Book on our site.
3	Send an Email You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
4	Thank your Donors Thank your donors!
5	Set a Goal You have reached 0% of your goal. Can you set a higher goal?

-CONTINUE ON NEXT PAGE-

1. Type your header and body text for your personal fundraising page using the WYSIWYG editor.
2. Click Save.



*Note: After you click Save, you can click away from the editor window to move away from the screen.

-CONTINUE ON NEXT PAGE-

STEP 3- Update Media (photos or video)

Scroll down to the bottom right of the Participant Center.

Personal Page	
Personal Page URL: http://bbvateamc3.convio.net/site/TR/Events/General?px=1002062&pg=personal&fr_id=1060	URL Settings
Title I'm fundraising for healthcare	Edit Content
Body Please support my fundraiser efforts for my Walk for Health.	
Photos/Video	Update Media

1. Click "Update Media"
2. Choose whether you'll add a video or photos to your page from the drop down menu.

Update Media

You may add either photos or a video to your page.

Photos

Images must be .gif, .jpg or .png files.

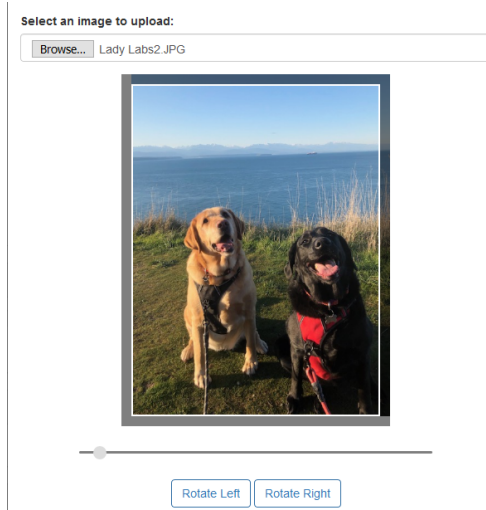
Select an image to upload:

Browse... No file selected.

Caption

Cancel Save/Upload

3. Click Browse to search for your media on your computer or mobile device.



Once your image is in the editor, you can rotate the image to the desired orientation. You can also change the orientation by zooming in closer or further on the subject.

4. Create a caption and click Save/Upload. The window will disappear once you click away from the media editor.

STEP 4-Edit your Personal Page URL

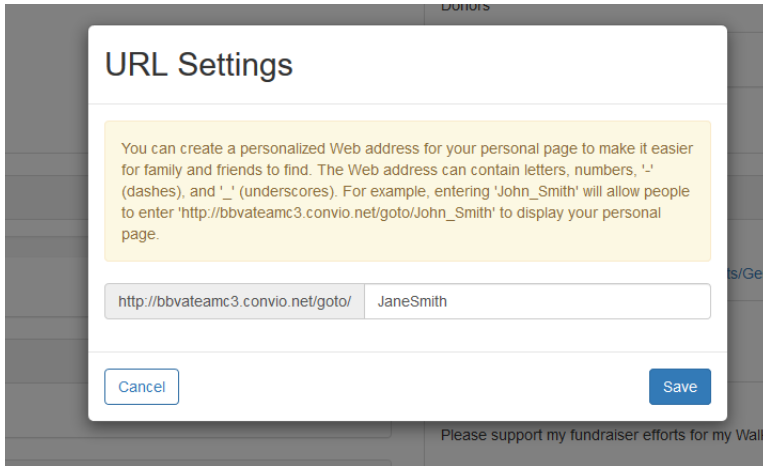
What is the Personal Page URL?

Once you've created your personal fundraising page, you have your very own URL address to get there. By default this can look quite lengthy, but there is a feature inside your Participant Center allows you personalize this URL which makes it easier to share with supporters. Paste the URL inside emails, on your Facebook and Twitter pages, or create small cards with this friendly URL to give supporters.

1. In the bottom left corner of the Participant Center find the Personal Page box. Click **“URL Settings”**.



2. Type in your name or if editing a URL for a team page, your team name.



3. Click **Save**.

Now your personal page is set up. If you ever wish to come back and edit your Personal Page, you may do so in this area at any time.

