How to Edit Your Fundraising Page

EDIT A PERSONAL PAGE

1. Log in to the fundraising website
   a. Click **"Login"** at the top of the home page.
   b. Enter your login information that you created when you registered.

2. Click **"Participant Center"** at the top of the page

3. Go to the section called **"Personal Page"**

   a. **Create a simplified URL to share in email and on social media**
      - Click "URL Settings"
      - Enter your desired text and click "Save"
      - Your new page URL will appear in the box. Copy and paste this into emails and to social media to direct people to your personal fundraising page.
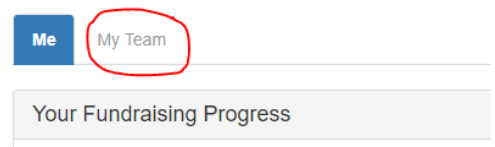
   b. **Enter a title & content for your page**
      - Click "Edit Content"
      - Enter the title and body text you want your page and click "Save"

   c. **Add a photo/video**
      - Click "Update Media"
      - Choose a photo or video from your computer
      - The system will prompt you to crop all photos to a tall rectangle (300 pixels wide by 400 pixels tall)
      - Click "Save/Upload"

EDIT A TEAM PAGE

1. Go to the section titled "Me" and "My Team" (above "Your Fundaising Progress")

2. Click on "My Team" and follow Step 3: a, b and c, as outlined above.

There are many other tools in the Participant Center to help you with your fundraising efforts! You can send fundraising emails to your contact list, enter offline donations, edit your fundraising goals and more! Have a look around and happy fundraising!