

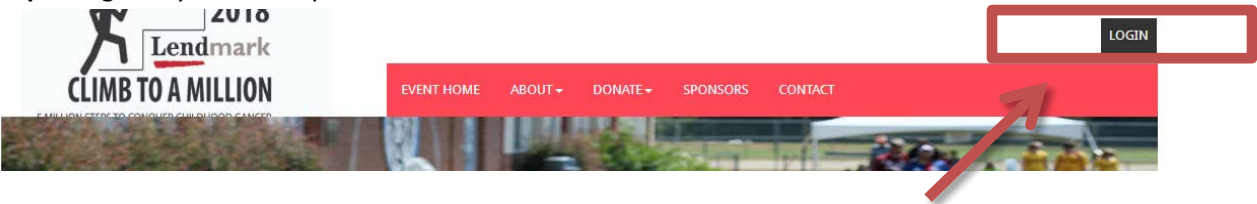
How to Edit Your Unique Web Address

NOTE: Your Participant Center is the online portal where you can check your fundraising progress, send email solicitations and thank you's, update your Personal Fundraising Web Page and more!

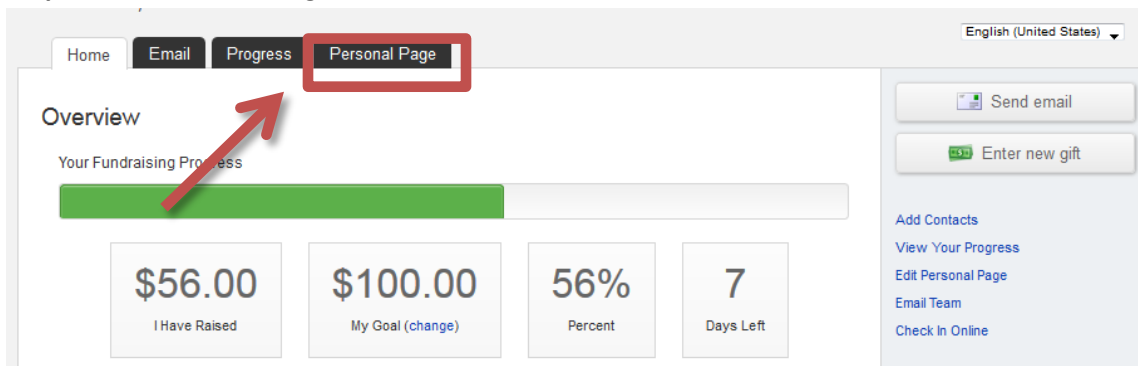
What is the Unique Web Address?

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 business cards with this friendly URL to give supporters

Step-1 Log into your Participant Center



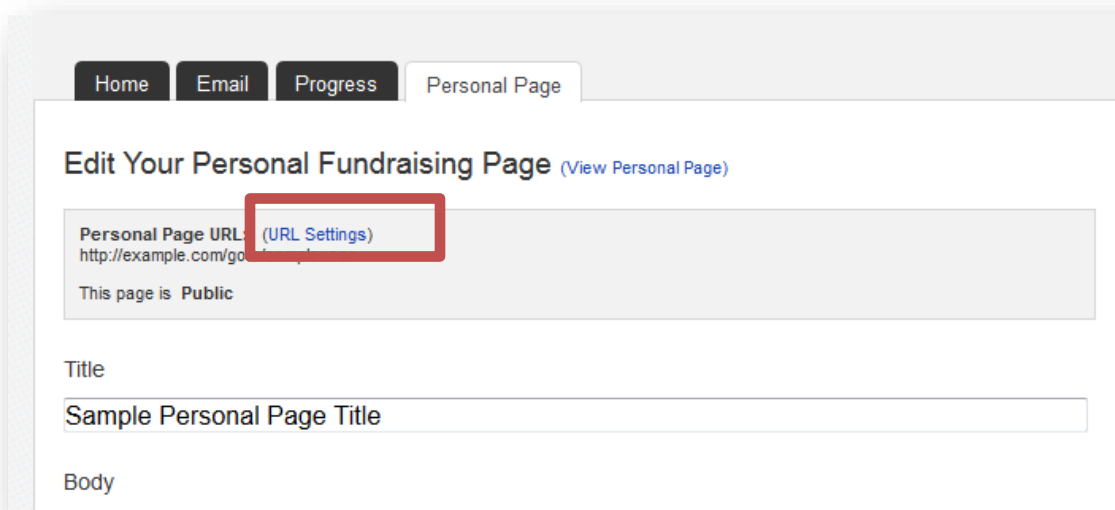
Step 2-Click "Personal Page"



-CONTINUE ON NEXT PAGE-

Organization Name
Event Manager Phone
Email
Website

STEP 3- Click “URL Settings” in the red outlined box



Home Email Progress Personal Page

Edit Your Personal Fundraising Page [\(View Personal Page\)](#)

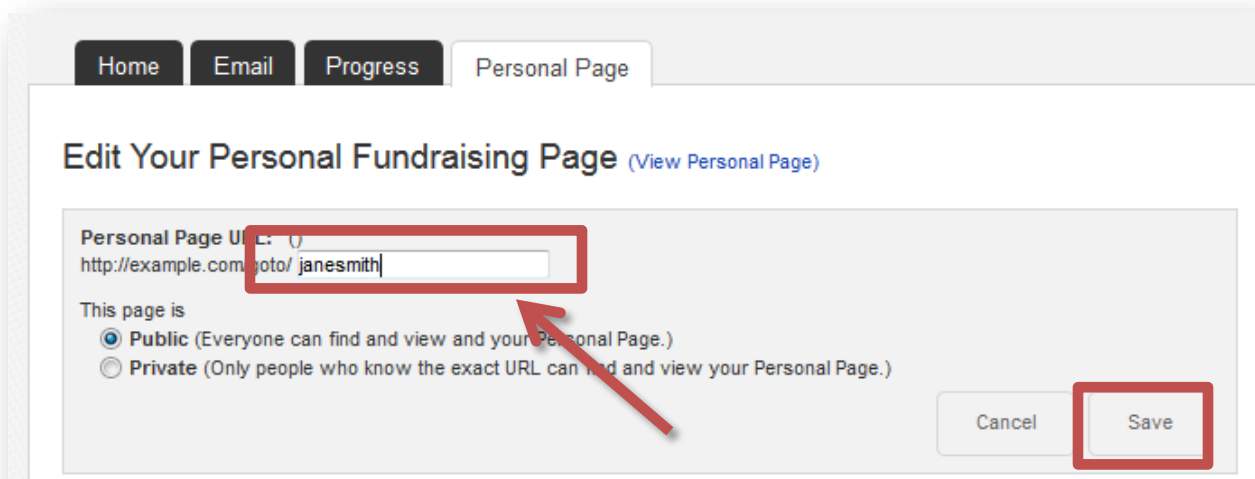
Personal Page URL: [\(URL Settings\)](#)
http://example.com/go/

This page is Public

Title
Sample Personal Page Title

Body

STEP 3- Insert your desired address in the text box (your name, nickname) and click “Save” to confirm changes.



Home Email Progress Personal Page

Edit Your Personal Fundraising Page [\(View Personal Page\)](#)

Personal Page URL:

This page is

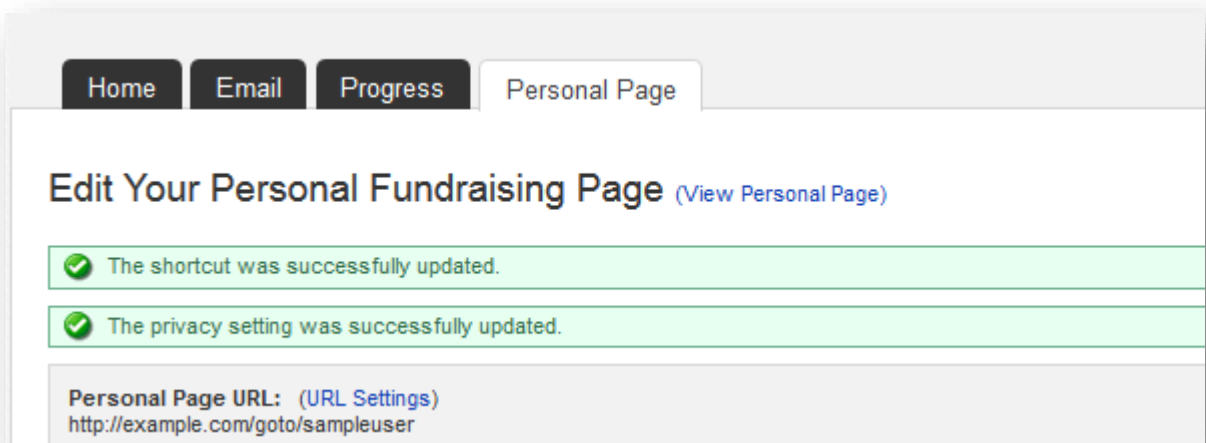
Public (Everyone can find and view and your Personal Page.)

Private (Only people who know the exact URL can find and view your Personal Page.)

Cancel Save

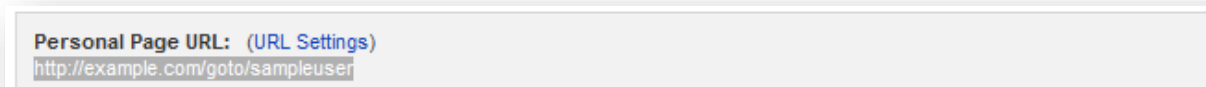
-CONTINUE ON NEXT PAGE-

STEP 4- A green confirmation message will appear on the page if your change was successful.



NOTE: You may receive an error if your custom URL is already taken, so try a different word, phrase to create your address. Also avoid using spaces or special characters (e.g. %&^\$, etc.)

STEP 5- Copy and paste your new custom link to share with friends and family in your email messages or on social networks



STEP 6- If you are a team captain, repeat these same steps but on the “Edit Your Team Page” tab so that you can customize your Team Fundraising Page’s website address.