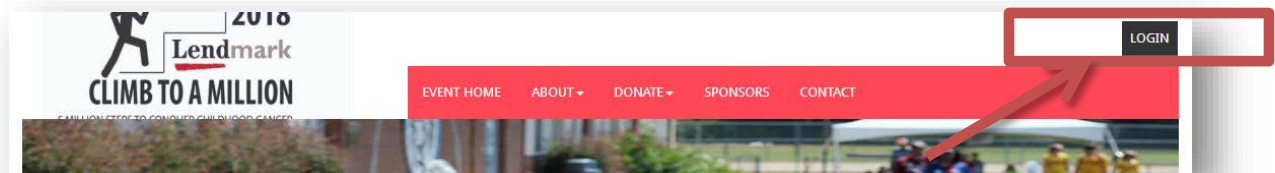


## How to Edit Your Personal or Team Page Content

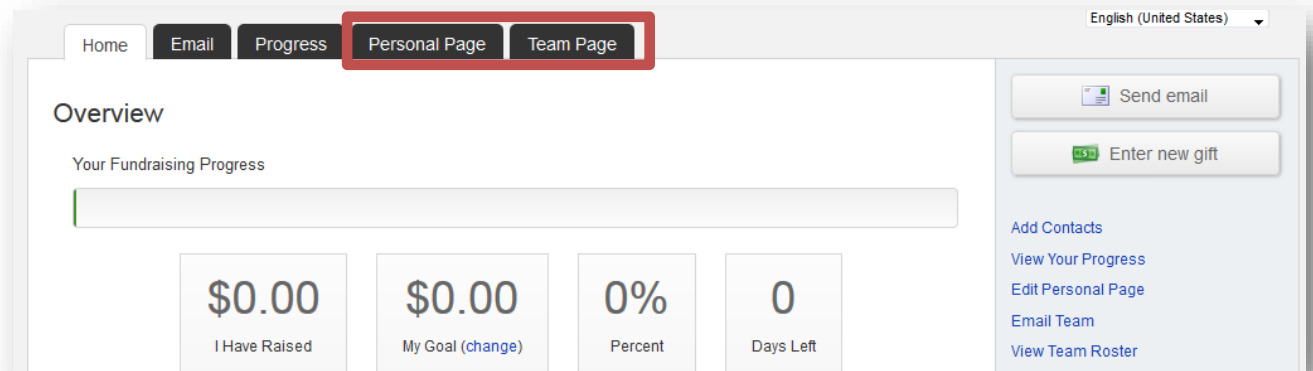
### Things to consider:

- 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 “Personal Page” or “Team Page”** depending on which page you want to edit (Remember if you are not a Team Captain, you will not see the Team Page tab).



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## The Parts of the Page

The screenshot shows a web interface for editing a personal fundraising page. At the top, there are navigation tabs: Home, Email, Progress, Personal Page (selected), and Team Page. A language dropdown is set to 'English (United States)'. The main heading is 'Edit Your Personal Fundraising Page' with a '(View Personal Page)' link. A red box highlights the 'Personal Page URL' field, which contains a long URL and a 'Public' status indicator. Below this is the 'Title' field with the text 'Welcome to My Personal Page'. The 'Body' section contains a rich text editor with a toolbar and a paragraph of placeholder text. At the bottom, there are 'Preview' and 'Save' buttons. On the right side, there are sections for 'Content', 'Photos/Video', and 'Components', with social media sharing icons for Facebook and Twitter.

1. Click to preview your page in a new window.

2. Click to edit your web address to share with others.

3. Edit the heading/title of your page.

4. Edit your message/personal story that appears on the page.

5. Click "Preview" to view your edits in a new window. Click "Save" to publish them and make them "live" on the website.

6. Share your page link with friends on Facebook or Twitter.

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6. Share your page link with friends on Facebook or Twitter.

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### STEP 3-Edit your content

You can edit the **TITLE** and **BODY** of your personal and/or team fundraising page content. Simply enter your text in the appropriate field.

### STEP 4-Preview and save your changes

1. Click **“Personal Page”** or **“Preview”** to open a new tab (see red arrows below) with your Personal Page to review your changes on your site.
2. Click **PREVIEW** at the bottom of the page to view your edits in a new window. Click **SAVE** to publish those changes and make them “live” on the webpage for the public to view.

(Follow the same steps for your Team Page if you made changes there. Reminder:only Team Captains will see the link to “Team Page” in their Participant Centers.)

The screenshot displays the 'Edit Your Personal Fundraising Page' interface. At the top, there are navigation tabs: Home, Email, Progress, Personal Page, and Team Page. The 'Personal Page' tab is active. A red box highlights the 'View Personal Page' link, with a red arrow pointing to it. Below this, the 'Personal Page URL' is shown as 'http://vateam.convio.net/site/TR/TestPrimaryType/General?px=1407728&pg=personal&fr\_id=8200'. The 'Title' field contains 'Welcome to My Personal Page'. The 'Body' field contains a rich text editor with the text: 'Thank you for visiting my personal fundraising page to support the American Health Society Walk event! Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.' At the bottom, the 'Preview' button is highlighted with a red box and a red arrow pointing to it. The 'Save' button is also visible. A note at the bottom states: 'The Preview will open in a new window, but will not save your changes.'

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**Other Features- please see additional guides for instructions**

- **Update your personal fundraising webpage address.** You can create a customized website address that is easier to share with family and friends via email and social networks.
- **Add a photo or video.** You can choose to add a photo or a video to your page to personalize your story more. **NOTE: You can pick either a photo or a video, but not both.**
- **Share on Facebook or Twitter.** Click the Facebook or Twitter icon to share your personal or team fundraising page directly with your family and friends on Facebook and Twitter.