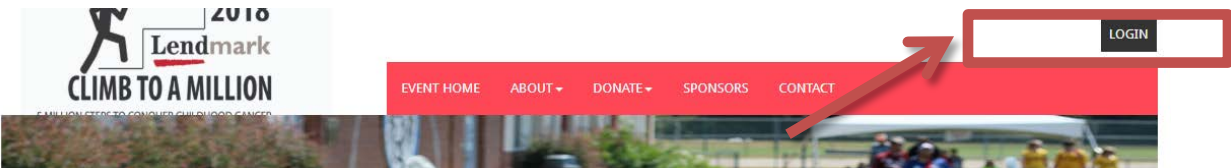


How to Upload a Photo or Video

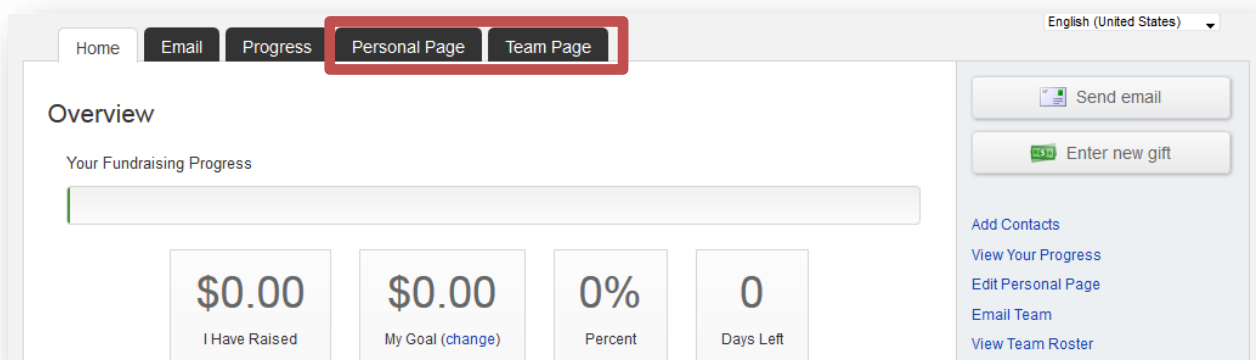
Some things to consider:

- Please be sure your photo is saved as a JPG, GIF, or PNG file type.
- Files must be smaller than 4 megabytes.
- Only YouTube video links are supported
- You may choose either a photo or a video link, but not both.
- You can add a different photo and video link on your Personal Fundraising Page, and if you're a team captain, on your Team Fundraising Page.

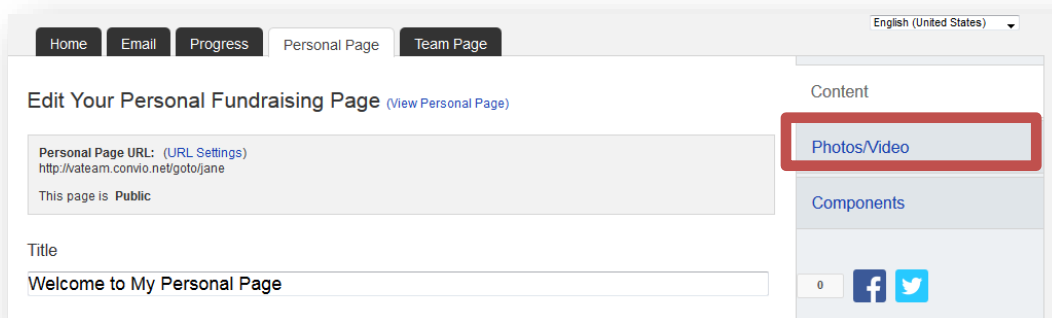
STEP 1- Login to your Participant Center



STEP 2- Click "Personal Page" or "Team Page" depending on which page you want to edit.



STEP 3- On the links on the right, click "Photo/Video"

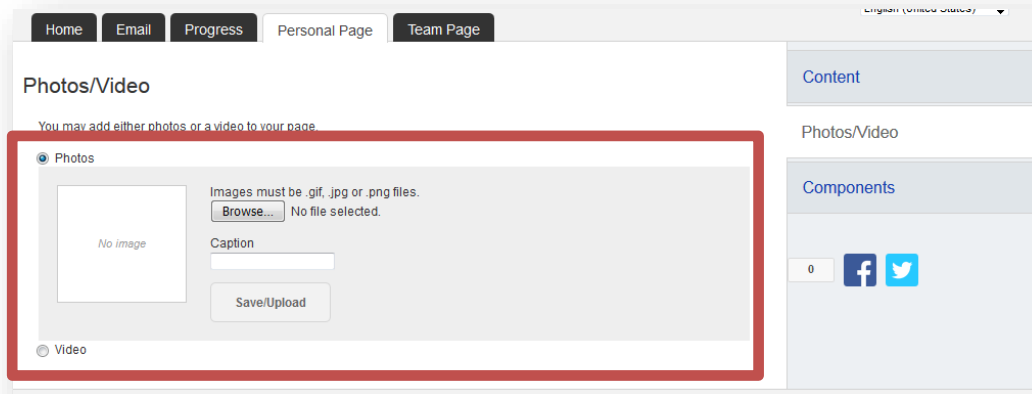


-CONTINUE ON NEXT PAGE-

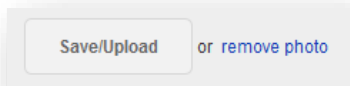
For a PHOTO

1. Click the button next to **Photo**.
2. Click the **Browse** button.

Locate the file on your local computer or shared network resource and click it to display its name in the **Find/Open File** window. A green message saying, **“The Photo Information Was Updated”** will display across the top of the page if your photo successfully uploads.

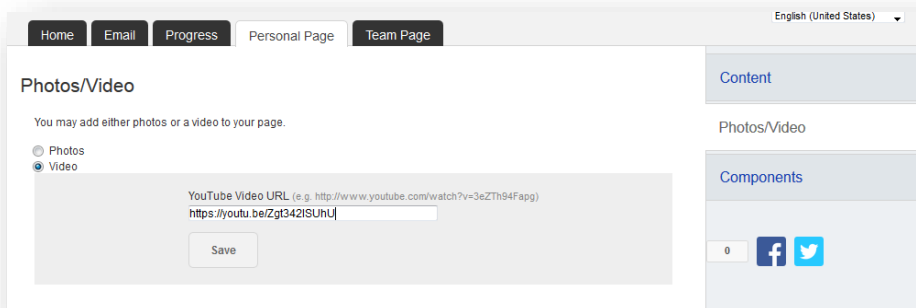


If you wish to change the photo click the **Remove Photo** link in the **Photo** area. Then repeat the steps above.



-CONTINUE ON

For a Video



-CONTINUE ON NEXT PAGE-

1. Click the button next to **Video**.
2. Enter a **YouTube website address** in the text entry field and click **“Save.”**

STEP 4-Preview Your Changes

1. Click the **“Personal Page”** tab at the top or click **“Content”**
2. Click **“View Personal Page”** or **“Preview”** to open a new tab (see red arrows in image on next page) with your Personal Page to review your changes on the site.

(If you are a team captain, follow the same steps for your Team Page if you made changes there.)

The screenshot shows 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 selected. Below the tabs, the page title is 'Edit Your Personal Fundraising Page' and there is a 'View Personal Page' link highlighted with a red box. The page URL is 'http://vateam.convio.net/goto/jane' and it is set to 'Public'. The 'Title' field contains 'Welcome to My Personal Page'. The 'Body' field contains the text 'Thank you for visiting my personal fundraising page to support the American Health Society Walk event!'. At the bottom right, there are 'Preview' and 'Save' buttons, with the 'Preview' button highlighted by a red box. A sidebar on the right shows 'Content' and 'Components' sections, with a 'Photos/Video' section and a 'Components' section containing a counter '0' and social media icons for Facebook and Twitter. A footer note states: 'The Preview will open in a new window, but will not save your changes.'