

# HOW TO EDIT YOUR PERSONAL OR TEAM PAGE



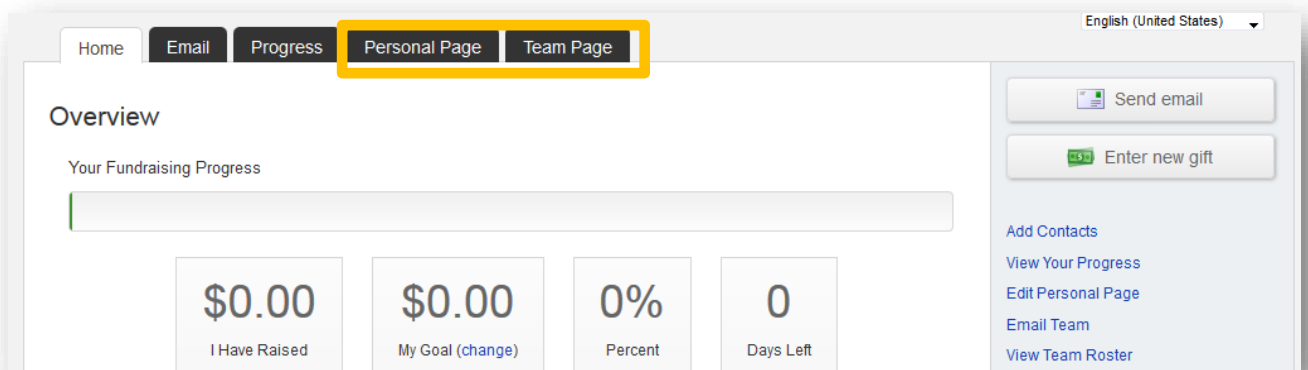
## Things to Consider:

- 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 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).



**-CONTINUE ON NEXT PAGE-**

### Step 3: Make and Publish Your Edits

The screenshot shows a web editor for 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 link to "View Personal Page". A yellow 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 features a rich text editor with a toolbar and a text area containing a thank-you message and placeholder text. At the bottom right, there are "Preview" and "Save" buttons. A footer note states: "The Preview will open in a new window, but will not save your changes." Red numbers 1 through 5 are overlaid on the image to indicate the steps described in the list below.

1. Click to preview your page in a new window.
2. Click to edit the URL to your personal fundraising page.
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

#### Please see additional guides for instructions

- How To: Access Your Participant Center
- How To: Upload a Photo to Your Fundraising Page