

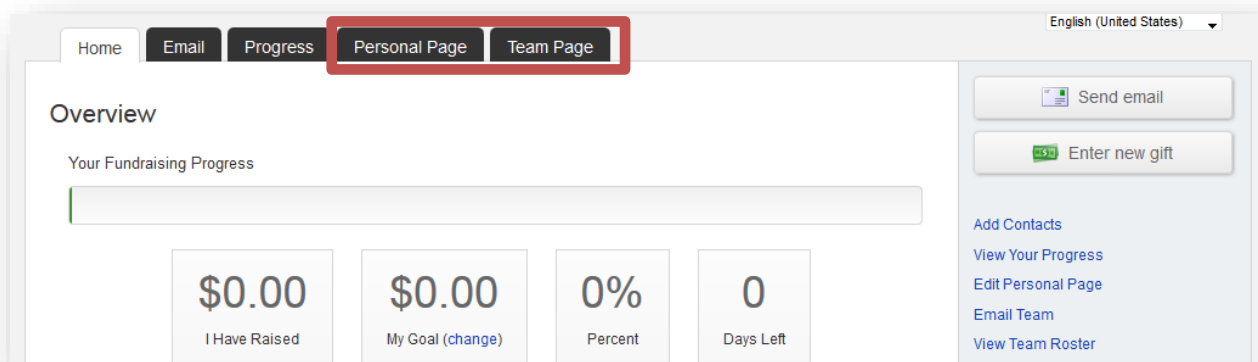
## How to Upload a Photo or Video

### Some things to consider:

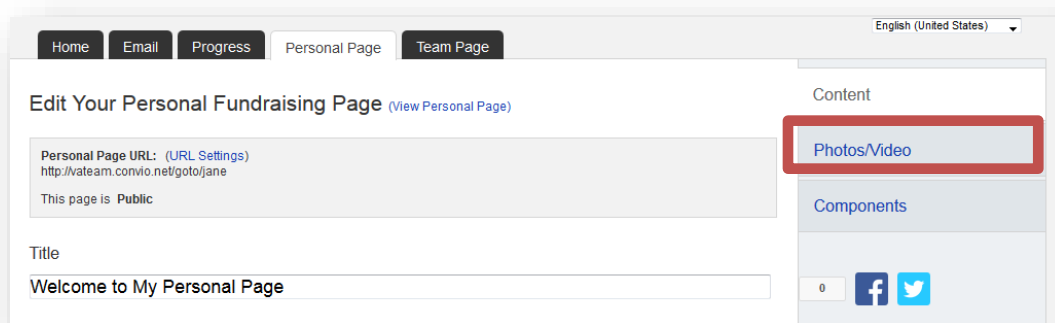
- Please be sure your photo is saved as a JPG, GIF, or PNG file type.
- Files must be smaller than 4 megabytes.
- Only YouTube video links are supported
- You may choose either a photo or a video link, but not both.
- You can add a different photo and video link on your Personal Fundraising Page, and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

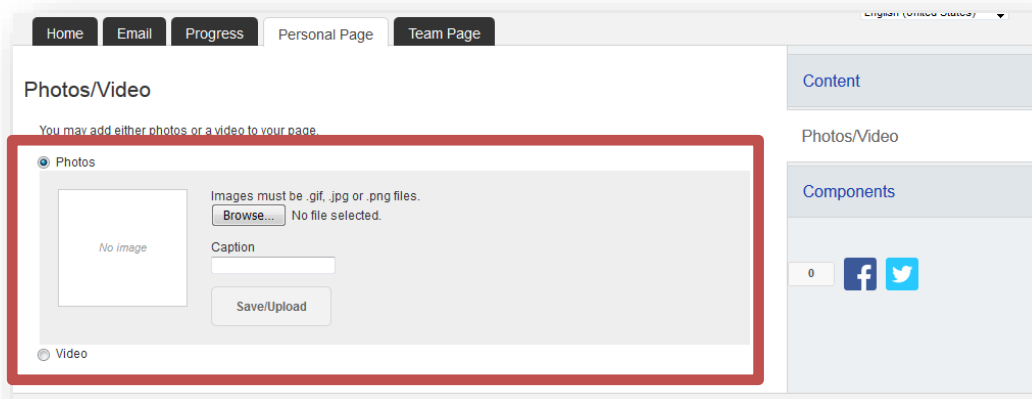


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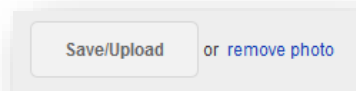
For a PHOTO

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.

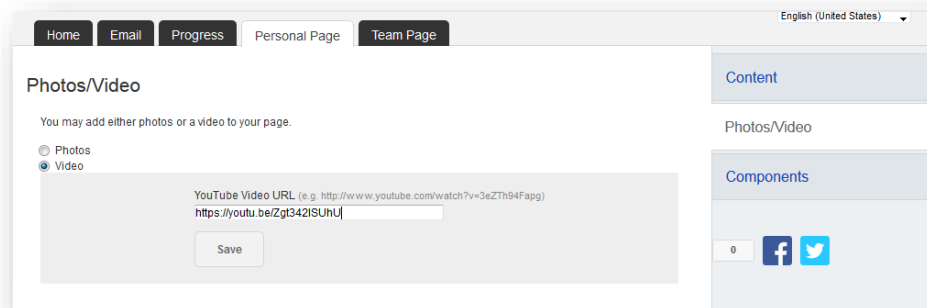


If you wish to change the photo click the **Remove Photo** link in the **Photo** area. Then repeat the steps above.



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### For a Video



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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.)

