

HOW TO UPLOAD A PHOTO OR VIDEO

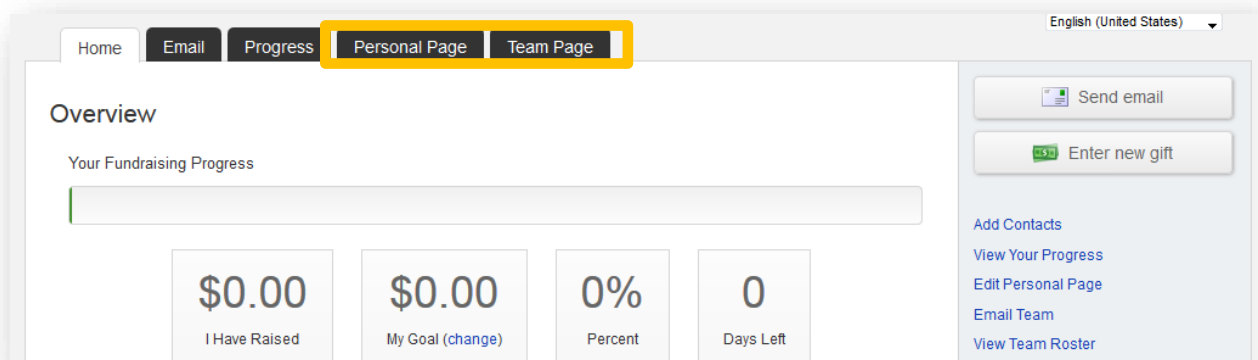
Some things to consider:

- 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 photos or a video link, but not both.

Step 1: Login to your Participant Center

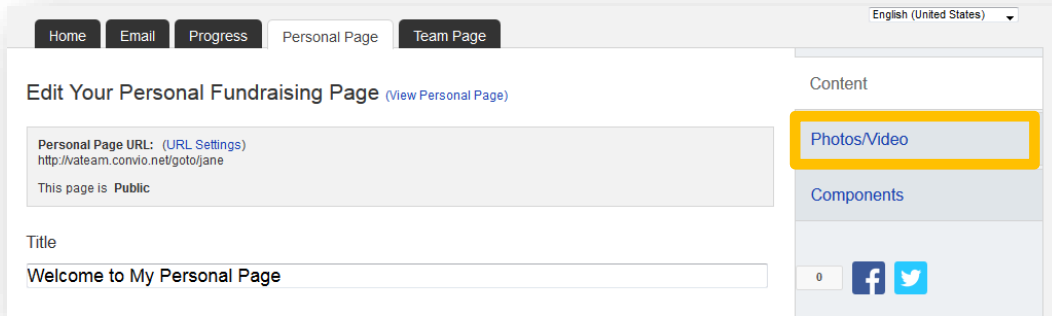


Step 2: Click "Personal Page" or "Team Page" depending on which page you want to edit. (Remember if you are not a Team Captain, you will not see the Team Page tab).



-CONTINUE ON NEXT PAGE-

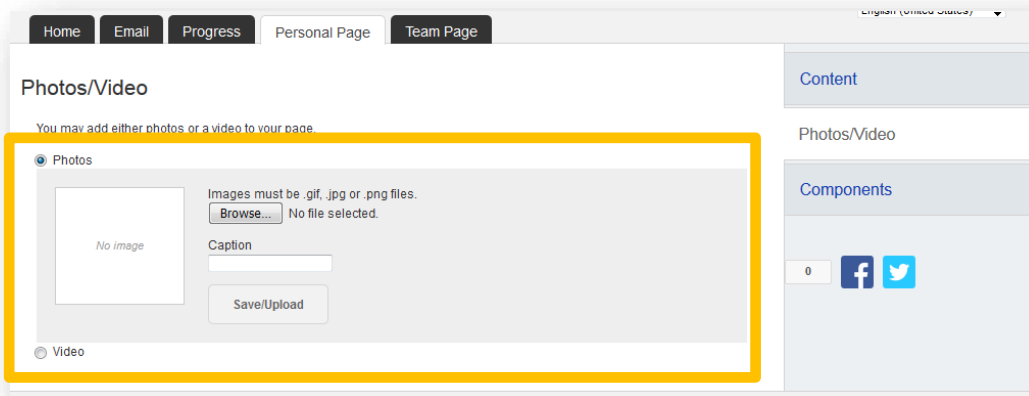
Step 3: On the links on the right, click "Photo/Video"



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

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

English (United States)

Home Email Progress Personal Page Team Page

Photos/Video

You may add either photos or a video to your page.

Photos
 Video

YouTube Video URL (e.g. <http://www.youtube.com/watch?v=3eZTh94Fagg>)
<https://youtu.be/Zgt342ISUhUj>

Save

Content

Photos/Video

Components

0

STEP 4-Preview Your Changes

English (United States)

Home Email Progress Personal Page Team Page

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

Personal Page URL: [\(URL Settings\)](#)
<http://vateam.convio.net/goto/jane>
This page is Public

Title
Welcome to My Personal Page

Body

Font family Font size

B *I* U

Thank you for visiting my personal fundraising page to support the American Health Society Walk event!

[Preview](#) [Save](#)

The Preview will open in a new window, but will not save your changes.

Content

Photos/Video

Components

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Please see additional guides for instructions

- How To: Access Your Participant Center
- How To: Edit Your Fundraising Page