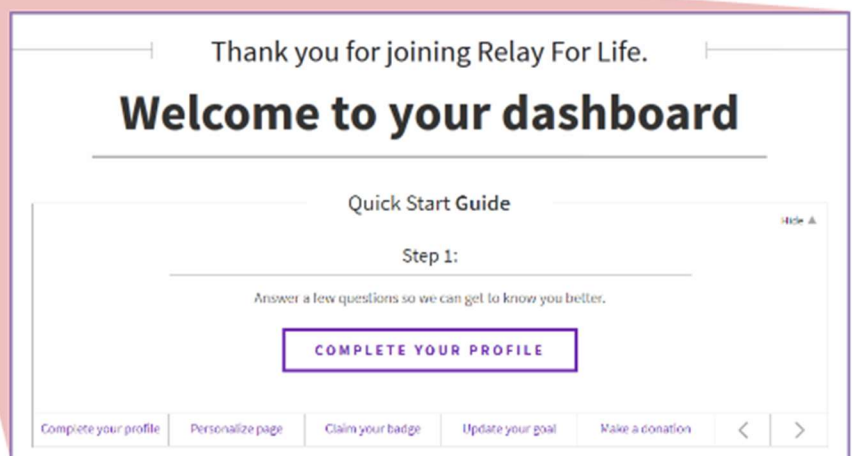
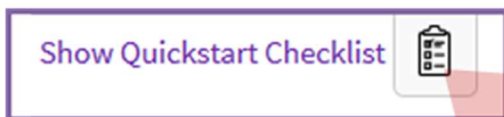
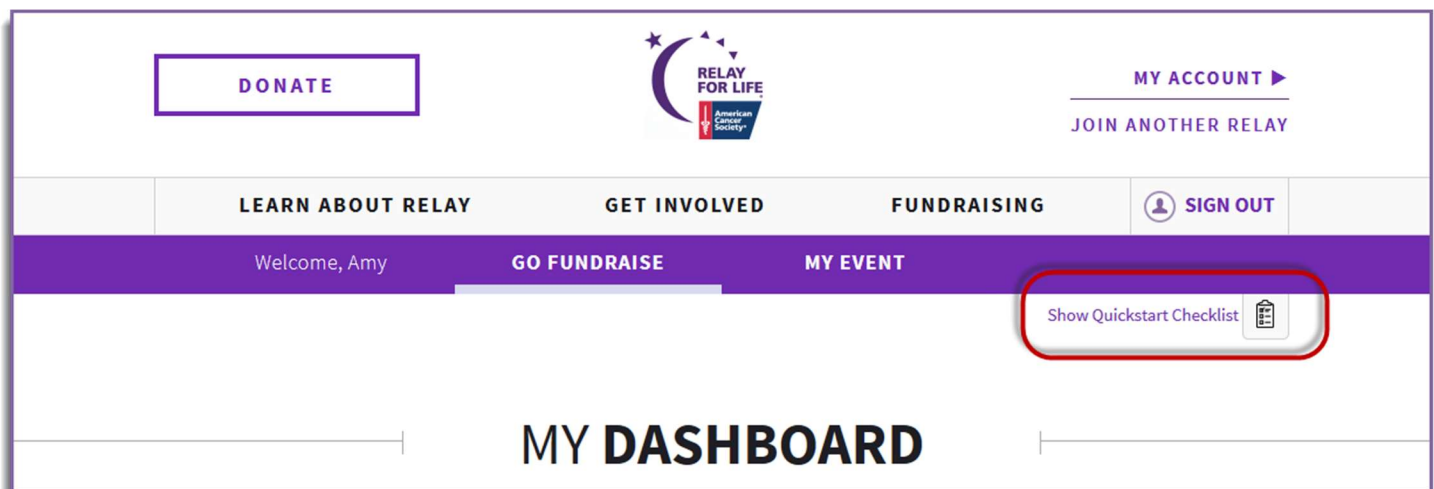


Chapter 3: Quick Start Guide

- [Access Your Quick Start Guide](#)
- [Complete Your Profile](#)
- [Personalize Your Page](#)
- [Claim Your Badge](#) (Survivors & Caregivers only)
- [Update Your Goal](#)
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Access Your Quick Start Guide

1. Log into your **Dashboard**.
2. If the Quick Start Guide is not displaying, click **Show Quickstart Checklist** in the upper right-hand corner.



3. Complete each of the steps in the Quick Start Guide to get your personal fundraising page ready for success.

Complete Your Profile

The screenshot shows a form titled "Complete Your Profile" with a close button (X) in the top right corner. Below the title is a subtitle: "Answer a few questions so we can get to know you better." The form is divided into sections by horizontal lines. The first section is "Participation Information". It contains the question "What is your team affiliation?" with a dropdown menu showing "Family". Below this is the question "Does your employer offer matching gifts?" with two buttons: "Yes" and "No". The second section contains the question "Are you interested in advocating for legislation to make cancer a top national priority through our partner organization ACS CAN?" with "Yes" and "No" buttons. The third section contains the question "Are you interested in becoming more involved with the American Cancer Society?" with "Yes" and "No" buttons. At the bottom of the form is a large purple button labeled "SAVE CHANGES" which is highlighted with a red rounded rectangle.

1. From the Quick Start Checklist, click "Complete Your Profile"
2. Tell us more about yourself! Answer only the questions you want.
3. Click **Save Changes** once finished.

Personalize Your Page


1. From the Quick Start Checklist, click "Personalize Page"
2. Add personal photos and/or a video.
3. Click **Save Changes** once finished

The screenshot shows a "Quick Start Guide" window with a "Hide A" button in the top right corner. It displays "Step 2:" with the instruction "Add photos and/or videos and update the 'Why I Relay' section." Below this is a purple button labeled "UPLOAD PHOTO AND/OR VIDEO". At the bottom is a navigation bar with four tabs: "Complete your profile", "Personalize page", "Update your goal", and "Make a donation". The "Personalize page" tab is currently selected. Navigation arrows are located to the right of the tabs.

The screenshot shows a form titled "Upload Photos and/or Video" with a close button (X) in the top right corner. It contains the text: "You can personalize your fundraising page with up to 2 photos and a video. Photos must be .jpeg or .gif files smaller than 4MB. Photos will be resized to fit in the available space." Below this are two photo upload areas, "Photo 1" and "Photo 2", each with a grid of icons and a "Caption (optional)" label. Below the photo areas is a "YouTube URL:" label and a text input field. At the bottom is a large purple button labeled "SAVE CHANGES".

Claim Your Badge (Survivors & Caregivers only)

1. From the Quick Start Checklist, click “Claim your badge”



Quick Start Guide

Step 3:

You indicated that you are a cancer survivor or caregiver.

Would you like to display the survivor or caregiver badge(s) on your personal page?

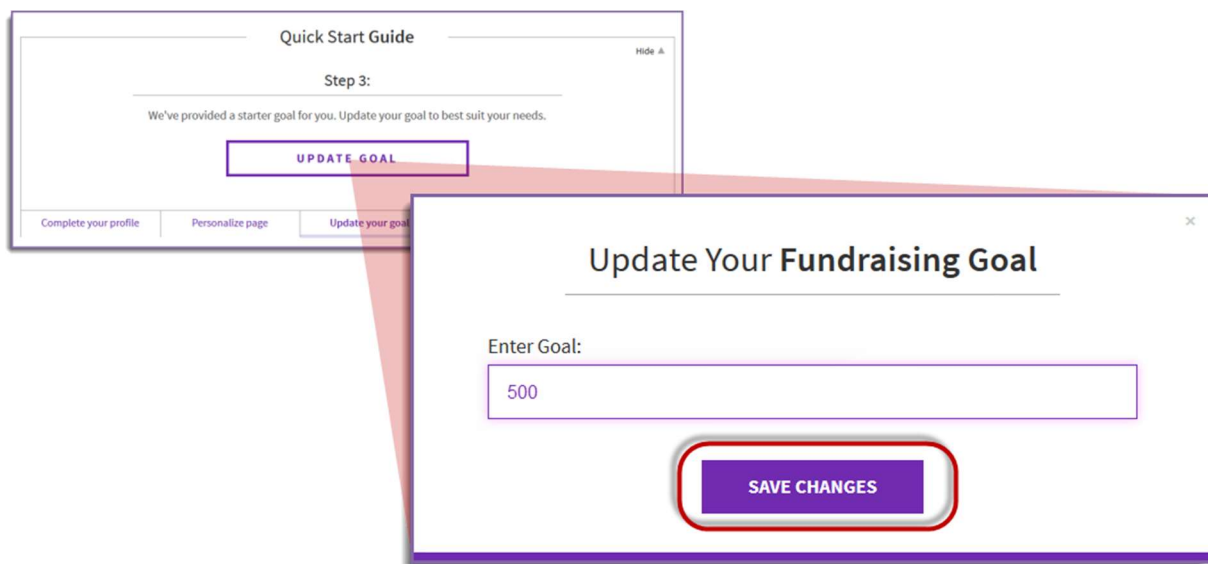
Yes No

Complete your profile Personalize page Claim your badge Update your goal Make a donation < >

2. If you wish to display your Survivor/Caregiver badge on your personal fundraising page, click **Yes**

Update Your Goal

1. From the Quick Start Checklist, click “Update Your Goal”



Quick Start Guide

Step 3:

We've provided a starter goal for you. Update your goal to best suit your needs.

UPDATE GOAL

Complete your profile Personalize page Update your goal

Update Your Fundraising Goal

Enter Goal:

500

SAVE CHANGES

2. Enter your new goal.
3. Click **Save Changes** once finished

Make a Donation

1. From the Quick Start Checklist, click “Make a Donation.”

Quick Start Guide

Step 4:

Get your fundraising started by making a self-donation.

MAKE A DONATION

How much would you like to donate?

\$ 50 \$ 100 \$ 200 OTHER DONATE

2. Select amount, or enter another amount and click **Donate**.
3. You will be taken to the donation form to complete the personal donation process.