

## Chapter 6: Manage Your Personal/Team Page

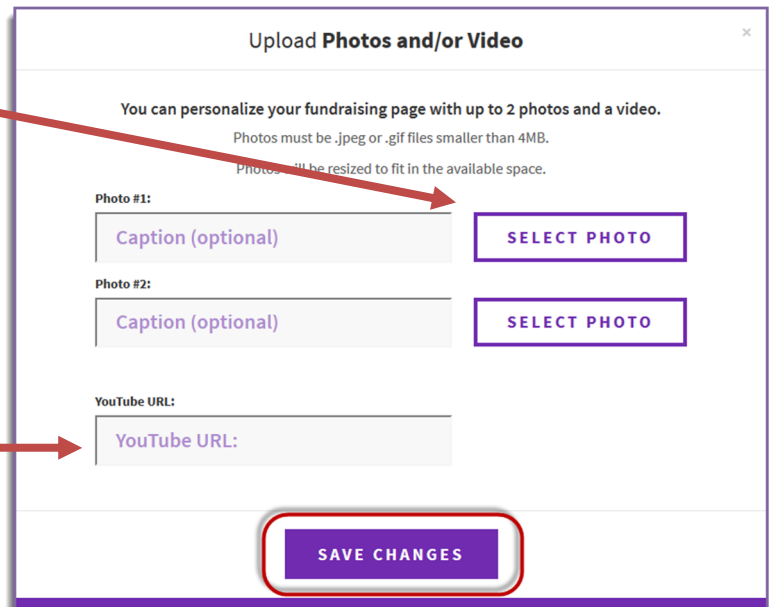
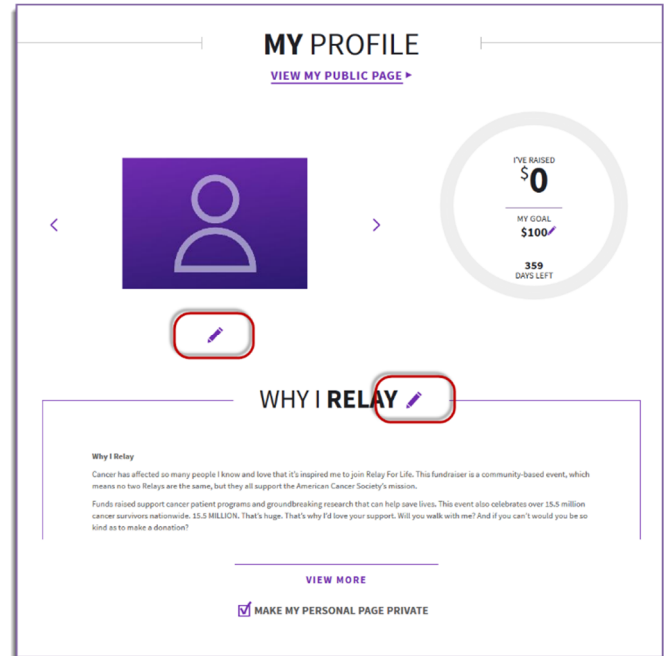
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### Edit Your Personal/Team Page

1. Log into your personal or team **Relay Dashboard**
2. Scroll down to the **Profile** section of the dashboard.
3. Your profile management tools will appear

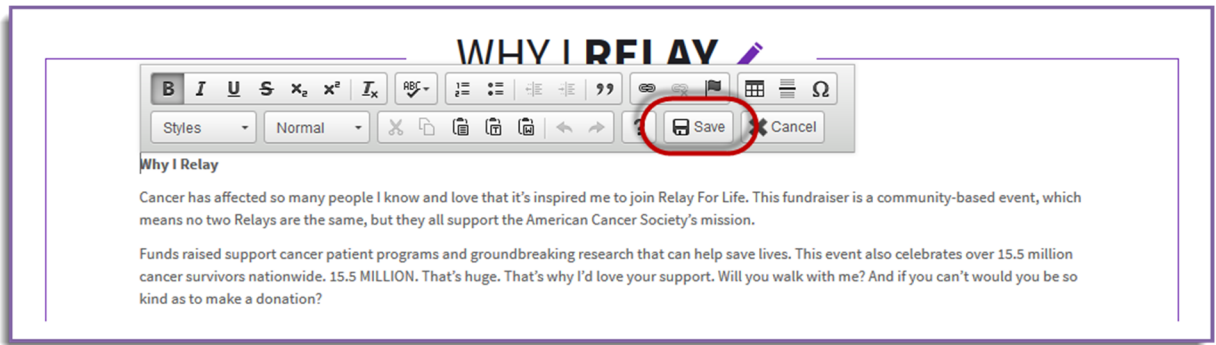
### Add Photos and Video

1. **Add Photo(s)**
  - a. **Personal Photo** – Insert up to two images to display on your personal page by uploading a file that contains a digital photograph. You may upload photos up to 4MB.
  - b. **Team Photo** – Insert one images to display on your personal page by uploading a file that contains a digital photograph. You may upload photos up to 4MB.
    - i. **Browse** – Click the **Select Photo** button to find a photo located on your computer and upload to your personal page.
    - ii. **Caption** – Enter a caption for the photo(s) you uploaded to your personal page.
    - iii. **Save Changes** – Click to see your new image(s) reflected on the personal page.
2. **Add Video (personal page only)** – Insert a video to display on your personal page by uploading a URL link that contains the video clip.
  - a. Enter the URL to a video to see the clip embedded on your personal page and
  - b. Click **Save Changes** to see your new video reflected on the personal page.



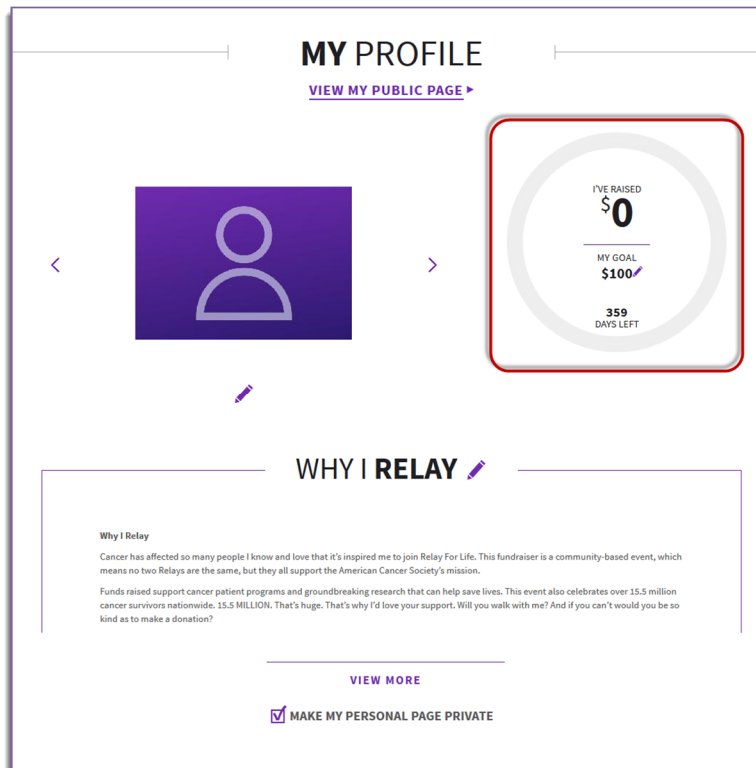
### Edit Your Relay Story

1. Use the text editing tools to edit your Relay story and share why you/your team participate in Relay For Life
2. Click Save to make your changes appear



## Update Your Personal/Team Goal

1. Log into your personal or team **Relay Dashboard**
2. Scroll down to the **Profile** section of the dashboard.
3. You can update the goal amount to reflect the your personal/team fundraising goal.



4. Click **Save Changes** once finished.