

Chapter 6: Manage Your Personal/Team Page

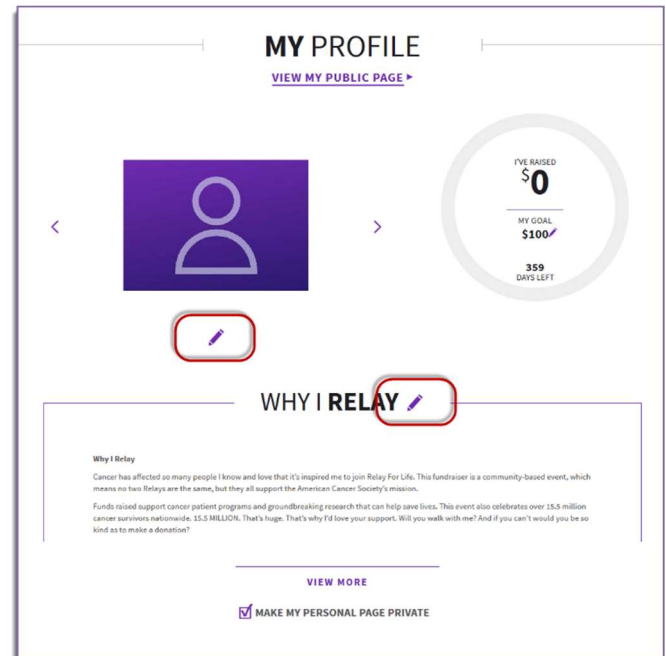
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Edit Your Personal/Team Page

1. Log into your personal or team **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.



Upload **Photos and/or Video**

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.

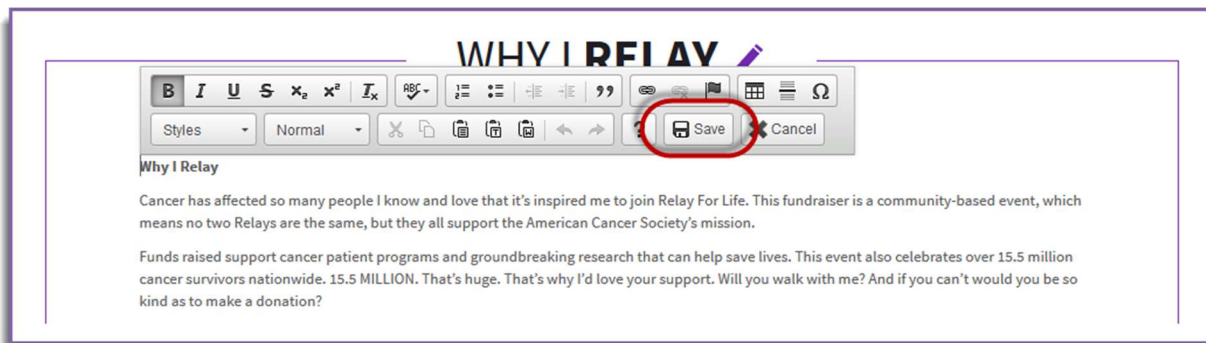
Photo #1:
Caption (optional) **SELECT PHOTO**

Photo #2:
Caption (optional) **SELECT PHOTO**

YouTube URL:
YouTube URL: **SAVE CHANGES**

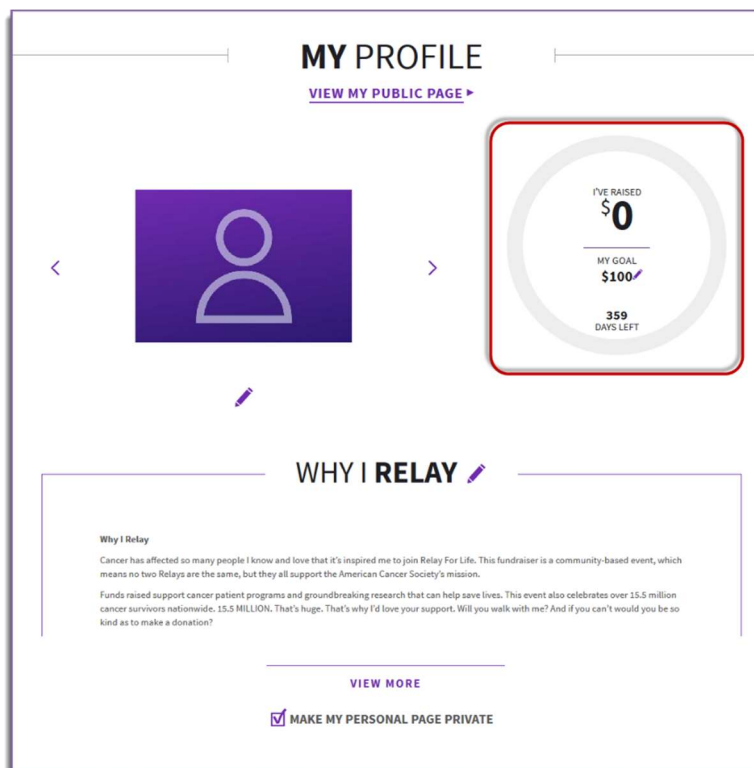
Edit Your Story

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



Update Your Personal/Team Goal

1. Log into your personal or team **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.