

Thank you for taking part in the Scleroderma Foundation’s “Stepping Out to Cure Scleroderma!” We appreciate your support of our mission. Here are some instructions to help you edit the content on your Personal or Team Fundraising Page.

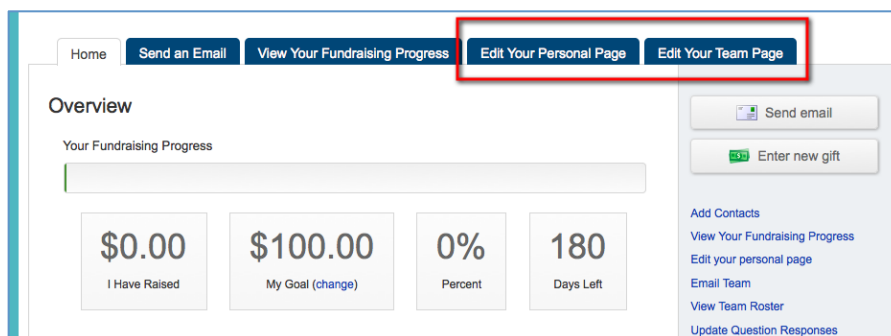
**If you have any other questions, please contact your walk’s event manager (visit the “Contact Info” tab on the walk website for the preferred contact method). You also may contact our National Office toll-free at (800) 722-4673.**

**Some things to consider:**

- Personal and Team Fundraising Pages have default content when you register for an event. However, we highly recommend that you personalize your page(s) to tell your own (or your team’s) story and why the event is important to you.
- Only team captains will have access to edit the Team Fundraising Page from their Participant Center.

**STEP 1 – Login to your Participant Center**

**STEP 2 – Click “Edit Your Personal Page” or “Edit Your Team Page” tab, depending on which page you want to edit.**



**The Parts of the Page**

**A. Click to preview your page in a new window.**

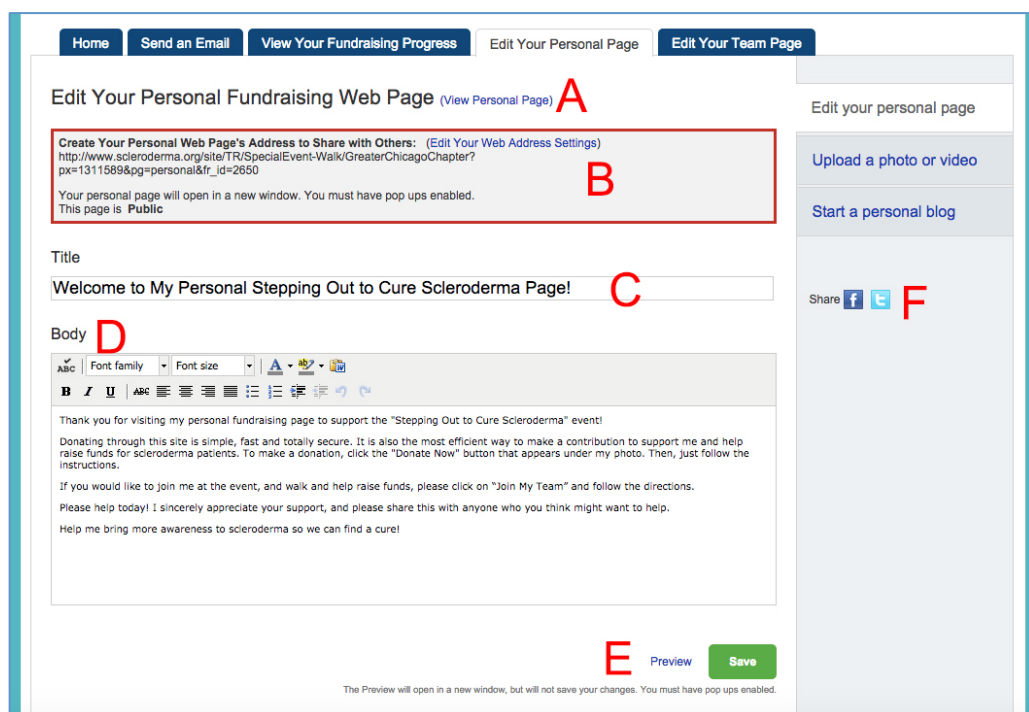
**B. Click to edit your web address to share with others.**

**C. Edit the heading/title of your page.**

**D. Edit your message/personal story that appears on the page.**

**E. Click “Preview” to view your edits in a new window. Click “Save to publish them and make them “live” on the website.”**

**F. Share your page link with friends on Facebook or Twitter.**



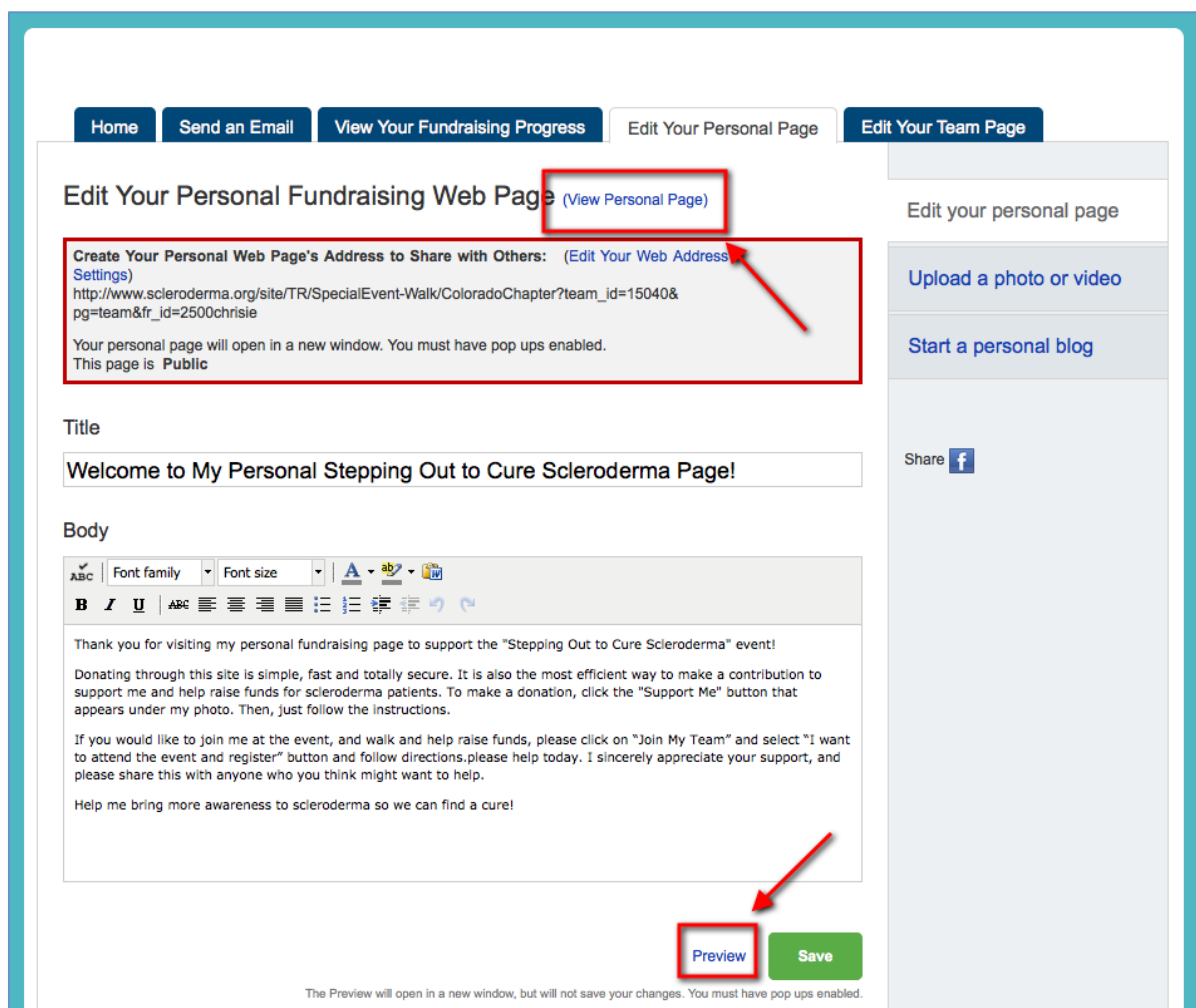
### STEP 3 – Edit your content

You can edit the **TITLE** and **BODY** of your personal and team fundraising page content. Simply enter your text in the appropriate field.

### STEP 4 – Preview and save your changes

1. Click “**View Your Personal Page**” or “**Preview**” to open a new tab (see red arrows below) with your Personal Page to review your changes on your site.
2. Click **PREVIEW** at the bottom of the page to view your edits in a new window. Click **SAVE** to publish those changes and make them “live” on the webpage for the public to view.

*(Follow the same steps for your Team Page if you made changes there. Note, only Team Captains will see the link to “Edit Your Team Page” in their Participant Centers.)*



### Other Features – please see additional guides for instructions

- **Update your personal fundraising webpage address.** You can create a customized website address that is easier to share with family and friends via email and social networks. (For instance: [www.scleroderma.org/goto/marysmith](http://www.scleroderma.org/goto/marysmith))
- **Add a photo or video.** You can choose to add a photo or video to your page to personalize your story even further. (Please note: You can pick either a photo or video, but not both.)
- **Start a blog.** You also can enable a blog feature to appear on your fundraising page.

-CONTINUE ON NEXT PAGE -

- **Share on Facebook or Twitter.** Click the Facebook or Twitter icon to share your personal or team fundraising page directly with your family and friends on Facebook and Twitter.

### **CONTACT OUR OFFICE FOR ASSISTANCE**

Call the National Office at (800) 722-4673 and our staff can help walk you through the editing process.