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 add or edit a photo or video 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:

- 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 can choose either a photo or a video link, but not both.
- You can add a different photo and video link on your Personal Fundraising Page, and if you're a team captain, on your Team Fundraising Page.

### 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.

Н	ome Send an Ema	il View Your Fundraising P	rogress Edit Y	our Personal Page	Edit Your Team Page
Ove You	Prview				Send email Enter new gift
	\$0.00 I Have Raised	\$100.00 My Goal (change)	0% Percent	180 Days Left	Add Contacts View Your Fundraising Progress Edit your personal page Email Team View Team Roster
					Update Question Responses

STEP 3 – On the links on the right, click "Upload a Photo or Video"

Edit your personal page	
Upload a photo or video	
Start a personal blog	
Share <b>f</b>	

-CONTINUE ON NEXT PAGE -





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### For a PHOTO

- 1. Click the button next to Photo.
- 2. Click the Browse button.
- **3.** Locate the file on your local computer or shared network resource and click it to display its name in the **Find/Open File** window.
- 4. Click the Upload Image button.

Home Send an Email View Your Fundraising Progress Edit Your Personal Page Ed	it Your Team Page
You may add either photos or a video to your page.	Edit your personal page
Photos     Images must be .jpg files.	Upload a photo or video
No image Caption	Start a personal blog
Save/Upload	Share
_ Video	Snare

How to Change the Photo If You Do Not Want It

- 1. Click the **Remove Photo** button in the **Photo** area.
- 2. Click the **Browse** button.
- 3. Locate the file on your local computer or shared network resource and click it to display its name in the **Find/Open File** window.
- 4. Click the Upload a different image button.
- 5. Click into the **Caption** field and enter a phrase or sentence to display underneath the photo.
- 6. Click "Save/Upload" to save your changes to your photo and caption

A green message saying, "The **Photo Information was Updated**" will display across the top of the page if your photo successfully uploads.

# For a VIDEO

Home Send an	Email View Your Fundraising Progress	Edit Your Personal Page	Edit	Your Team Page
You may add either photo	os or a video to your page.			Edit your personal page
Photos     Video				Upload a photo or video
YouTube Video URL (e.g. http://www.youtube.com/watch?v=3eZTh94Fapg) http://youtu.be/OwJOPy7z-kc				Start a personal blog
	Save			
				Share f

- 1. Click the button next to Video
- 2. Enter a YouTube website address in the text entry field (e.g. http://www.youtube.com/watch?v=3eZTh94Fapg)
- 3. Click "Save."

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#### STEP 4 – Preview your changes

- 1. On the links on the right, click "Edit Your Personal Page"
- 2. 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.

(Follow the same steps for your Team Page if you made changes there.)

Home Send an Email View Your Fundraising Progress Edit Your Personal Page E	dit Your Team Page
Edit Your Personal Fundraising Web Pag (View Personal Page)	Edit your personal page
Create Your Personal Web Page's Address to Share with Others: (Edit Your Web Address Settings) http://www.scleroderma.org/site/TR/SpecialEvent-Walk/ColoradoChapter?team_id=15040&	Upload a photo or video
pg=team&tr_id=2500chnsie Your personal page will open in a new window. You must have pop ups enabled. This page is <b>Public</b>	Start a personal blog
Title	_
Welcome to My Personal Stepping Out to Cure Scleroderma Page!	Share <b>f</b>
Body	
$\overrightarrow{ABC}$ Font family       Font size $\overrightarrow{A}$ $\overrightarrow{B'}$ $\overrightarrow{B'}$ $\overrightarrow{B}$ $\overrightarrow{U}$ $\overrightarrow{ABC}$ $\overrightarrow{\equiv}$ $\overrightarrow{\equiv}$ $\overrightarrow{\equiv}$ $\overrightarrow{\equiv}$ $\overrightarrow{\Box}$ <td></td>	
Thank you for visiting my personal fundraising page to support the "Stepping Out to Cure Scieroderma" event!	
Donating through this site is simple, fast and totally secure. It is also the most efficient way to make a contribution to support me and help raise funds for scieroderma patients. To make a donation, click the "Support Me" button that appears under my photo. Then, just follow the instructions.	
If you would like to join me at the event, and walk and help raise funds, please click on "Join My Team" and select "I want to attend the event and register" button and follow directions.please help today. I sincerely appreciate your support, and please share this with anyone who you think might want to help.	
Help me bring more awareness to scleroderma so we can find a cure!	
Preview Save	
The Preview will open in a new window, but will not save your changes. You must have pop ups enabled.	

# CONTACT OUR OFFICE FOR ASSISTANCE

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



