

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.

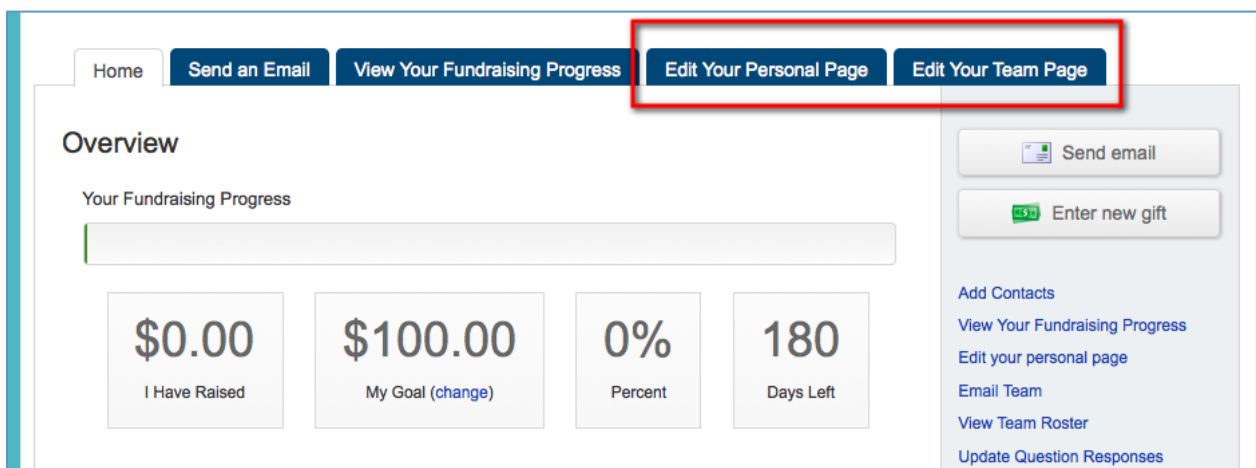
If you have any other questions, please contact your walk's event manager (visit the "Contact Info" tab on the walk website for the preferred contact method). You also may contact our National Office toll-free at (800) 722-4673.

Some things to consider:

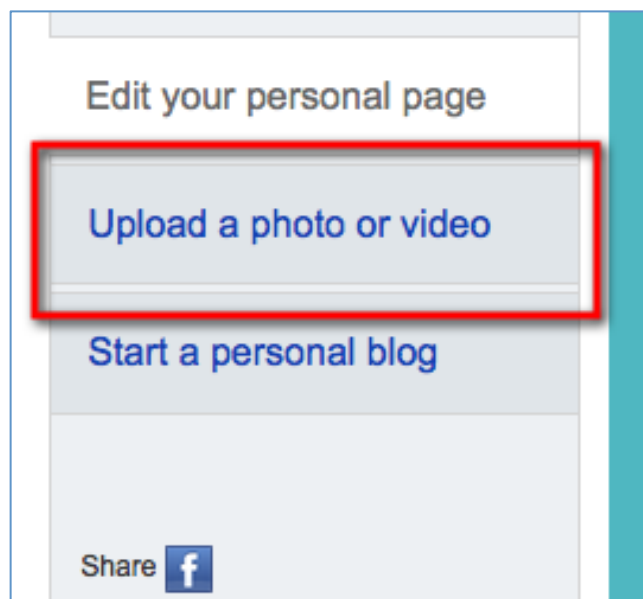
- Please be sure your photo is saved as a JPG, GIF or PNG file type.
- Files must be smaller than 4 megabytes.
- Only YouTube video links are supported.
- You can choose either a photo or a video link, but not both.
- You can add a different photo and video link on your Personal Fundraising Page, and 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.



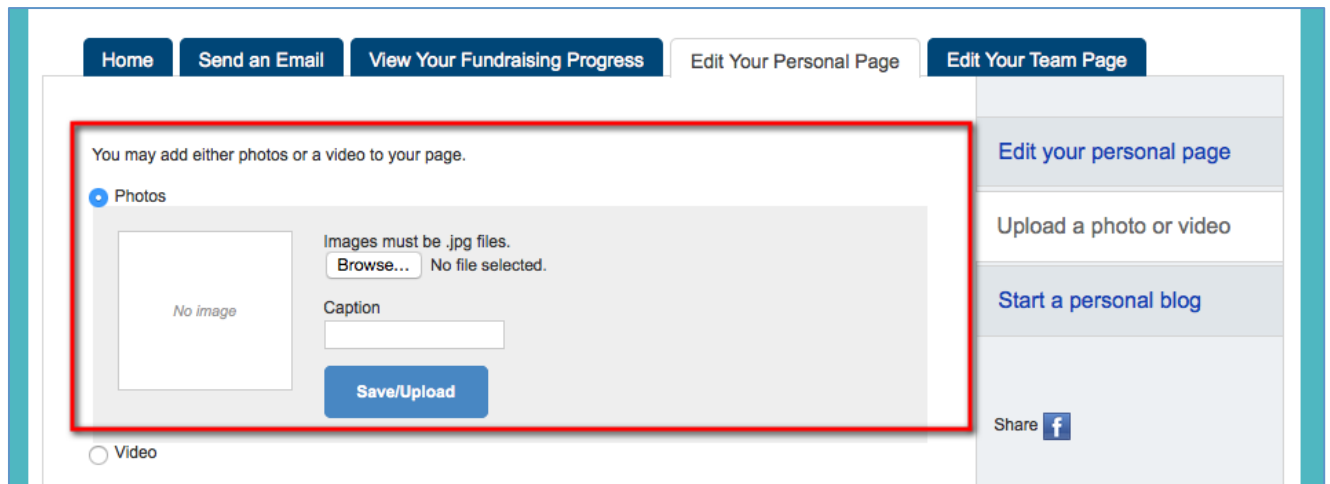
STEP 3 – On the links on the right, click "Upload a Photo or Video"



-CONTINUE ON NEXT PAGE -

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.

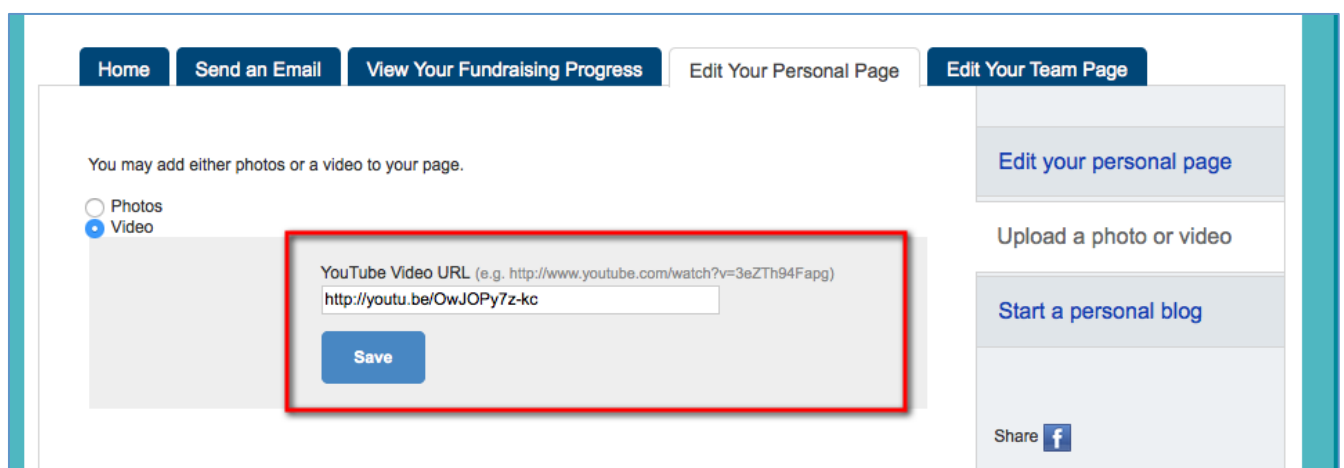


How to Change the Photo If You Do Not Want It

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



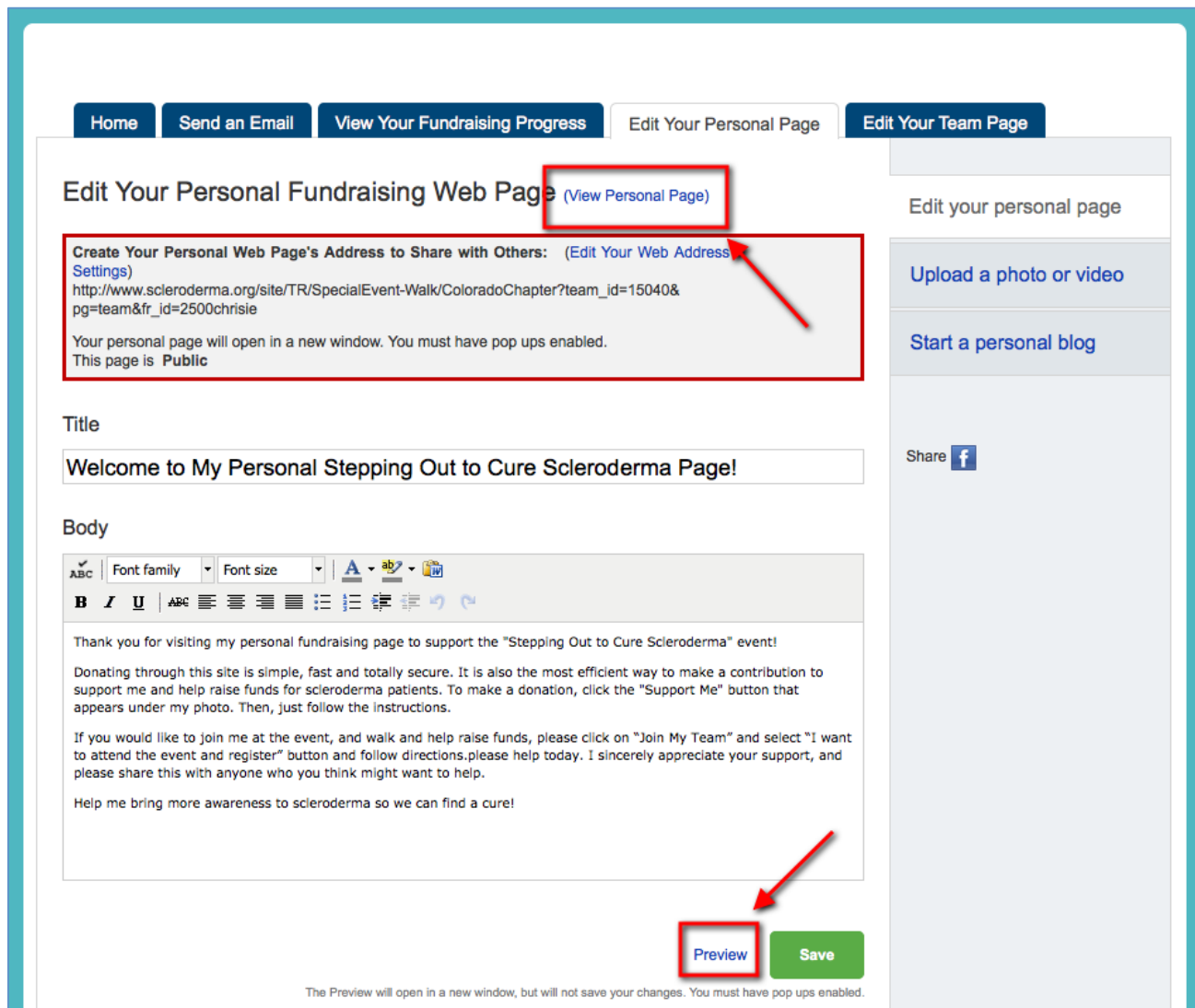
1. Click the button next to **Video**
2. Enter a **YouTube website address** in the text entry field (e.g. <http://www.youtube.com/watch?v=3eZTh94Fapg>)
3. Click "**Save.**"

-CONTINUE ON NEXT PAGE -

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.)



CONTACT OUR OFFICE FOR ASSISTANCE

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