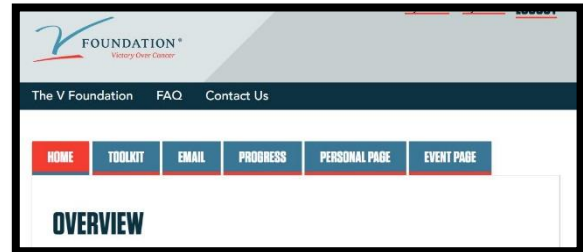


# PERSONAL PAGE SETUP

## Step by Step Instructions

Your Participant Center is the 'command center' for all of your fundraising activities. One of the most important parts of your Participant Center is your personal fundraising page. Experience tells us that fundraisers who set up and utilize their Personal Page have more success in reaching their fundraising goals than those who do not.



To customize your Personal Page, begin by clicking on the Personal Page tab in the toolbar at the top of your Participant Center.

Once in your Personal Page you will see two buttons in the navigation bar on the right side of the page: one for Content and the other for Photos. Follow **the instructions below to customize each of these sections of your page.**

### Under Content (right navigation bar)

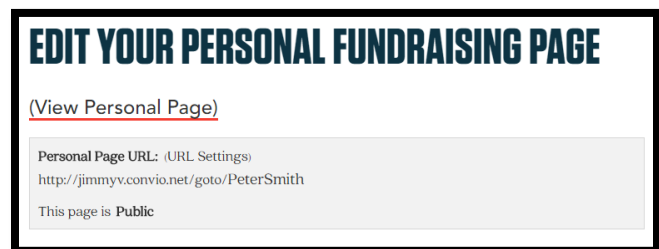
#### Edit Your URL

You can edit your URL (which is the name of this particular page on the internet) to reflect you and your fundraising efforts. Customizing your URL makes it easier for your friends and family to link to your page and support you! Editing your URL is easy:

- Under the "Edit Your Personal Fundraising Page" header, click on "URL Settings"
- Click into the blank field and type the text you want to use (such as your name or nickname). You may only use letters and numbers as well as the period (.), dash (-), and underscore (\_) characters from your keyboard. Do not leave any spaces between your entries.

Example: <http://jimmyv.convio.net/goto/PeterSmith>

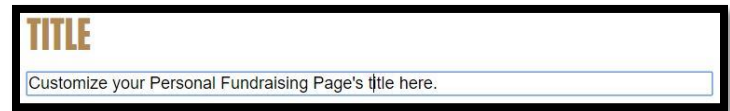
- Click "Save". The Edit fields close as the "The shortcut was updated successfully" message appears and your new personalized Web address displays.



## Edit the Welcome Title

The Welcome Title is exactly what it appears to be; it is the title that will appear at the top of your page. It will serve to let your donors know that they are in the right place and donating to your fundraising efforts.

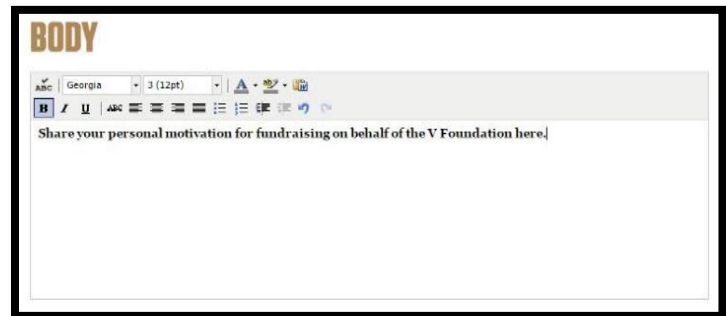
- When editing the Welcome Title, we suggest that you choose a succinct, clear title that focuses on letting your donors know that they are in the right place. Might we suggest... “Welcome to Peter’s Fundraising Page for the Smith Memorial Golf Tournament” or “Help Peter Smith knock out cancer”.



## Edit the Body of “Why the V Foundation is Important to Me”

This long format text box provides you with an opportunity to tell your donors why you have chosen to fundraise on behalf of this particular DIY Fundraiser to benefit the V Foundation. When creating this content we suggest that you write it as an answer to the title under which it will sit.

- The viewer will see the content of this section under the title “Why the V Foundation is Important to Me”
- As you customize this section, remember that sharing your personal story compels donors to support your efforts.
- In the “Body” editor field, type or paste in your content. Do not paste content from other editors that use their own formatting (such as Microsoft Word) directly into this text box. If you have typed up your content for this section in a program such as Microsoft Word you have two options for importing this content into your Personal Page. Option one is to save your Word file as a plain text file and then open and use that content. Alternatively, you can copy the content you have prepared in Microsoft Word into the “Paste From Word” box by clicking on the icon (shown here) that appears in the toolbar at the top of the body field in your Personal Page and clicking “insert”.
- Use the formatting tools to customize the font type, size, color, or alignment.
- To keep from losing your work, click “Save” (near the bottom of the page). Be sure to save often!



- To preview your page before publishing it, simply click “Preview” (near the bottom of the page). A separate browser window opens to display your Personal Page.

### Including a hyperlink in the body of your personal paragraph

By following a few simple steps you can embed a link to another website in the body of this section. This is incredibly helpful if you want to link to an external website affiliated with the event for which you are fundraising. The only requirement is that you must use Microsoft Word to use this feature.

- Open a new Word document
- Type all of your content for the “body” field into this document, including your hyperlinks.
- Copy this content by selecting all (CTRL+A) and copying (CTRL+C)
- In your Personal Page, click on the “Paste to Word” icon in the tool bar at the top of the body field. The “Paste to Word” icon is located on the top row, far right.
- Use CTRL+V on your keyboard to paste the text into the window.
- Click insert
- Voila!



### Under Photos (right navigation bar)

#### Adding Photos to Your Personal Page

You can add up to two photos to your Personal Page by following a few simple steps.

- Click “Choose File”. The file selection pop-up displays.
- After locating the file on your local computer or shared network resource, click the file and click “Open” (or equivalent). The name of the file now displays in the File Name field.
- Add a Caption.
- Click “Save/Upload”. The successful update message and the image thumbnail displays on the page.

