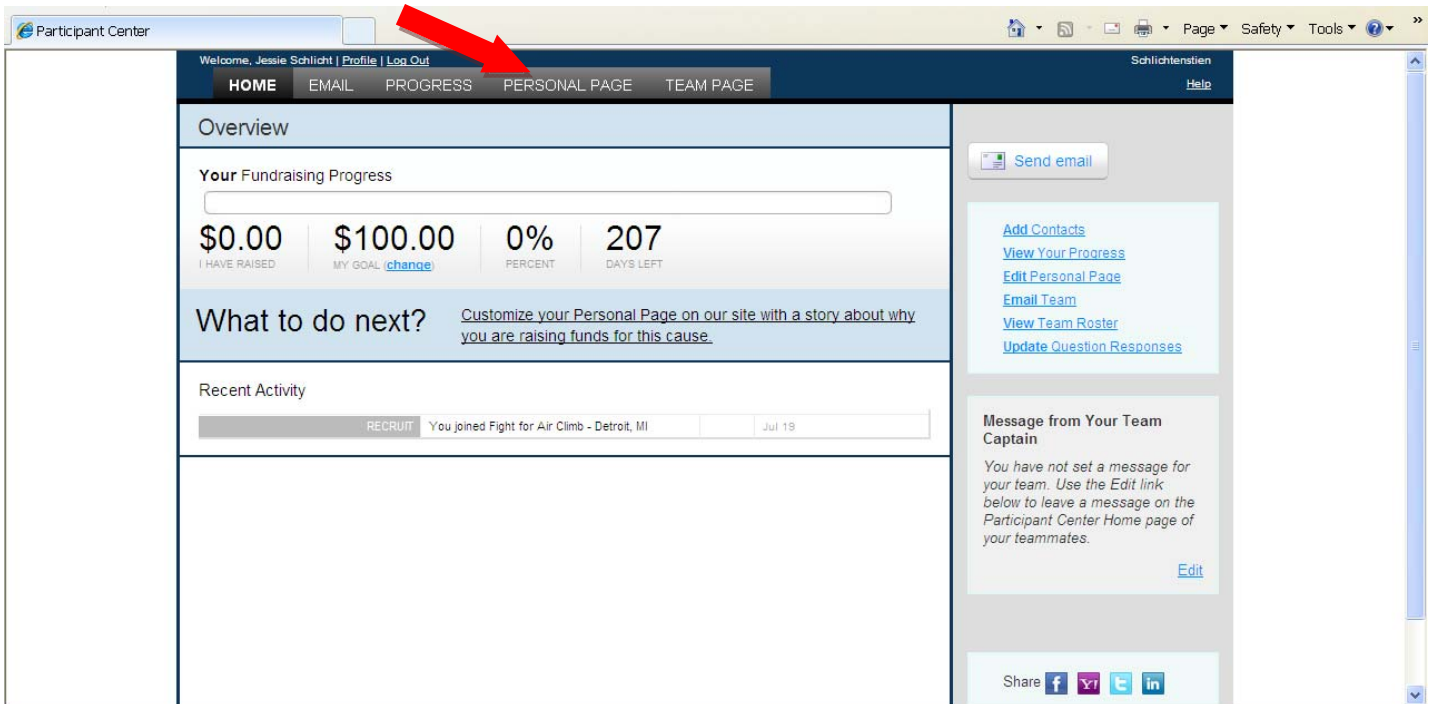
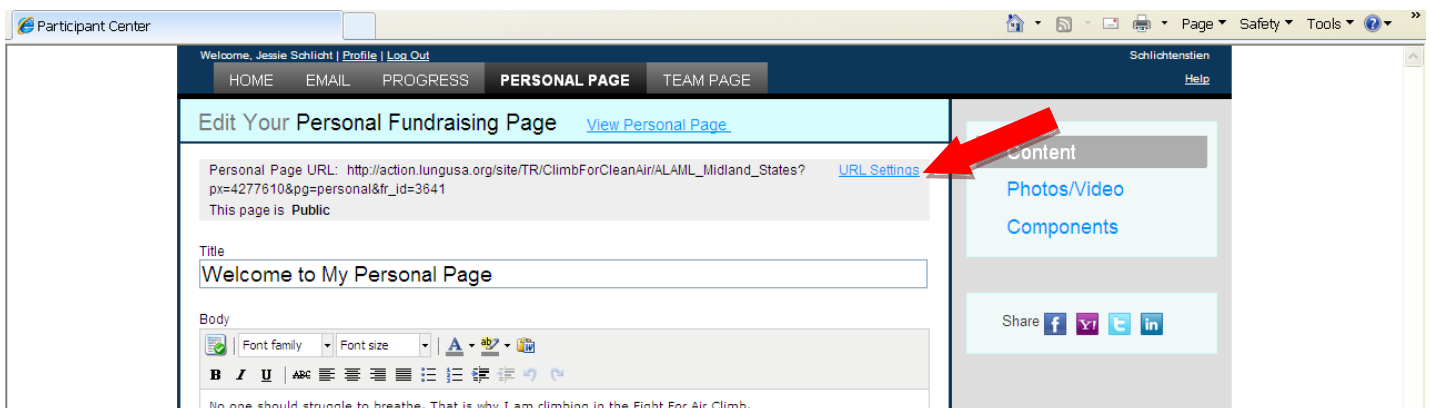


## How to change your Personal Page URL and use the participant center

1. Log-in to the event website and go to your Participant Center.
2. At the top of the page look at the tool bar options (options listed are: Home, Email, Progress, Personal Page and/or Team Page. Team Page is only listed if you are a Team Captain).
3. Click on Personal Page.



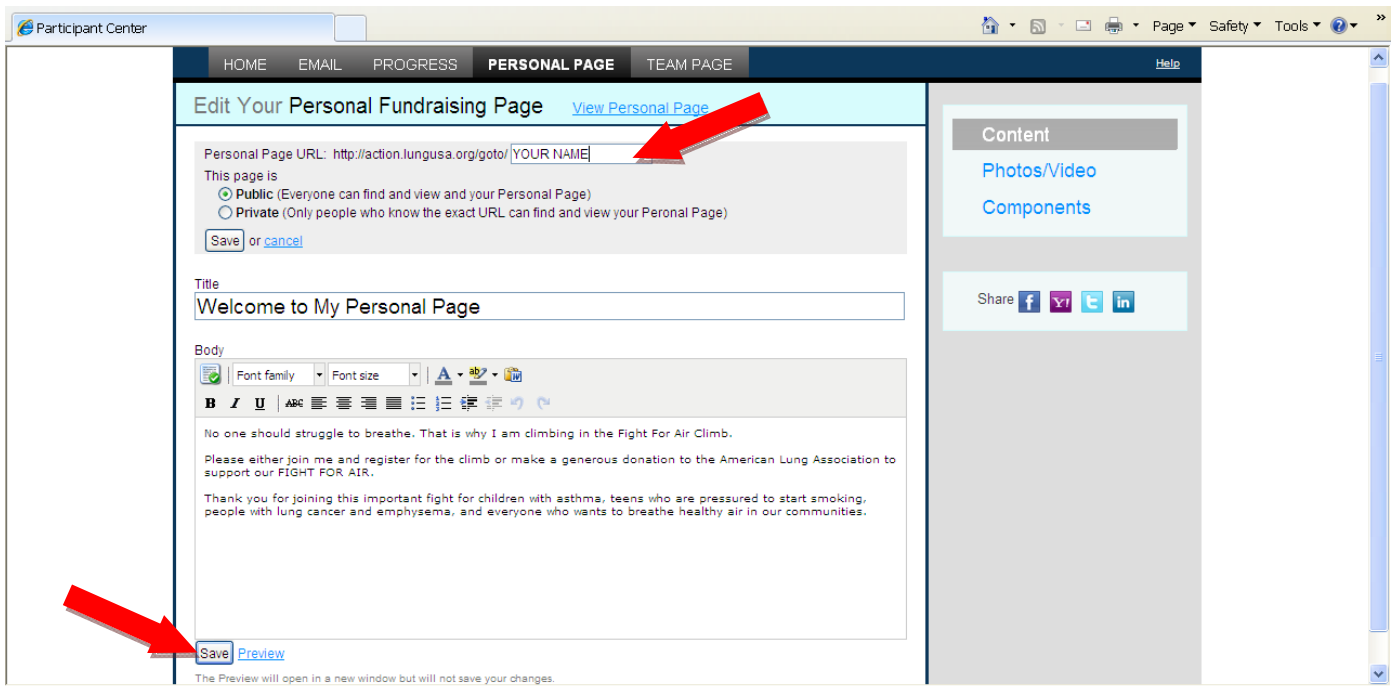
4. After click on Personal Page you will see the screen below, with your default Personal Fundraising Page URL.



5. Here you can change your direct Personal Fundraising Page URL by clicking on URL Settings. When you click URL Settings an option to change your URL will appear.

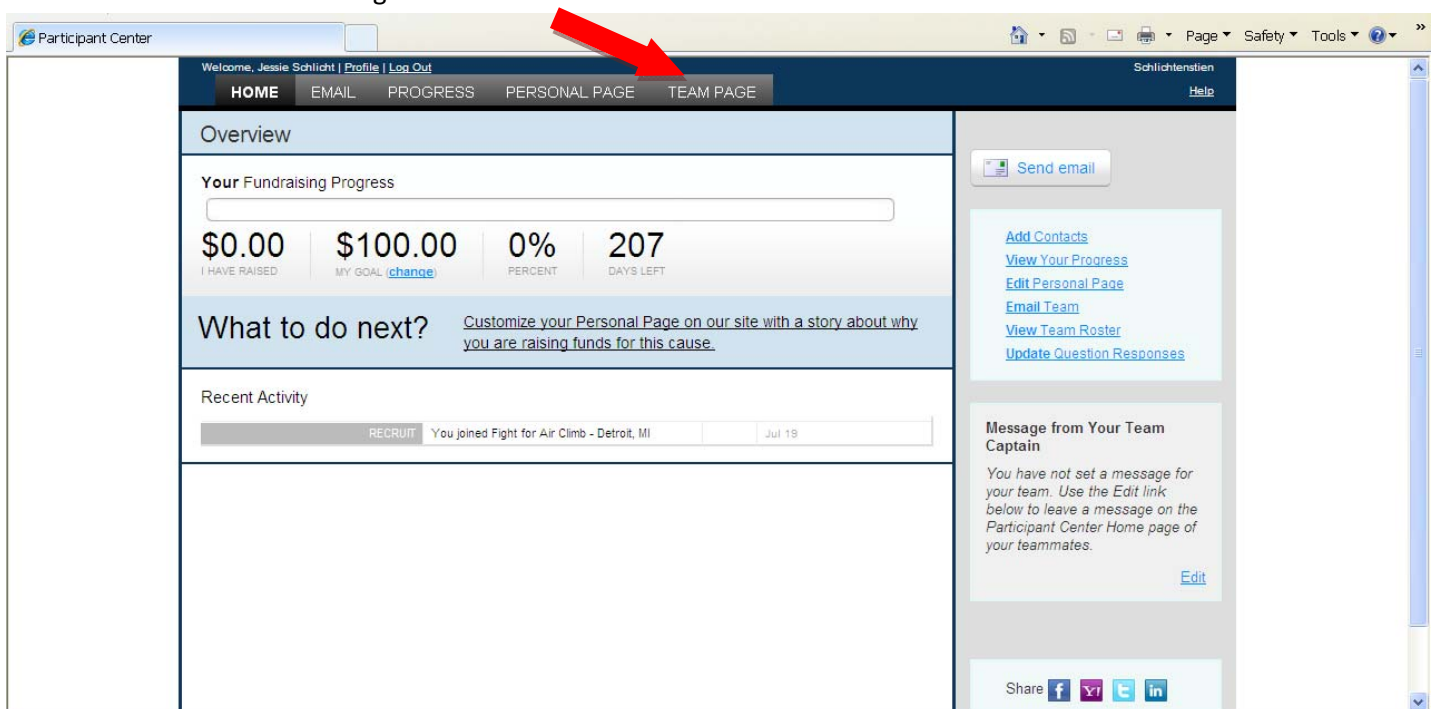
You can also choose to have your page viewable by all (Public) or viewable only to people who know your exact Personal Fundraising Page URL (Private).

- When you have entered your new Personal Fundraising Page URL make sure to click Save at the bottom of the screen. We suggest changing the direct page to show your name to make it easy to find.

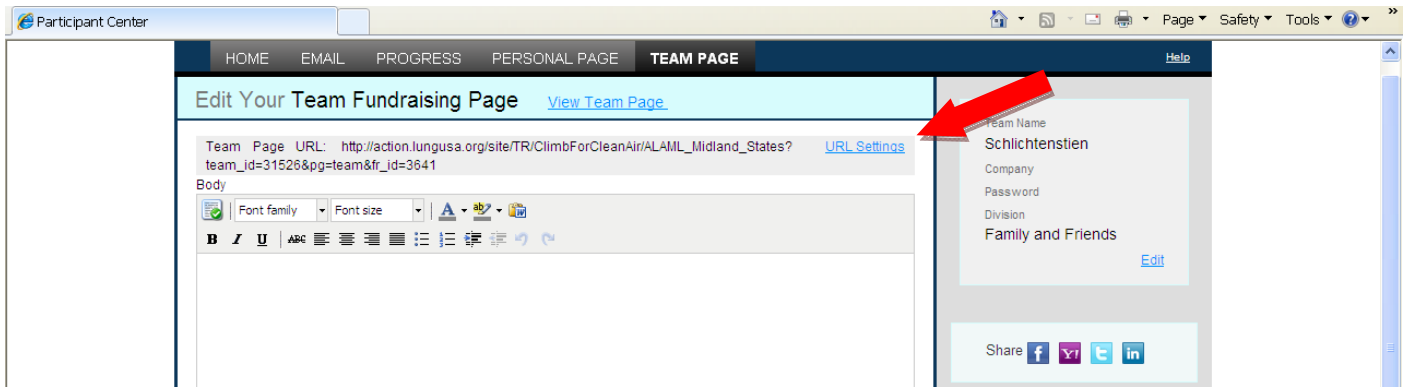


## How to change your Team Page URL and use the participant center.

- Log-in to the event website and go to your Participant Center.
- At the top of the page look at the tool bar options (options listed are: Home, Email, Progress, Personal Page and/or Team Page. Team Page is only listed if you are a Team Captain).
- Click on Team Page.

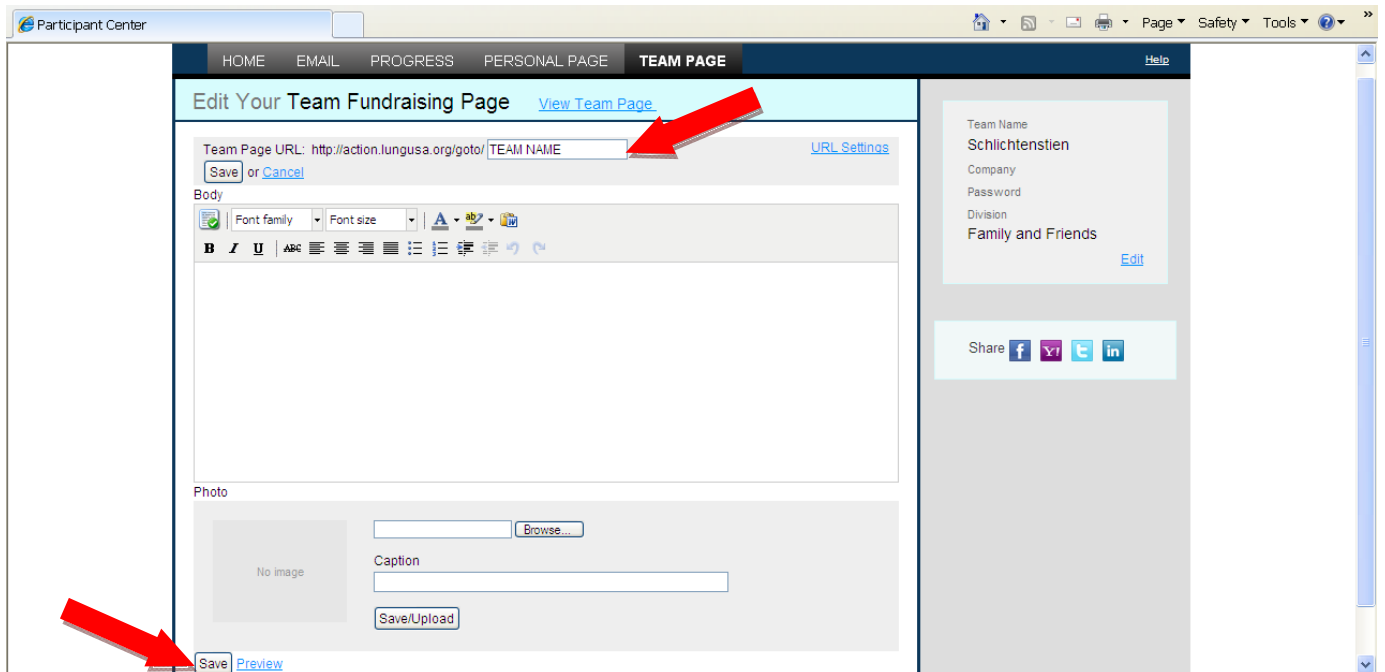


4. After click on Team Page you will see the screen below, with your default Team Page URL.



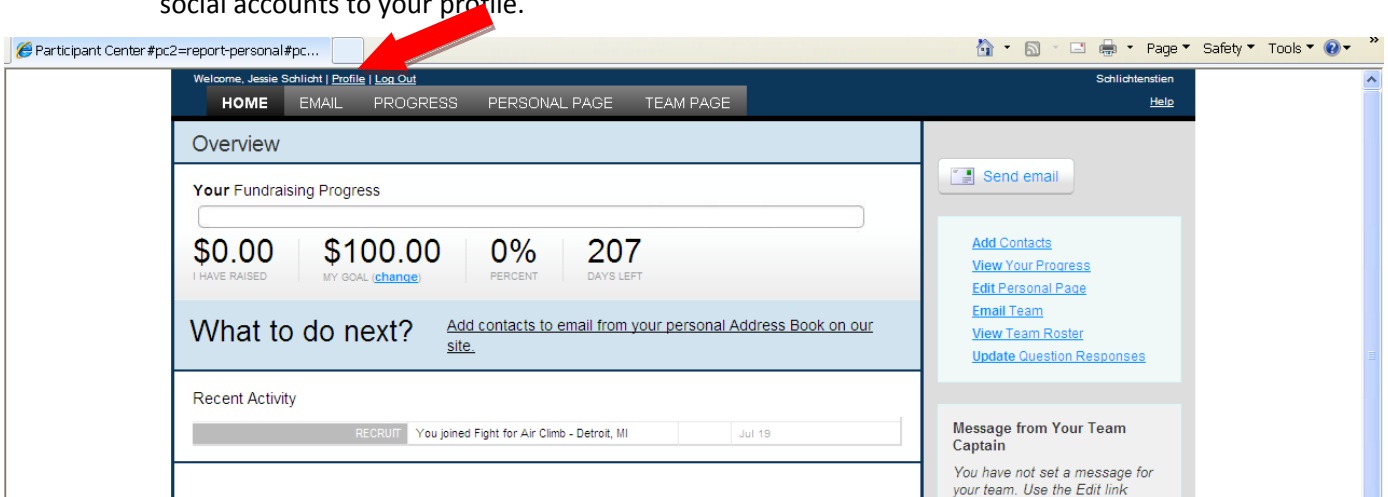
5. Here you can change your direct Team Page URL by clicking on URL Settings. When you click URL Settings an option to change your URL will appear.

6. When you have entered your new Team Fundraising Page URL make sure to click Save at the bottom of the screen. We suggest changing the direct page to show your team name to make it easy to find.



## How to Change your Password and Personal Information

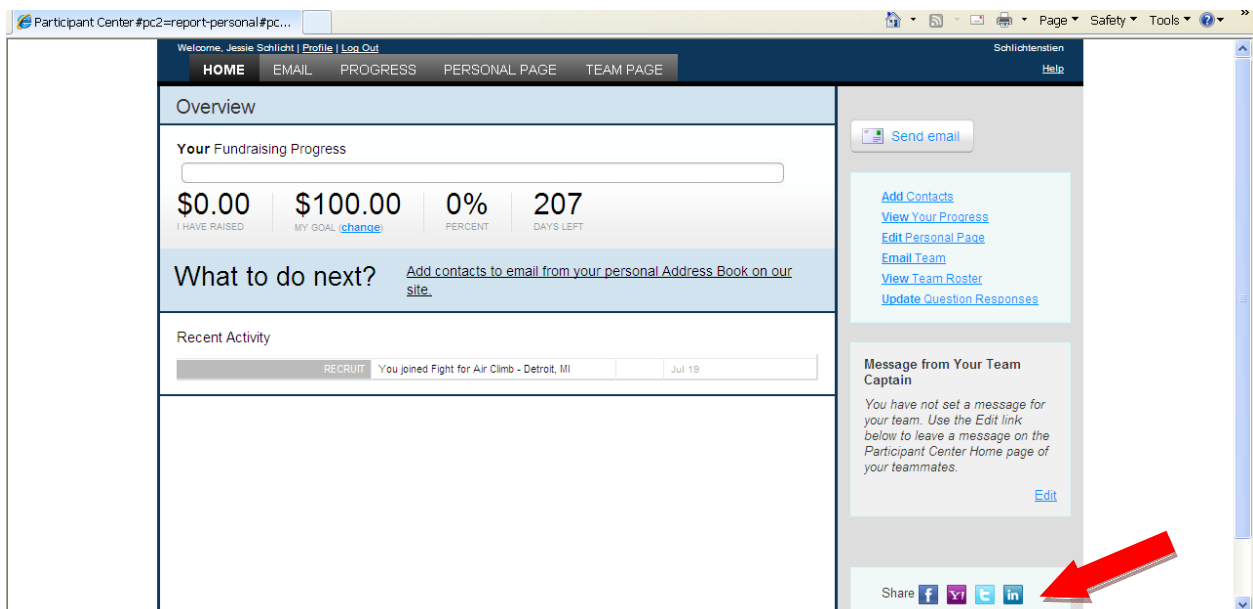
- Edit your personal information and password, by clicking on profile at the top link at the top of your participant center page that says “Profile” right next to “Welcome, (your name)”. From there you can edit your contact information, password, edit your email preferences and link social accounts to your profile.



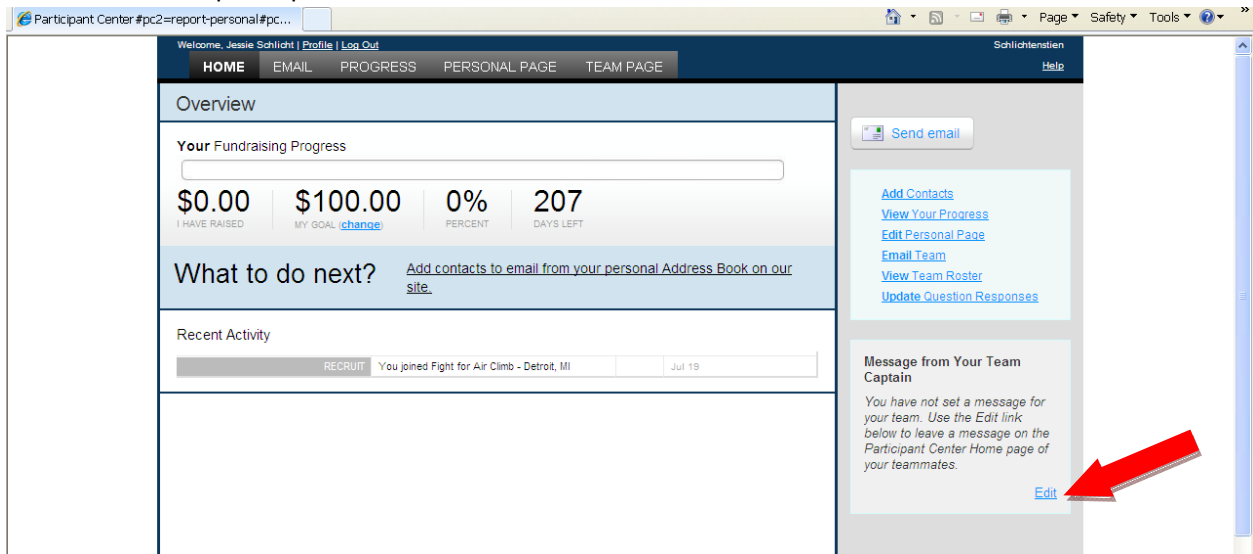
## You also have several other options available in your Participant Center.

You can:

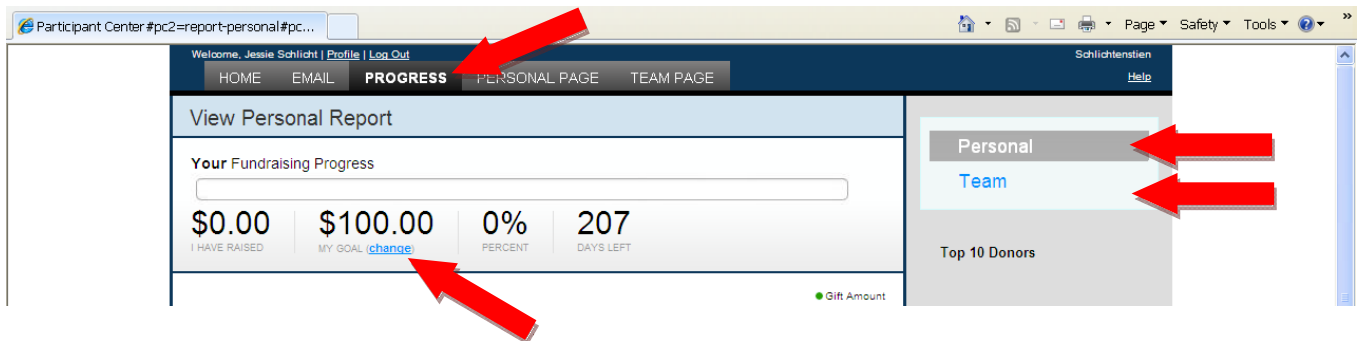
- Share your fundraising page via your Facebook, Yahoo!, Twitter and LinkedIn accounts. Just log into the participant center and click on the social media icon you would like to share your fundraising page on and enter a message. You will be prompted to log into your account if you are not already logged in and prompted the rest of the way through your post.



- Update your team message (special message that each team member will see when they log into their participant centers)



- Update your Personal and Team fundraising goal by clicking Progress at the top of any Participant Center page in the tool bar.



- Change your Team Name, Team Division, Company Name, and add or delete a team password (so only people you know can join your team). To do any, go to the Team Page tab on the tool bar and click edit on the gray box on the right hand side that lists your team name, company, password and division. (The box will turn blue when you click edit).

