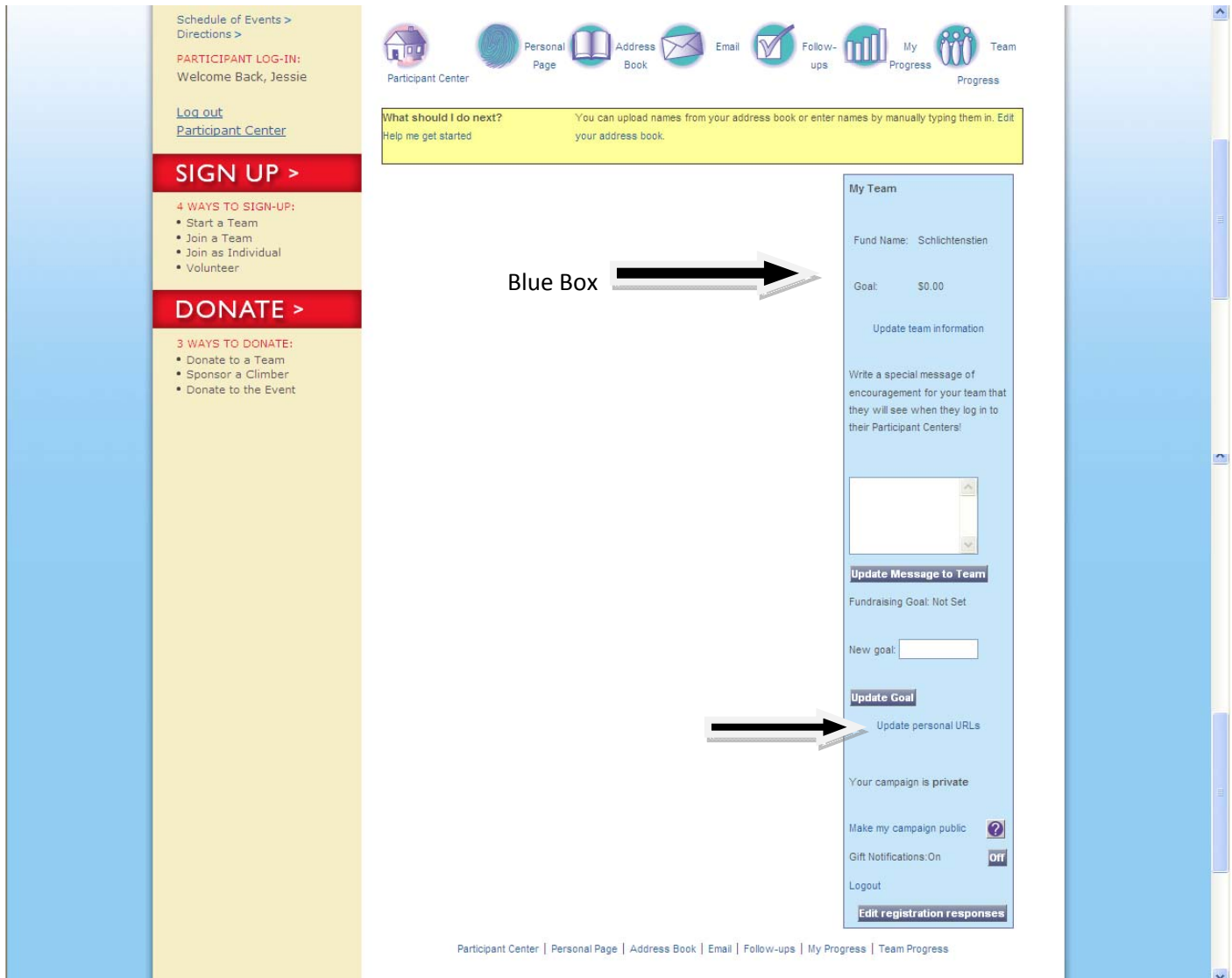


How to change your personal or team page URL and use the participant center.

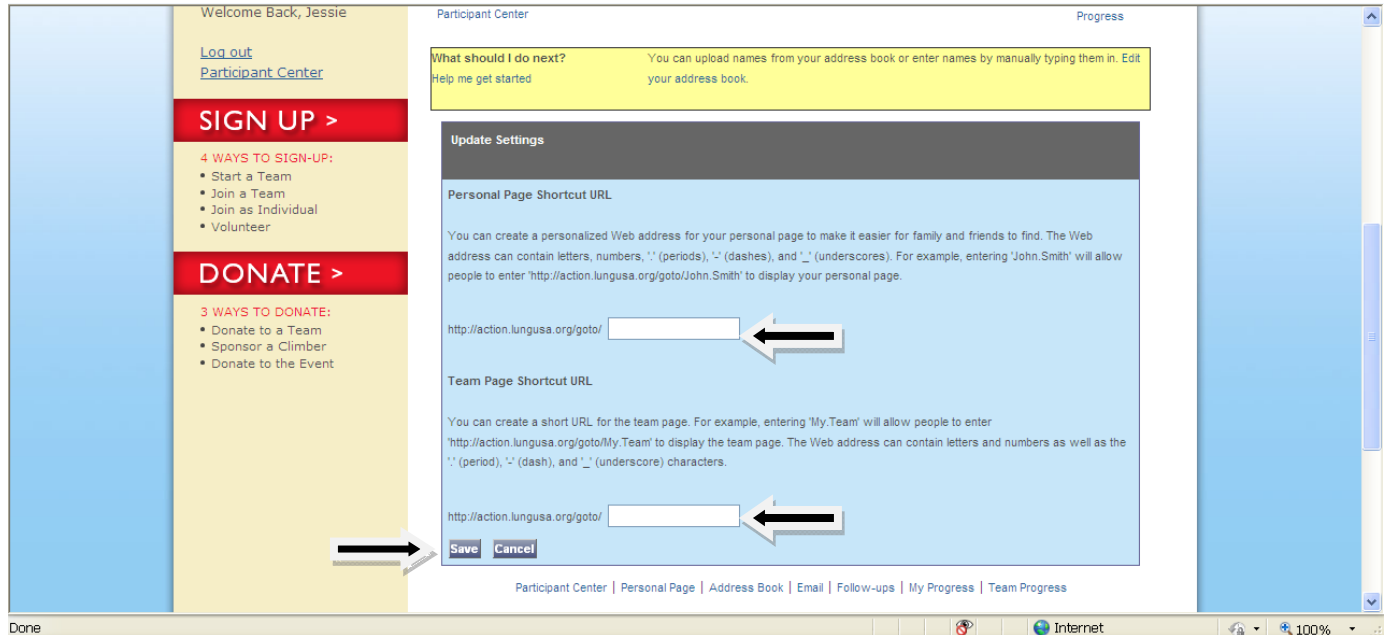
1. Log-in to the event website and go to your Participant Center
2. Look at the “blue box” on the left side of the page
3. Underneath “Update Goal” (in a dark blue click through box). There is the text “update personal URLs”
4. Click on the text “Update personal URLs”



The screenshot shows the American Lung Association Participant Center interface. On the left, there is a sidebar with navigation options: "SIGN UP >" and "DONATE >". The main content area features a yellow box with the heading "What should I do next?" and a blue box with the heading "My Team". The blue box contains team information, including "Fund Name: Schlichtenstien", "Goal: \$0.00", and an "Update Message to Team" section. Below this, there is an "Update Goal" button, and under it, the text "Update personal URLs". A label "Blue Box" with an arrow points to the blue box, and another arrow points to the "Update personal URLs" link. The footer of the page includes navigation links: "Participant Center | Personal Page | Address Book | Email | Follow-ups | My Progress | Team Progress".

5. After click on “Update personal URLs”. You will be taken to the Update Settings page shown below.
6. Once there you will have one to two options:

- a. Personal Page Shortcut URL. To change/update your personal fundraising page web address
 - b. Team Page Shortcut URL. To change/update your team fundraising page web address
7. Enter what you would like to be your new shortened URL to be (make sure to follow the instructions noted on the Update Setting page).
 8. Click on the Save box (dark blue) to save your new shortened URL



You also have several other options available from the “blue box” in your Participant Center.

You can:

- Update your team message (special message that each team member will see when they log into their participant centers)
- Update your fundraising goal(s) (by clicking on the dark blue box that says “Update Goal”)
- Update your team information by clicking on “Update Team Information”. There you can change your team name, add your company’s name to the list of companies with teams, change your climb team division (company, friend, family, firefighter), add or delete a team password (so only people you know can join your team).
- Edit your registration responses, by clicking on the dark blue box that says “Edit registration responses”. From there you can edit your contact information (click on the blue text that says “Edit your contact information” and update your email address, phone number or address), change your t-shirt size, and more.