

## How to Edit Your Personal or Team Page Content

### Things to consider:

- Personal and Team Fundraising Pages have default content when you register for an event. However, we highly recommend that you personalize your page(s) to tell your own (or your team's) story and why the event is important to you.
- Only team captains will have access to edit the Team Fundraising Page from their Participant Center.

### STEP 1- Login to your Participant Centre

**STEP 2- Click "Set up your Personal Page" or "Team Page"** depending on which page you want to edit (If you are not a Team Captain, you will not see the Team Page tab.

What to do next?

- 1 Set up your Personal Page  
Customize your Personal Page with a story about why you are raising funds for this cause.
- 2 Add Contacts to Your Address Book  
Add contacts to email from your personal Address Book on our site.
- 3 Send an Email  
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
- 4 Thank your Donors  
Thank your donors!
- 5 Set a Goal  
You have reached 0% of your goal. Can you set a higher goal?

Personal page      Team page (if you are a team captain)      Edit your personal/team page link

Me    My Team

Your Fundraising Progress      Edit Goal

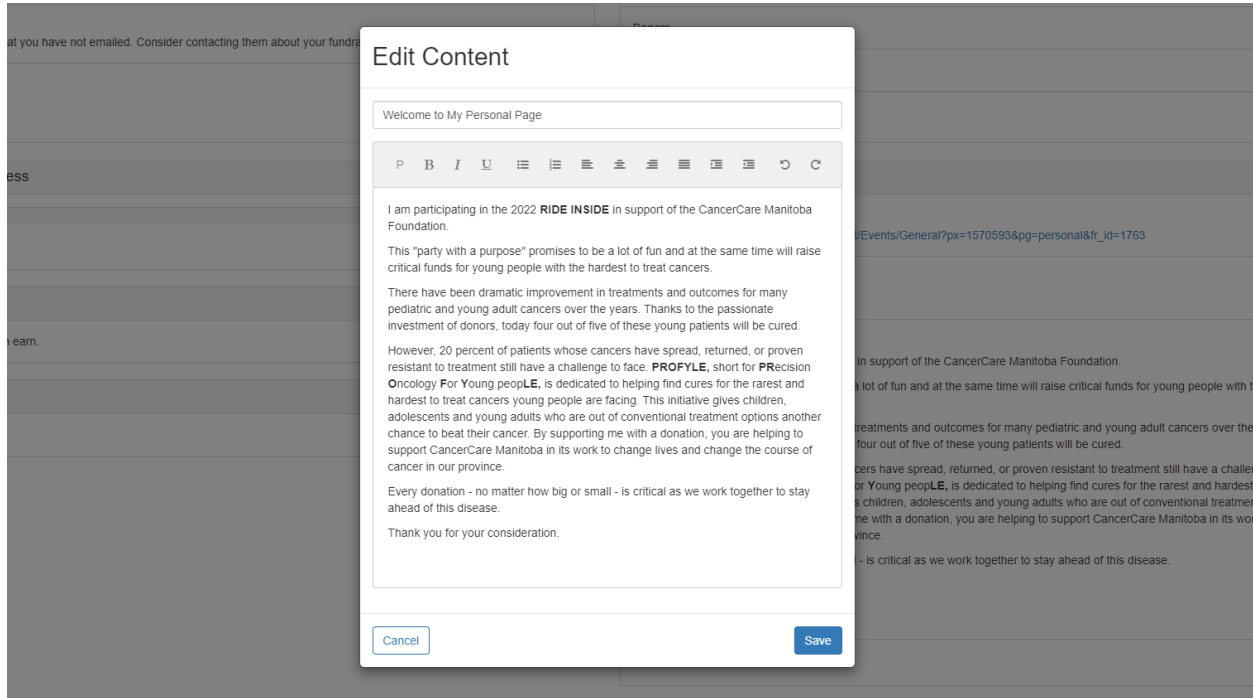
Personal Page      URL Settings

Personal Page URL:  
<http://support.cancercarefdn.mb.ca/goto/testpage>

\$50.00      \$250.00

-CONTINUE ON NEXT PAGE-

1. Type your header and body text for your personal fundraising page by clicking the “Edit Content” button.  
We’ve provided some copy there for you, but encourage you to update it with why and how you are participating in the Ride Inside and make it your own!
2. Once you’re done, click Save.

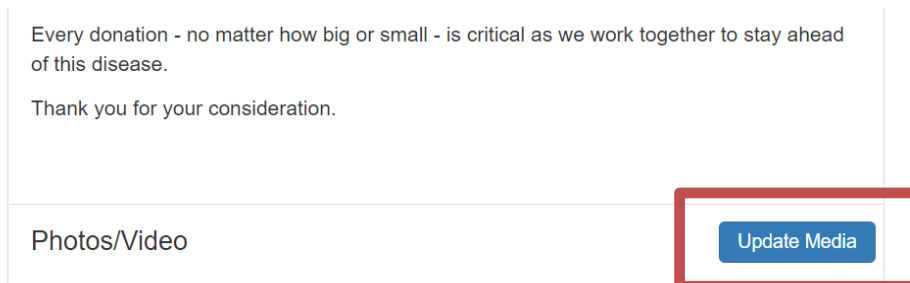


\*Note: After you click Save, you can click away from the editor window to move away from the screen

### STEP 3- Update Media (photos or video)

Scroll down to the bottom right of the Participant Center.

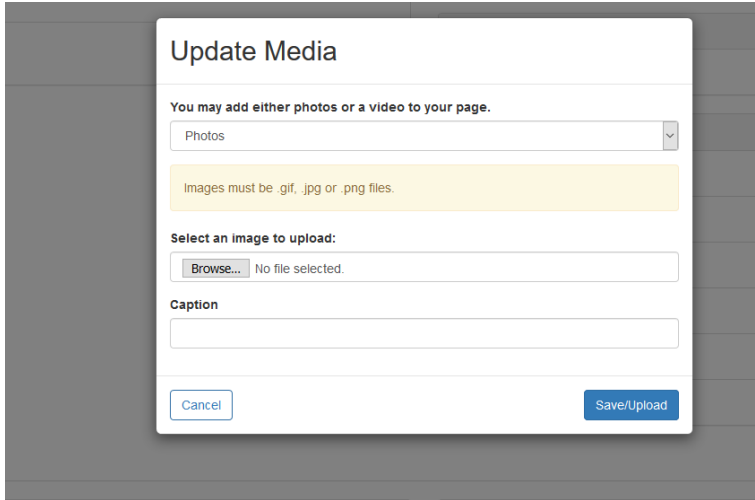
1. Click “Update Media



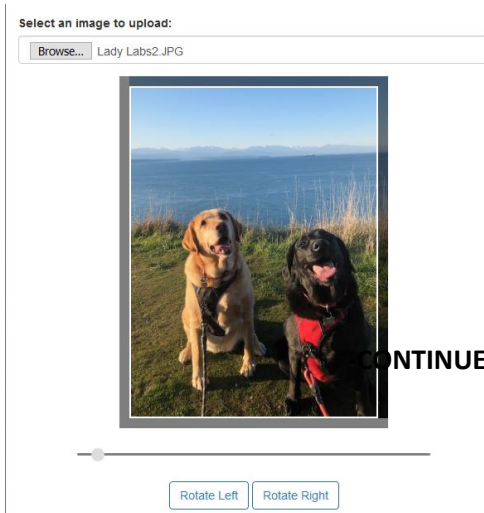
-CONTINUE ON NEXT PAGE-

CancerCare Manitoba Foundation  
204-927-5433  
events@cancercare.mb.ca  
www.rideinside.ca

2. Choose whether you'll add a video or photos to your page from the drop-down menu.



3. Click Browse to search for your media on your computer or mobile device.



Once your image is in the editor, you can rotate the image to the desired orientation. You can also change the orientation by zooming in closer or further on the subject.

4. Create a caption and click Save/Upload. The window will disappear once you click away from the media editor.

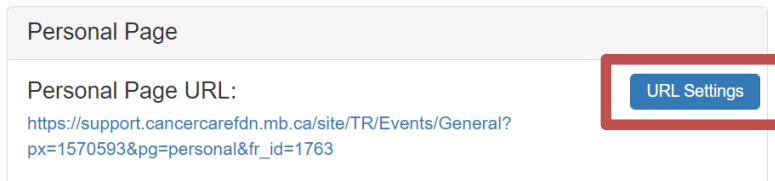


## STEP 4-Edit your Personal Page URL

### What is the Personal Page URL?

Once you've created your personal fundraising page, you have your very own URL address to get there. By default this can look quite lengthy, but there is a feature inside your Participant Center allows you personalize this URL which makes it easier to share with family and friends. Paste the URL inside emails, on your Facebook and Twitter pages, or create small cards with this friendly URL to give supporters.

1. In the bottom left corner of the Participant Center find the Personal Page box. Click **"URL Settings"**.

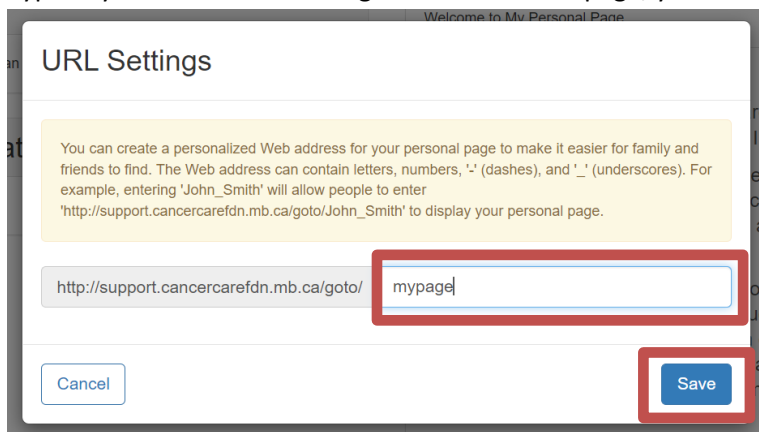


Personal Page

Personal Page URL:  
[https://support.cancercarefdn.mb.ca/site/TR/Events/General?px=1570593&pg=personal&fr\\_id=1763](https://support.cancercarefdn.mb.ca/site/TR/Events/General?px=1570593&pg=personal&fr_id=1763)

URL Settings

2. Type in your name or if editing a URL for a team page, your team name.



Welcome to My Personal Page

### URL Settings

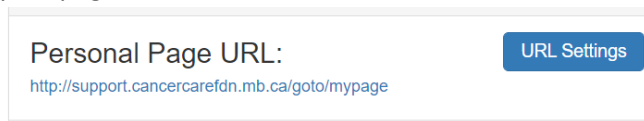
You can create a personalized Web address for your personal page to make it easier for family and friends to find. The Web address can contain letters, numbers, '-' (dashes), and '\_' (underscores). For example, entering 'John\_Smith' will allow people to enter 'http://support.cancercarefdn.mb.ca/goto/John\_Smith' to display your personal page.

<http://support.cancercarefdn.mb.ca/goto/>

Cancel Save

3. Click **Save**.

Now your personal page is set up. If you ever wish to come back and edit your Personal Page, you may do so in this area at any time. This is the link you can send to family and friends so they can donate to your page.



Personal Page URL:  
<http://support.cancercarefdn.mb.ca/goto/mypage>

URL Settings