## 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!		
6	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 cap	tain) Edit your	personal/team page link
Me My Team				
Your Fundr	aising Progress	Edit Goal	Personal Page	
\$50.00		\$250.00	Personal Page URL: http://support.cancercarefdn.mb.ca/goto/b	URL Settings

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

-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.

	Banaz	
at you have not emailed. Consider contacting them about your fundra	Edit Content	
	Welcome to My Personal Page	
ess		
	I am participating in the 2022 <b>RIDE INSIDE</b> in support of the CancerCare Manitoba Foundation.	/Events/General?px=1570593&pg=personal&fr id=1763
	This "party with a purpose" promises to be a lot of fun and at the same time will raise critical funds for young people with the hardest to treat cancers.	
	There have been dramatic improvement in treatments and outcomes for many pediatric and young adult cancers over the years. Thanks to the passionate	
i eam.	investment of donors, today four out of five of these young patients will be cured. However, 20 percent of patients whose cancers have spread, returned, or proven resistant to treatment still have a challenge to face. <b>PROFVLE</b> , short for <b>PR</b> ecision	in support of the CancerCare Manitoba Foundation.
	Oncology For Young peopLE, is dedicated to helping find cures for the rarest and hardest to treat cancers young people are facing. This initiative gives children,	a lot of fun and at the same time will raise critical funds for young people with t
	adolescents and young adults who are out of conventional treatment options another chance to beat their cancer. By supporting me with a donation, you are helping to support CancerCare Manitoba in its work to change lives and change the course of	reatments and outcomes for many pediatric and young adult cancers over the four out of five of these young patients will be cured.
	cancer in our province.	cers have spread, returned, or proven resistant to treatment still have a challer or Young peopLE, is dedicated to helping find cures for the rarest and hardest
	Every donation - no matter how big or small - is critical as we work together to stay ahead of this disease.	<ul> <li>children, adolescents and young adults who are out of conventional treatment ne with a donation, you are helping to support CancerCare Manitoba in its wor</li> </ul>
	Thank you for your consideration.	vince.
		- is critical as we work together to stay ahead of this disease.
	Cancel	

\*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

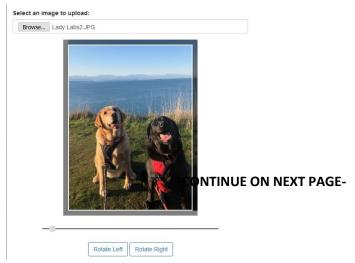
Every donation - no matter how big or small - is critical as we work together to stay ahead of this disease.		
Thank you for your consideration.		
Photos/Video	Update Media	

-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.

Update Media	
You may add either photos or a video to your page. Photos	
Images must be .gif, .jpg or .png files.	
Select an image to upload:           Browse         No file selected.	
Caption	
Cancel Save/Upload	

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.



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

## 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 eacounterements on the second sec

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	URL Settings

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

URL Settings	Welcome to My Personal Page	
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/	mypage	
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:	URL Settings
http://support.cancercarefdn.mb.ca/goto/mypage	

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