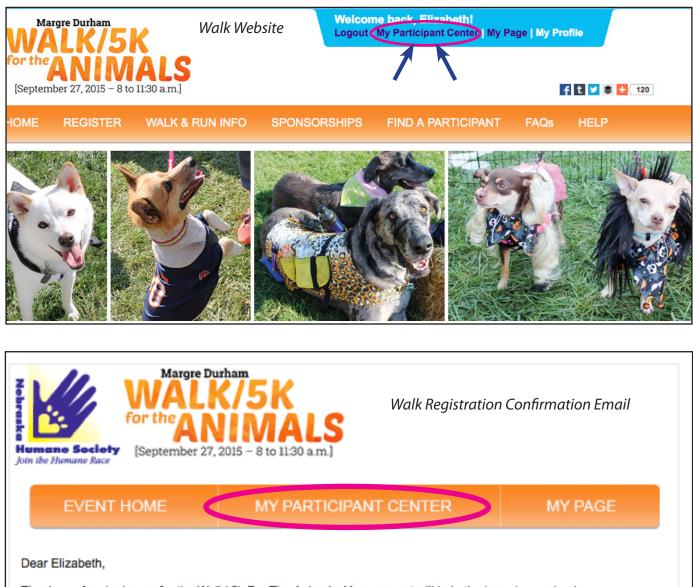


How To: Set up a Personal Fundraising Page:

Step 1: To edit your personal page you'll need to first log into your Participant Center. Your participant center is your main location where you send emails, edit your personal page and track your fundraising progress. There are two ways to access your Participant Center- From the very top purple box that appears on every page of the Walk website OR from your Walk Registration Confirmation email. If you are not logged in the top purple box will ask you to enter your username and password.



Thank you for signing up for the Walk/ 5k For The Animals. Your support will help the homeless animals.

Now that you have registered, you can log in and go to you participant center where you can customize your personal page, utilizing the online tools to send emails to your friends, family, coworker and acquaintances. You'll be surprised and delighted at how people want to help.

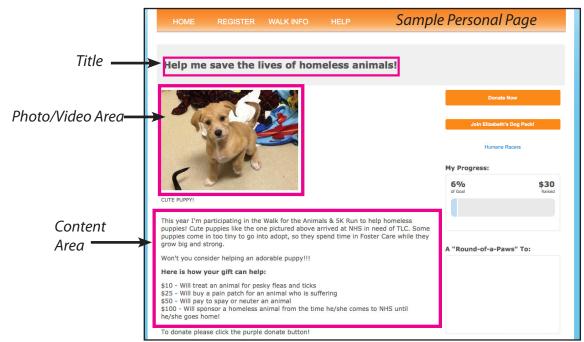


Step 2: After you have clicked on the link to your Participant Center you'll be taken to your Participant Center Homepage. From your Participant Center Homepage you can access your personal page two ways- From the Navigation where it says "Personal Page" or in the right hand column where is says "Edit Personal Page." Click on either of those links. See example below.

WAL	.K/5k NIM	(ne back, Elizabeth! My Participant Center My I	Page My Pr	ofile
for the	NIM	ALS Walk	Participant Cente	er Homepage		
HOME R	REGISTER	WALK & RUN INFO	SPONSORSHIPS	FIND A PARTICIPANT	FAQs	HELP
Home	Email Prog	res: Personal Page				
Overview						Send email
Your Fundrai	sing Progress					Enter new gift
	¢00.0	о ф гоо	00 00/	00		d Contacts w <u>Your Progress</u>
	\$30.0				Edi	t Personal Page ail Team
					Upo	date Question Responses
What to de	o next?					



Step 3: After clicking on either of the Personal Page links you'll be taken to the Content Portion of your page. From there you are allowed to Change the Title of your Personal Page and the content that appears below the title. If you would like to add a photo or a video to your personal page you'll want to click on the words Photo/ Video in the right hand column. See example below. *After making your edits be sure to click the save button.*



What Your Personal Page looks like from your Participant Center

	HOME REGISTER WALK & RUN INFO SPONSORSHIPS FIND A PARTICIPANT F	FAQs HELP	
Create a Custom URL	Home Email Progress Personal Page Edit Your Personal Fundraising Page (View Personal Page) Personal Page (View Personal Page) Personal Page URL: (URL Settings) http://www.nehumanesociety.org/site/TR/Events/Waik2013_2014?px=1058141&pg=personal&fr_id=1200 This page is Public	Content Photos/Video	To add a photo or video click here
	Title	Components	
Edit Title Here	Help me save the lives of homeless animals!	Share 👔 🔄 📊	
Edit Conten <u>t</u> Here	Max Font family Font size Image: Imag		
	to donate prese click the purple donate button Both the animals and I appreciate everyone's help in reaching my fundraising goal!! Proview Save	_	- Save & Preview
		`	



Step 4: After clicking on Photo/Video you'll be taken to a page where you can browse your personal computer for the photo you would like to appear on your page. If you would like to add a video select the video option and copy and paste a video link from YouTube. See example below.

WALK/5	SK NALS		Welcome back, Elizabeth1 Logout My Participant Center My Page My Profile		
HOME REGISTER	WALK & RUN INFO	SPONSORSHIPS	FIND A PARTICIPANT	FAQs	HELP
Home Email F Photos/Video You may add either photos of	Progress Personal Page			С	content
Photos		flar.		P	hotos/Video
	Images must be .gif, .jpg or .png Browse No file selected.	nies.		С	omponents
Video	Caption CUTE PUPPY! Save/Upload or remov	e photo		Sh	are f 🕒 in

Step 5: You are given the option to start a personal blog or diary of your fundraising journey by selecting the word Component in the right hand column. This option is optional and is up to individual walkers if they would like to enable this feature.

W for th	ALK/51 "ANIM	K ALS	Welcome back, Elizabeth! Logout My Participant Center My Page My Profile				
HOME	REGISTER	WALK & RUN INFO	SPONSORSHIPS	FIND A PARTICIPANT	FAQs HELP		
Horr		gress Personal Page					
	oonents				Content		
	Enable Personal Bl Allows you to post update	og es when viewing your personal pa	ge.		Photos/Video		
					Components		
				Preview Save			
			The Preview will open in	a new window, but will not save your change	es.		



You may edit your personal fundraising page as many times as you would like. Good luck with your online fundraising efforts and from all the two and four-legged friends at the Nebraska Humane Society thank you for participating!

For Dog Pack Captains:

If you're a Dog Pack Captain and want to edit your Pack Page. Click on the words Team Page in the dark blue navigation . You'll be taken to a page where you'll edit the page content and photo on the same page. This is a little different than the personal page so we've provided a photo below.

OME	REGISTER	WALK & RUN INFO	SPONSORSHIPS	FIND A PARTICIPANT	FAQs	HELP	
Home	Email Pro	ogress Personal Page	Team Page				
dit Yo	ur Team Fur	ndraising Page (View 1	eam Page)			Team Name	
						Humane Racers	
	e URL: (URL Settin nehumanesociety.or	igs) g/site/TR/Events/Walk2013_2014	?team_id=6560&pg=team&fr_i	d=1200		Company	
Body					Nebraska Humane Society		
Bc Font	family 🔹 Font size	• <u>A</u> • 🌌 • 🎬					
B / 및 ASS 王 王 王 汪 注 律 津 ♥ (*						Edit	
Help us Su	oport the Animals at th	ne Nebraska Humane Society!					
	early 30,000 animals ough the Walk for the		iety. This year, we're making a	difference by raising money for these			
	us reach our fundraisi		that many more homeless anima	als. If you can give more, it is greatly	SI	hare 🚹 📴 in	
\$10 - Will t	reat an animal for pest	ty fleas and ticks					
\$25 - Will b	uy a pain patch for an	animal who is suffering					
	ay to spay or neuter a						
\$100 - Will	sponsor a nomeless a	nimal from the time he/she comes t	:0 NHS until ne/sne goes nome!				
hoto							
130	in the second seco	nages must be .gif, .jpg or .png file					
1200	in the second	Browse No file selected.	15.				

Need Help??

If your question has not been answered in this How To Guide, please feel free to email:

walkonline@nehumanesociety.org