

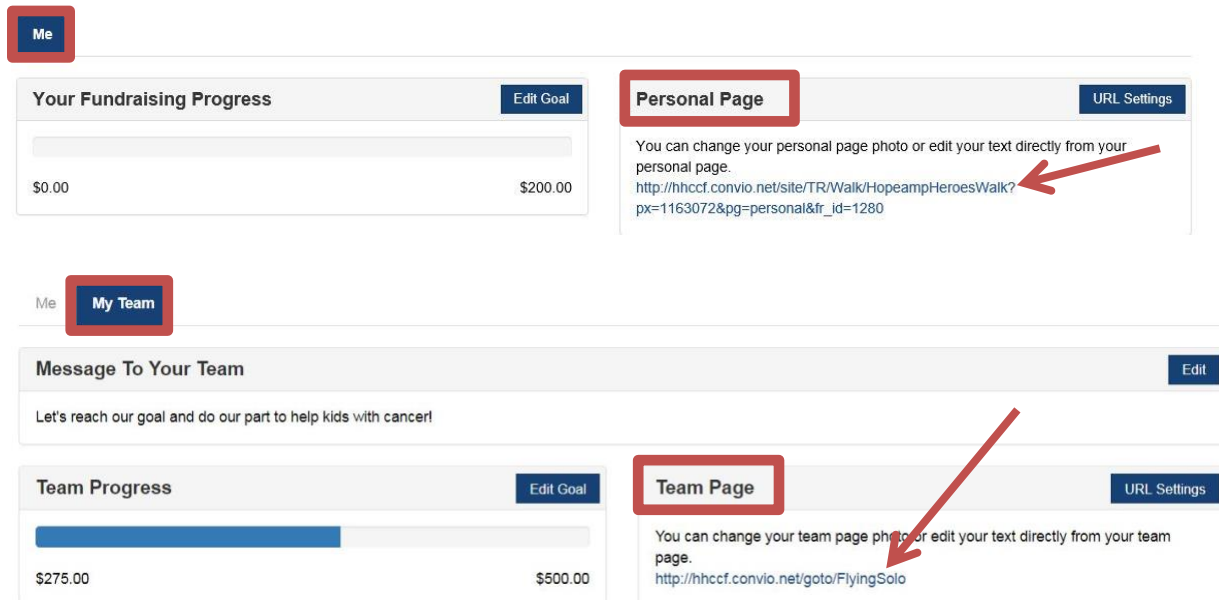
## HOW TO EDIT YOUR PERSONAL OR TEAM PAGE

### 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 Center.** For help, see guide on “How to Access Your Participant Center.”

**Step 2 – Scroll to the bottom of the page and find the “Me” or “My Team” tab.**




The screenshot displays the Participant Center interface. At the top, there are two tabs: 'Me' (highlighted with a red box) and 'My Team' (also highlighted with a red box). Under the 'Me' tab, there are two main sections: 'Your Fundraising Progress' with a progress bar showing \$0.00 out of \$200.00 and an 'Edit Goal' button; and 'Personal Page' with a 'URL Settings' button. A red arrow points to the 'Personal Page' section, which contains the text: 'You can change your personal page photo or edit your text directly from your personal page.' followed by a URL: [http://hhccf.convio.net/site/TR/Walk/HopeandHeroesWalk?px=1163072&pg=personal&fr\\_id=1280](http://hhccf.convio.net/site/TR/Walk/HopeandHeroesWalk?px=1163072&pg=personal&fr_id=1280). Under the 'My Team' tab, there are two main sections: 'Message To Your Team' with an 'Edit' button and the text 'Let's reach our goal and do our part to help kids with cancer!'; and 'Team Page' with a 'URL Settings' button. A red arrow points to the 'Team Page' section, which contains the text: 'You can change your team page photo or edit your text directly from your team page.' followed by a URL: <http://hhccf.convio.net/goto/FlyingSolo>.


**STEP 3 – Click the URL link to open your personal or team page and make your edits.** Remember if you are not a Team Captain, you will not see the “My Team” tab.


### The Parts of the Page


-CONTINUE ON NEXT PAGE-

 **1**

## Welcome to My Personal Page

 **2**



 **3**

**Ending childhood cancer and blood disorders is possible, together.** That's why I'm participating in the **11th Annual Hope & Heroes Walk** on Sunday, September 26, 2021, and that's why I need your help.

Hope & Heroes funds the life-saving work on childhood cancer and blood disorders at Columbia University Irving Medical Center – including cutting-edge research, the newest and most advanced treatments, support for families, and care that always puts children first. Columbia is home to the largest and most comprehensive pediatric oncology & blood disorder programs in the country, treating

1. Change the title/heading of your page.

*Note: You can only change the headline of your personal page; on your team page, your team name will appear here.*

2. Upload a new picture or add a YouTube video to your page. **NOTE: You can pick either a photo or a video, but not both.**
3. Click 'Edit Story' to change your message/personal story that appears on the page.

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### Editing Your Personal Story



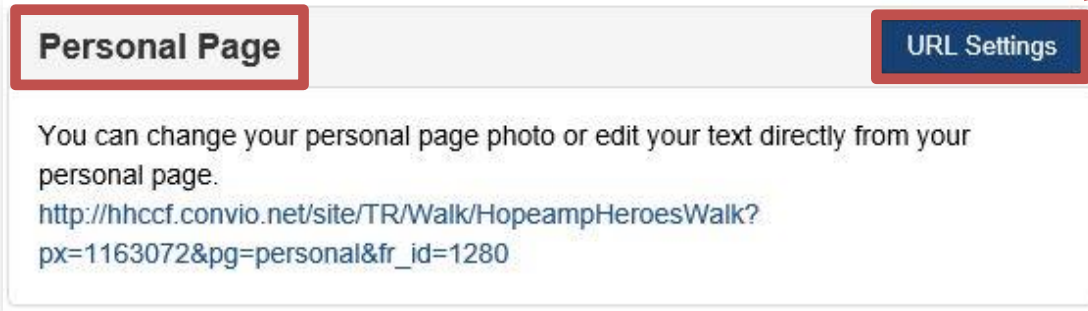
The screenshot displays the 'Edit Photo/Video' interface. On the left, there is a photo of four children wearing red shirts and pink leis. To the right of the photo is a rich text editor. The editor has a toolbar with options for font size (H1, H2, H3, P), bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, link, unlink, and refresh. Below the toolbar is a text area containing the text: "I am thrilled to be part of the 11th Annual Hope & Heroes Walk on Sunday, September 26, 2021 to support children with cancer and blood disorders and their families." To the right of the text area is a red number '2'. Above the text area is a red number '1' pointing to the toolbar. To the right of the editor is a 'Cancel' and 'Save' button, with a red number '3' pointing to the 'Save' button.

1. After clicking “**Edit Story,**” a format menu will appear. Here you can change the font size, add text elements like **bold**, *italic*, or underline. You can also select the alignment of your text as well as insert hyperlinks to other web pages or content.
2. This area is where you will type and/or edit your personal story.
3. When you are done editing your page, be sure to click the “**Save**” button.

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### Changing Your Personal Page URL

1. Return to your Participant Center homepage.
2. Scroll to the bottom of the page to the “Me” or “My Team” tab.
3. In the “Personal Page” or “Team Page” box, click the “URL Settings.”



4. A pop-up will appear with instructions on how to create a personalized URL. Type the new name in the box.
5. Once complete, click the “Save” button.

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## URL Settings

You can create a personalized Web address for your page that will make it easier to remember for family and friends. The Web address can only contain letters, numbers, '.' (periods), '-' (dashes), and '\_' (underscores). For example, if you specify 'John.Smith' as the personalized address, then the URL 'http://hhccf.convio.net/goto/John.Smith' will lead to your personalized page.

http://hhccf.convio.net/goto/

Cancel

Save

Please see additional guides for instructions

- How to Upload a Photo or a Video to your Personal Page
- Upload other email contacts via CSV file