

HOW TO UPLOAD A PHOTO OR VIDEO

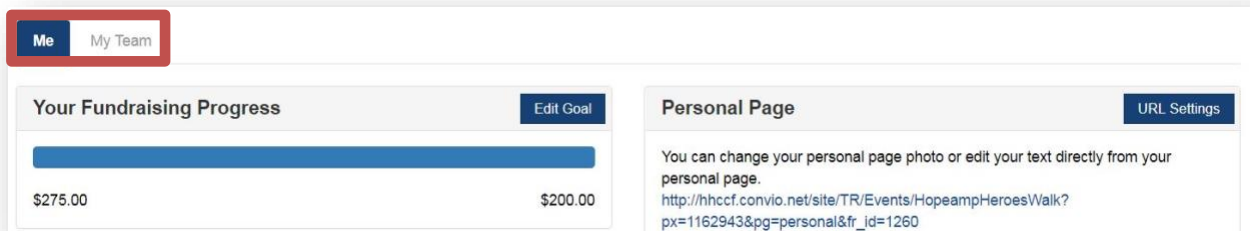
Some things to consider:

- Images must be .jpg files.
- The maximum acceptable file size is 4 MB (megabytes).
- Uploaded images will be automatically resized to fit. For best results, resize your image to 300 x 400 before uploading.
- Only YouTube video links are supported.
- Videos can appear only on personal pages.
- You may choose either a photo or a video link, **but not both**.

You can add a different photo or video link on your Personal Fundraising Page, and if you're a team captain, on your Team Fundraising Page.

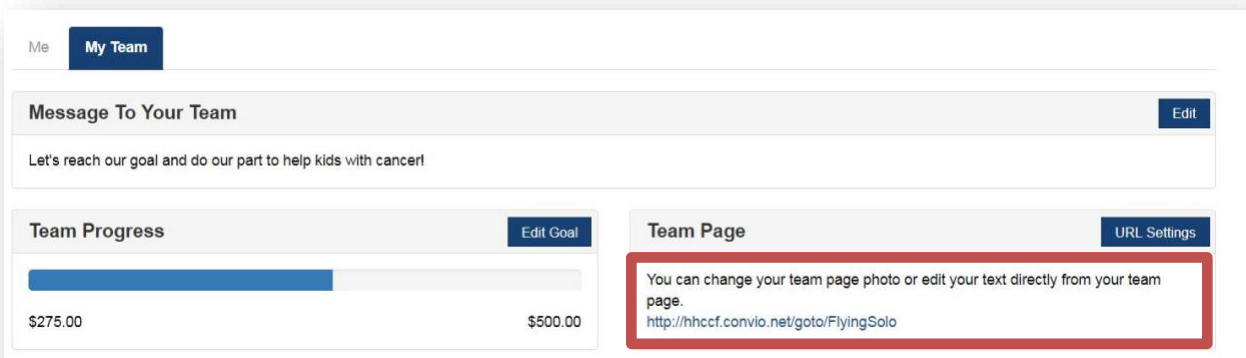
Step 1 – Login to your Participant Center. For help, see guide on “How to Access Your Participant Center.”

Step 2 – Click “Me” or “My Team” tab, depending on whether you are editing your personal page or team page (team captains only).



The screenshot shows a user interface for a fundraising page. At the top, there are two tabs: 'Me' (highlighted with a red box) and 'My Team'. Below the tabs, there are two main sections. The left section is titled 'Your Fundraising Progress' and features a blue progress bar. Below the bar, the amount '\$275.00' is displayed on the left and '\$200.00' on the right. An 'Edit Goal' button is located in the top right corner of this section. The right section is titled 'Personal Page' and has a 'URL Settings' button in the top right corner. Below the title, there is a message: 'You can change your personal page photo or edit your text directly from your personal page.' followed by a URL: 'http://hccf.convio.net/site/TR/Events/HopeampHeroesWalk?px=1162943&pg=personal&fr_id=1260'.

Step 3 – In the “Personal Page” or “Team Page” tab, **click the URL.**



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Step 4 – Your personal or team page will open in a separate window. Click the ‘**Edit Photo**’ button.

Welcome to My Personal Page

 Edit Photo/Video



 Edit Story

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

Step 5 – A pop-up window will appear. Select the “**Photo Option**” from the drop-down menu. Then select the “**Browse**” button.

Edit Photo/Video

You may add either a photo or a video to your page:

Images must be .jpg files. Uploaded images will be automatically resized to fit. For best results, resize your image to 300x400 before uploading. The maximum acceptable file size is 4Mb.

Select an image to upload:

or [remove photo](#)

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Step 6 – Locate the file on your local computer or shared network resource and click it to display its name in the Find/Open File window.

If you wish to change the photo click the **Remove Photo** link in the **Photo** area. Then repeat the steps above.

Edit Photo/Video

You may add either a photo or a video to your page:

Photo ▼

Images must be .jpg files. Uploaded images will be automatically resized to fit. For best results, resize your image to 300x400 before uploading. The maximum acceptable file size is 4Mb.

Select an image to upload:

C:\Users\kw2718\Downlo Browse...

or remove photo

Cancel

Save

Step 7 – Click the “Save” button. Your uploaded photo will appear on your page. If you wish to change the photo, repeat the steps above.

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For a Video

Follow Steps 1 - 4 as outlined above for editing a photo. When you reach Step 5, select “Video” from the drop-down menu.

Edit Photo/Video

You may add either a photo or a video to your page:

YouTube Video URL:

Cancel

Save

Enter a **YouTube website address** in the text entry field. Then click the “Save” button.

Other Features-please see additional guides for instructions

- Add your contacts via CSV file
- How to Send an Email
- How to Edit Personal/Team Fundraising Page