**HOW TO UPLOAD A PHOTO OR VIDEO**
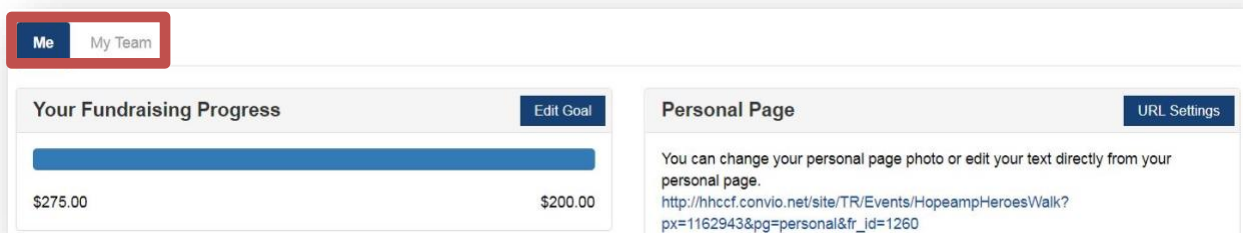
**Some things to consider:**

- 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.

- <u>Videos can appear only on personal pages</u>.

- 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.
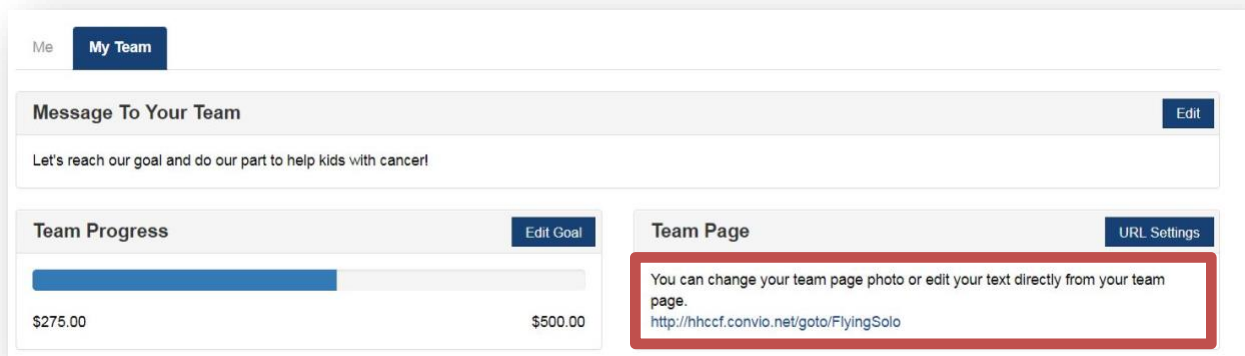
**Step 1** – **Login to your Participant Center**. For help, see guide on "How to Access Your Participant Center."

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

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



**-CONTINUE ON NEXT PAGE-**

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



**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:**

> 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:**

| Browse... |

or remove photo

**-CONTINUE ON NEXT PAGE-**

**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.

**-CONTINUE ON NEXT PAGE-**

**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:

| Video ⌄ |
| --- |

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