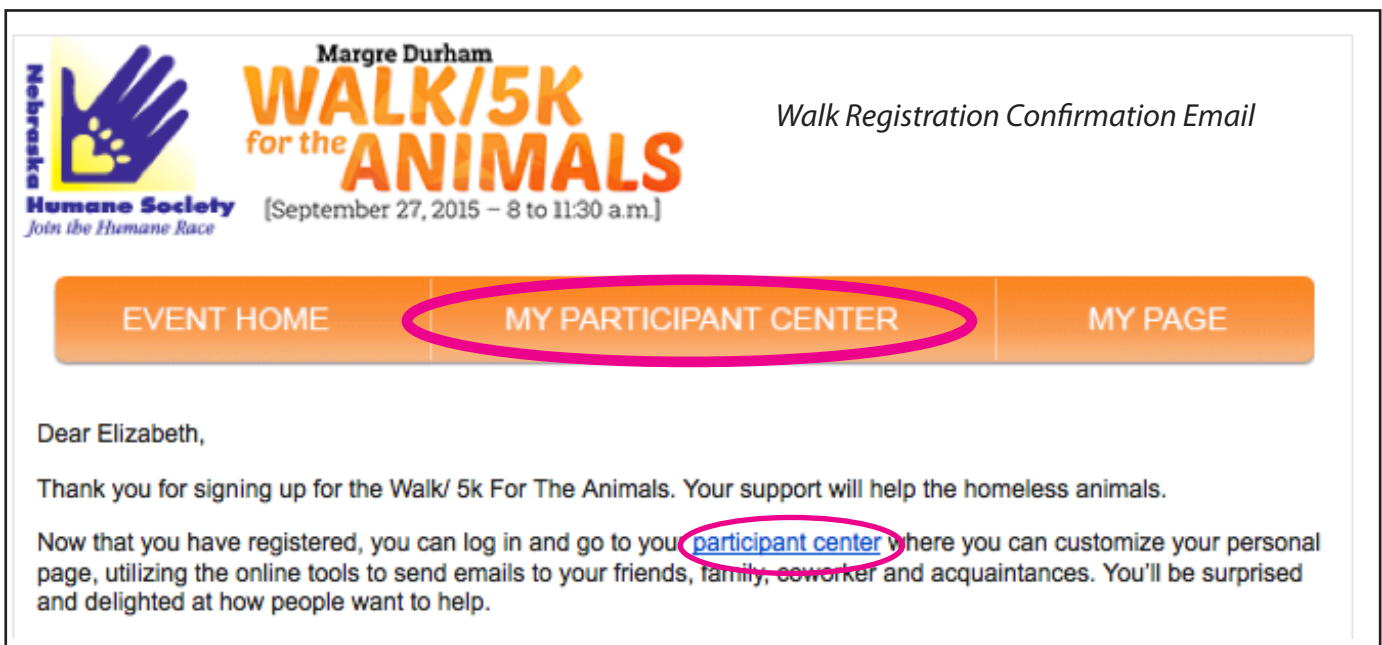
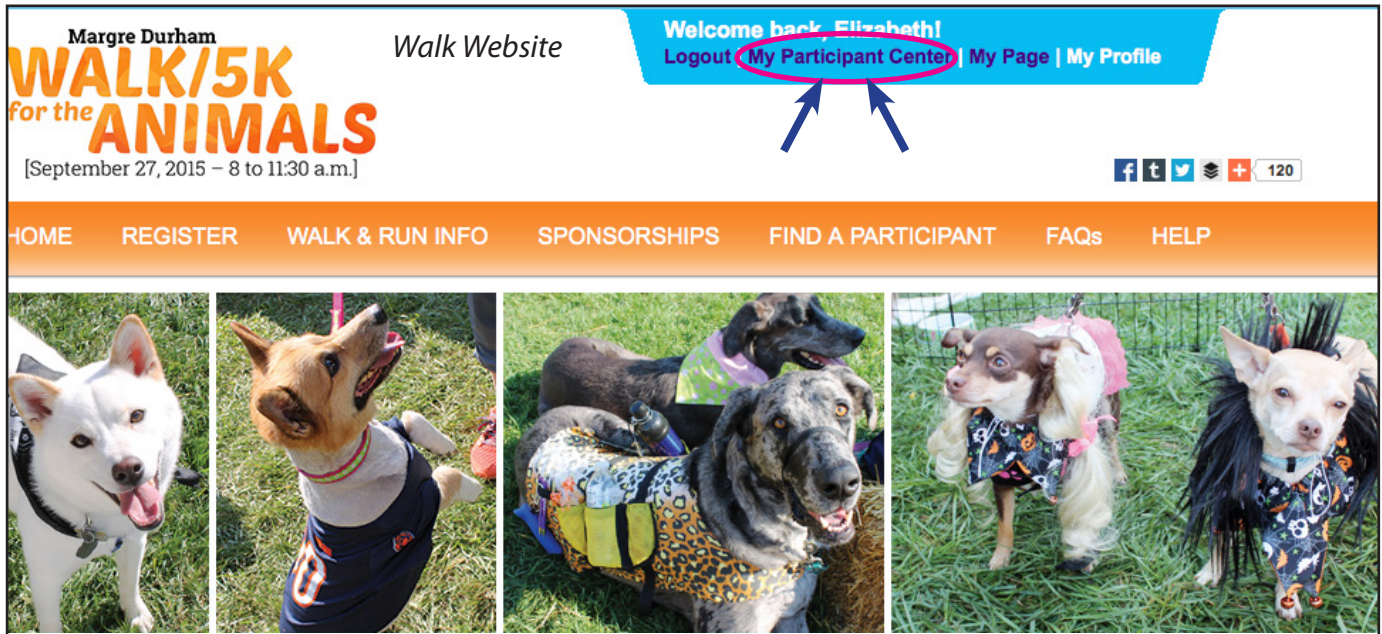


Margre Durham
WALK/5K
for the **ANIMALS**

[September 27, 2015 – 8 to 11:30 a.m.]

How To: Set up a Personal Fundraising Page:

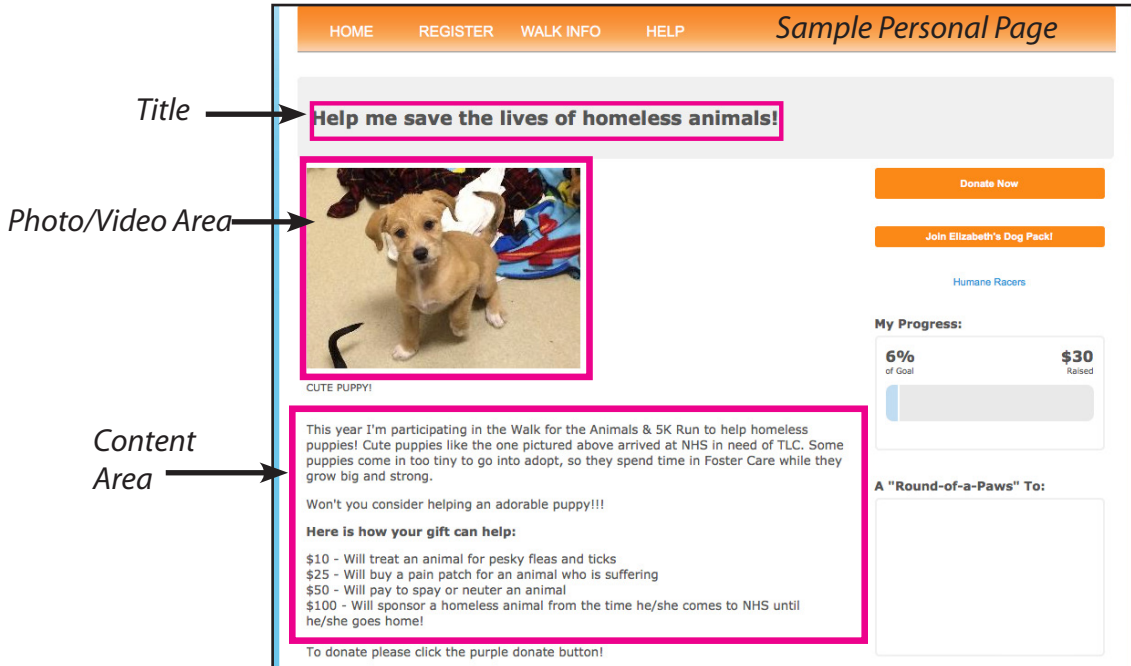
Step 1: To edit your personal page you'll need to first log into your Participant Center. *Your participant center is your main location where you send emails, edit your personal page and track your fundraising progress.* There are two ways to access your Participant Center- From the very top purple 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.*



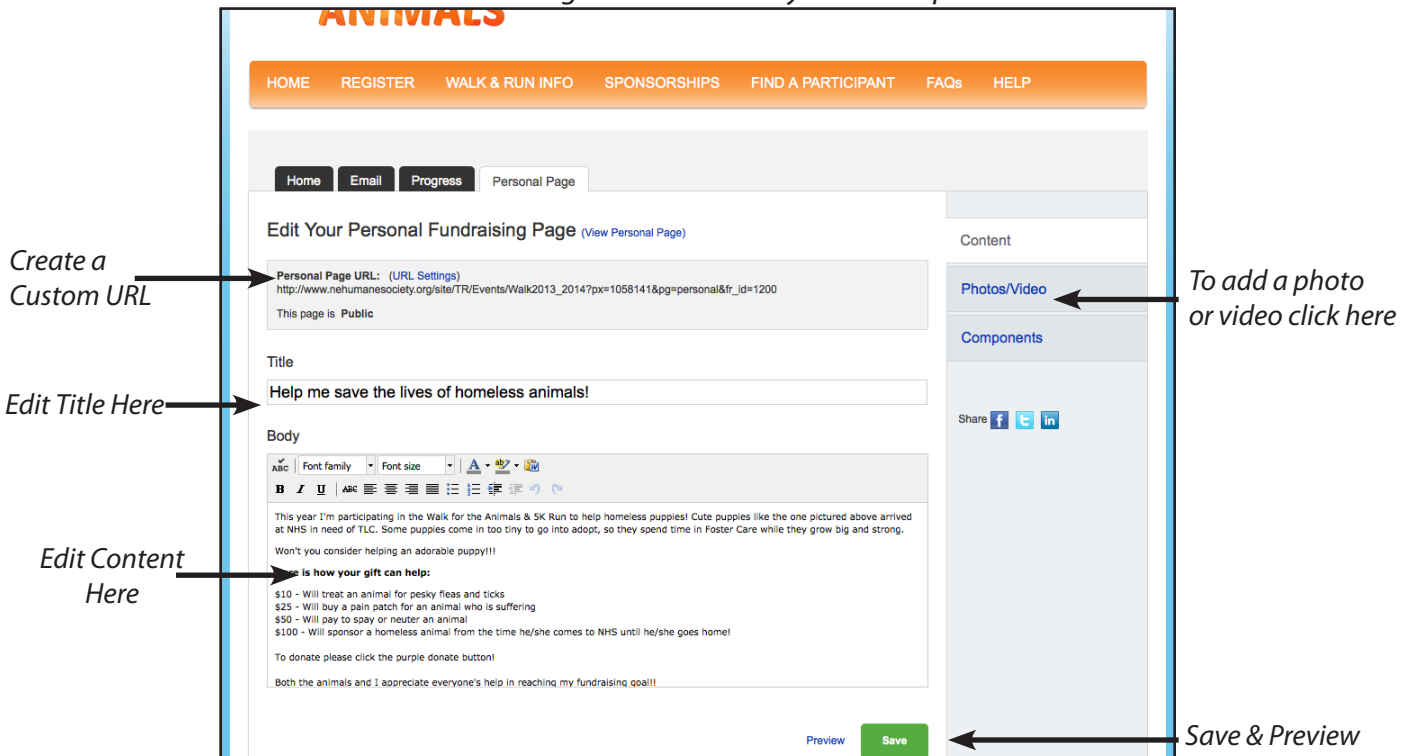
Step 2: After you have clicked on the link to your Participant Center you'll be taken to your Participant Center Homepage. From your Participant Center Homepage you can access your personal page two ways- From the Navigation where it says "Personal Page" or in the right hand column where it says "Edit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

The screenshot displays the 'Walk Participant Center Homepage' for Elizabeth. At the top, there is a blue banner with the text 'Welcome back, Elizabeth!' and links for 'Logout | My Participant Center | My Page | My Profile'. The main header features the 'WALK/5K for the ANIMALS' logo and the title 'Walk Participant Center Homepage'. Below this is an orange navigation bar with links: HOME, REGISTER, WALK & RUN INFO, SPONSORSHIPS, FIND A PARTICIPANT, FAQs, and HELP. A secondary navigation bar contains tabs for Home, Email, Progress, and Personal Page, with 'Personal Page' circled in pink. The main content area is titled 'Overview' and shows 'Your Fundraising Progress' with a green progress bar. Below the bar are four summary cards: 'I Have Raised \$30.00', 'My Goal (change) \$500.00', 'Percent 6%', and 'Days Left 26'. On the right side, there is a sidebar with buttons for 'Send email' and 'Enter new gift', and a list of links: 'Add Contacts', 'View Your Progress', 'Edit Personal Page' (circled in pink), 'Email Team', and 'Update Question Responses'. At the bottom left, there is a section titled 'What to do next?'.

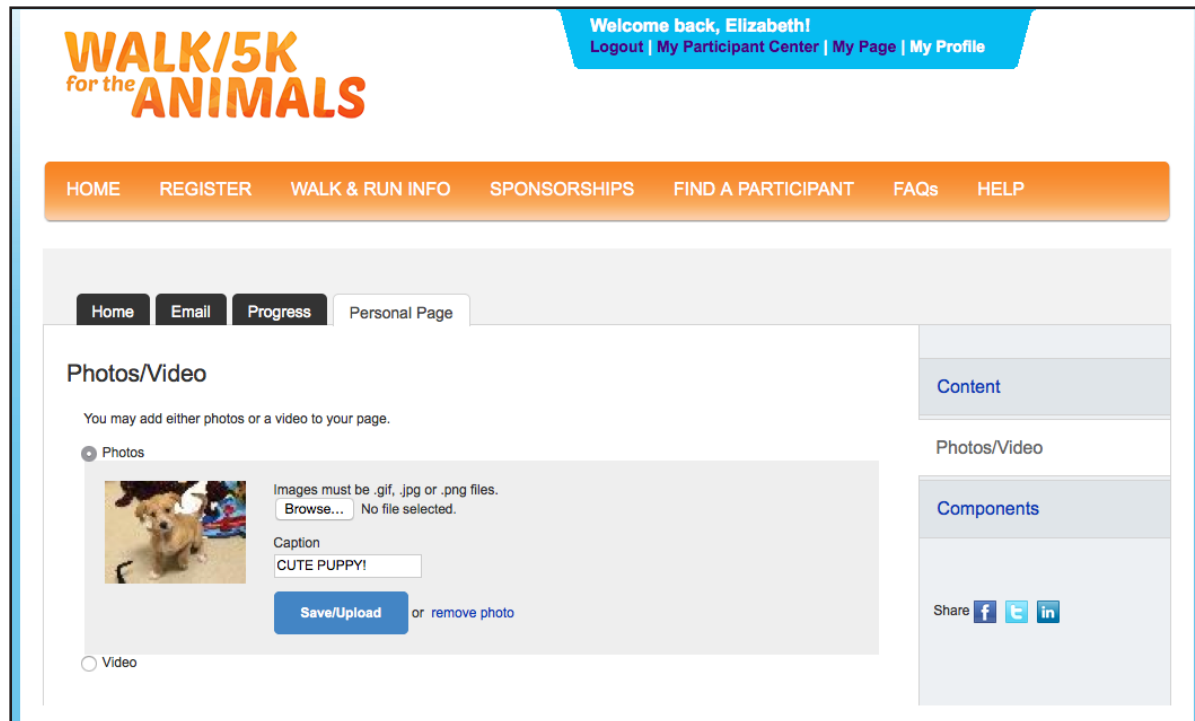
Step 3: After clicking on either of the Personal Page links you'll be taken to the Content Portion of your page. From there you are allowed to Change the Title of your Personal Page and the content that appears below the title. If you would like to add a photo or a video to your personal page you'll 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.*



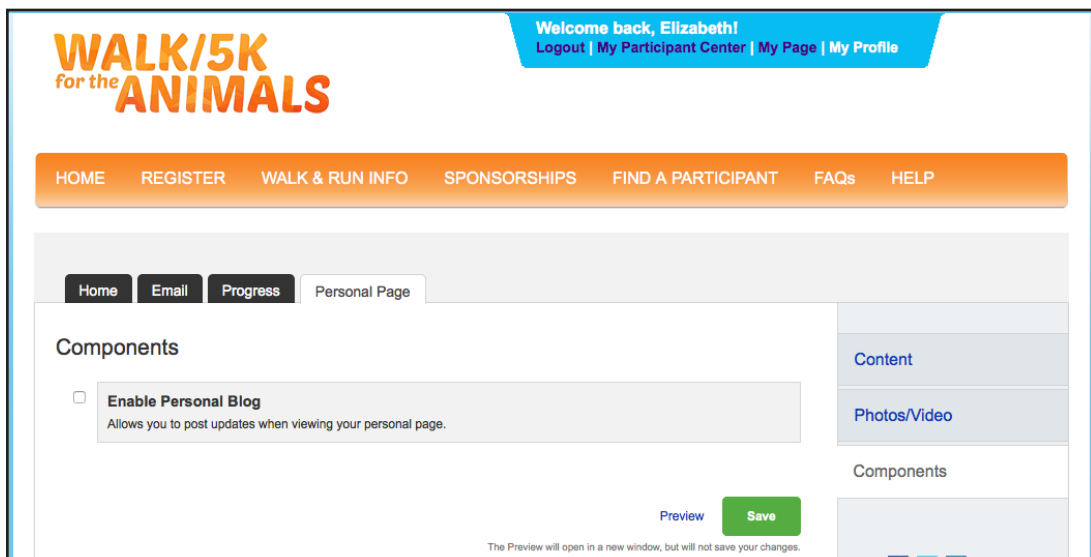
What Your Personal Page looks like from your Participant Center



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.



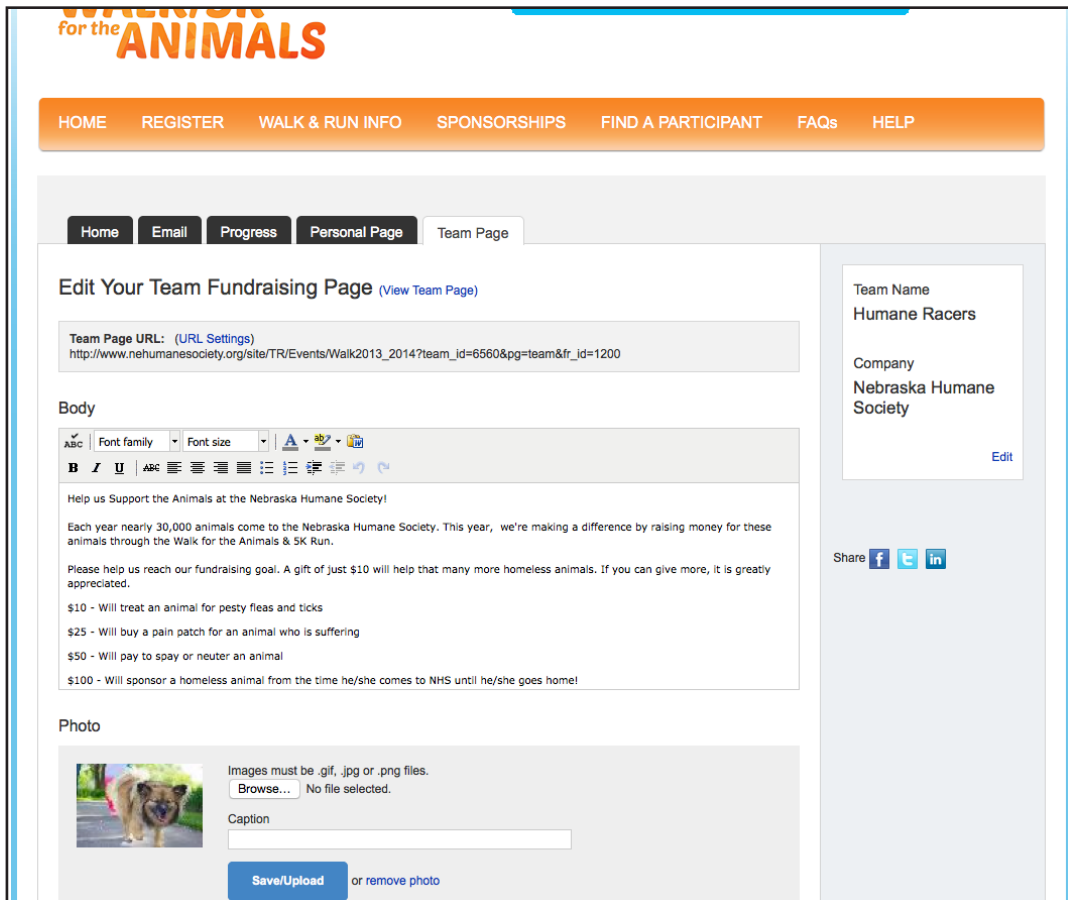
Step 5: You are given the option to start a personal blog or diary of your fundraising journey by selecting the word Component in the right hand column. This option is optional and is up to individual walkers if they would like to enable this feature.



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.



Need Help??

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

walkonline@nehumanesociety.org