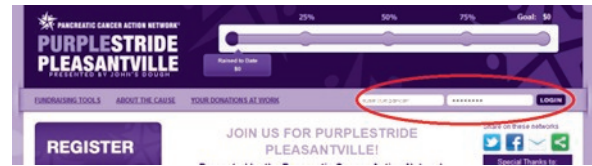


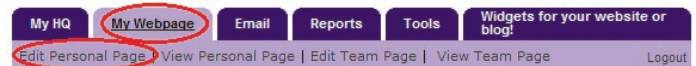


## How to Update Your Personal Fundraising Page

Sign In to My HQ on the front page of the event website.



In Your HQ, select “My Webpage” then “Edit Personal Page.”



### Updating Your Personal Fundraising Page Text

There are three areas you can edit on your personal page:

- 1) The Header and Subheader (A)
- 2) The caption under your image (B)
- 3) The main body text (C)

Complete any desired edits to these areas, then click “Submit” (D).

Your personal page will be updated to reflect your changes!

After you click “Submit” you will be redirected to your personal fundraising page to see the update.

If you would like to make further edits to your page, click “My HQ” (E).

**OUR DONATIONS AT WORK** Welcome, \*\*Susie \*\*Cue **My HQ** Logout

My HQ **My Webpage** Email Reports Tools Widgets for your website or blog!

Edit Personal Page | View Personal Page | Edit Team Page | View Team Page Logout

### Edit your Personal Page

Header: Welcome to

Subheader: \*\*Susie \*\*Cue's fundraising page

Do you want a Video or Image? Image

Webpage image  
You may use the default image or select an image from the library or upload your own.

**B** Caption under image:  
Join me in my efforts to support Pancreatic (

**A** Visit the PurpleStride Pleasantville 2012 website for event details.

**C** Edit the text:  
Thank you for supporting the Pancreatic Cancer Action Network. Your efforts will help advance research, support patients and create hope!

**E** My HQ

**D** Preview webpage View your page as others will see it! **Submit** **Cancel**

Finish webpage To complete your webpage or to save changes, click Submit.



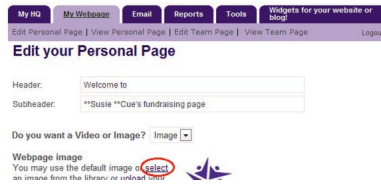
## Updating your Personal Fundraising Page Photo

First, decide if you would like to use a personal or default photo, then follow the corresponding steps listed below.

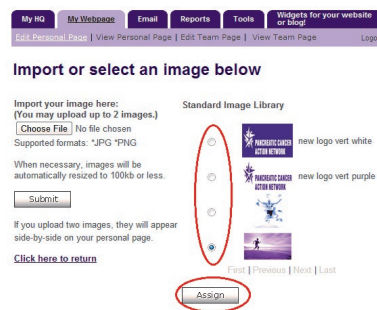
- After following these steps, click “Submit.”
- After you click “Submit” you will be redirected to your personal fundraising page to see the update.
- If you would like to make further edits to your page, click “My HQ.”

### To Use a Default Photo

Click “Select:”

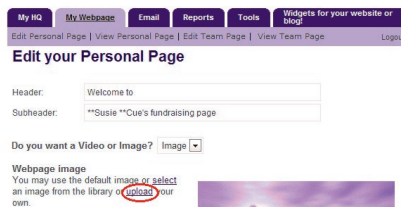


Click the radio button next to the image you want to use, then click “Assign:”

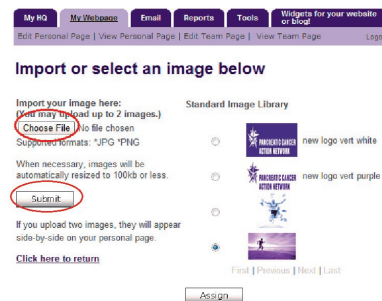


### To Use a Personal Photo

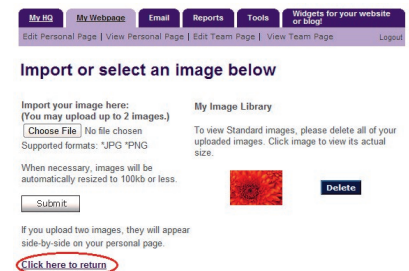
Click “Upload:”



Click “Choose File” and select your desired image file, then click “Submit.” You may repeat for a second image if desired.



Verify that your selected image is displayed at right under “My Image Library,” then click “Click here to return.”



**Thank you for supporting the fight against pancreatic cancer!**