
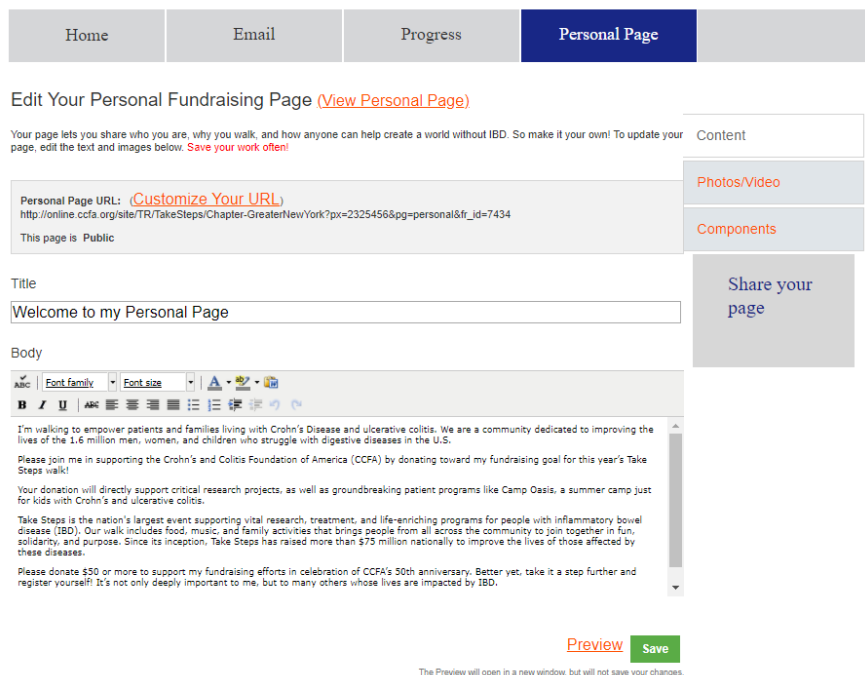


How to Update and Edit Your Personal Page

- Go to <http://cctakesteps.org>
- Click on Login to Fundraise at top right of the page. Enter in your user name and password
- Once in the fundraising center, click on 
- Once on the page, you can edit the text to your personal page
- To edit the personal link, click on the button that says: **“Customize Your URL”** When complete the URL will be <http://online.ccfa.org/goto/LINKNAME>

New York City
5/17/18, 5:30 PM Check-in and Festival Start | 7:00 PM Walk Start
Pier 16 at the South Street Seaport



Home Email Progress **Personal Page**

Edit Your Personal Fundraising Page ([View Personal Page](#))

Your page lets you share who you are, why you walk, and how anyone can help create a world without IBD. So make it your own! To update your page, edit the text and images below. **Save your work often!**

Personal Page URL: [Customize Your URL](#)
http://online.ccfa.org/site/TR/TakeSteps/Chapter-GreaterNewYork?px=2325456&pg=personal&fr_id=7434

This page is Public

Title
Welcome to my Personal Page

Body

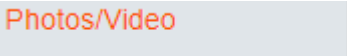
Photos/Video

Components

Share your page

Preview **Save**

The Preview will open in a new window, but will not save your changes.

- To edit text on the page, you can delete and update text by typing in the body area. Make sure to save your work often
- To Add a Photo, or video, click Photos/Videos on the right side of the page  Please remember you can only add 1 photo or 1 video directly from YouTube only.
- The Components area is where you can update the following:

Components

- **Status Thermometer**
 - You can turn off/on the thermometer showing percent to personal fundraising goal.
- **Fundraising Honor Roll**
 - You can turn off/on the scrolling list of largest donations received.
- **Show donor names only.**
 - You can turn off/on the option to show donor names- not amounts
- **Lastly, you can enable a Personal Blog if you like**

- To view a preview of your page, click at the bottom where it says **Preview**

Enjoy and thank you for raising money for Take Steps!

*If you have further questions or concerns,
please contact your local walk manger*