

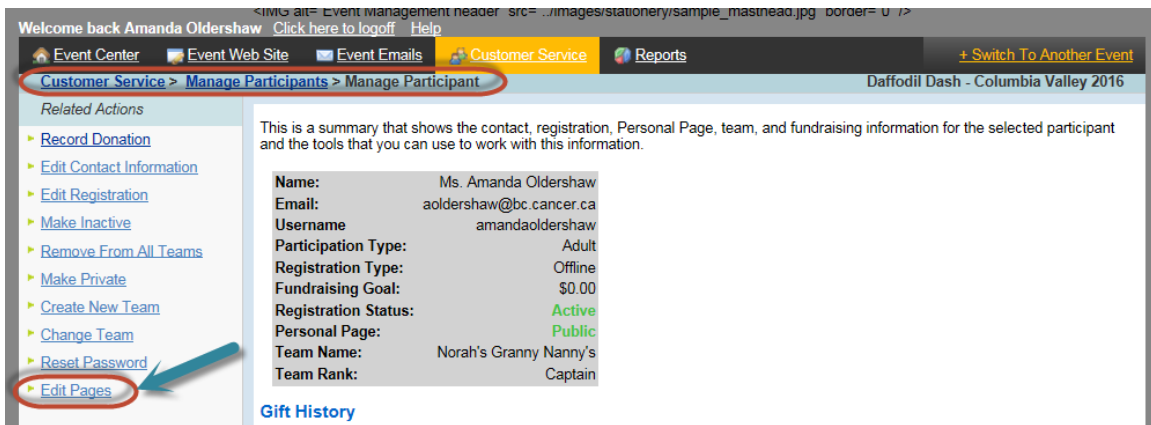


Edit Personal Fundraising Page

As a best practice always encourage the participant to log into the Participant Centre to edit these pages themselves. If they require assistance, walk them through using the Participant Centre.

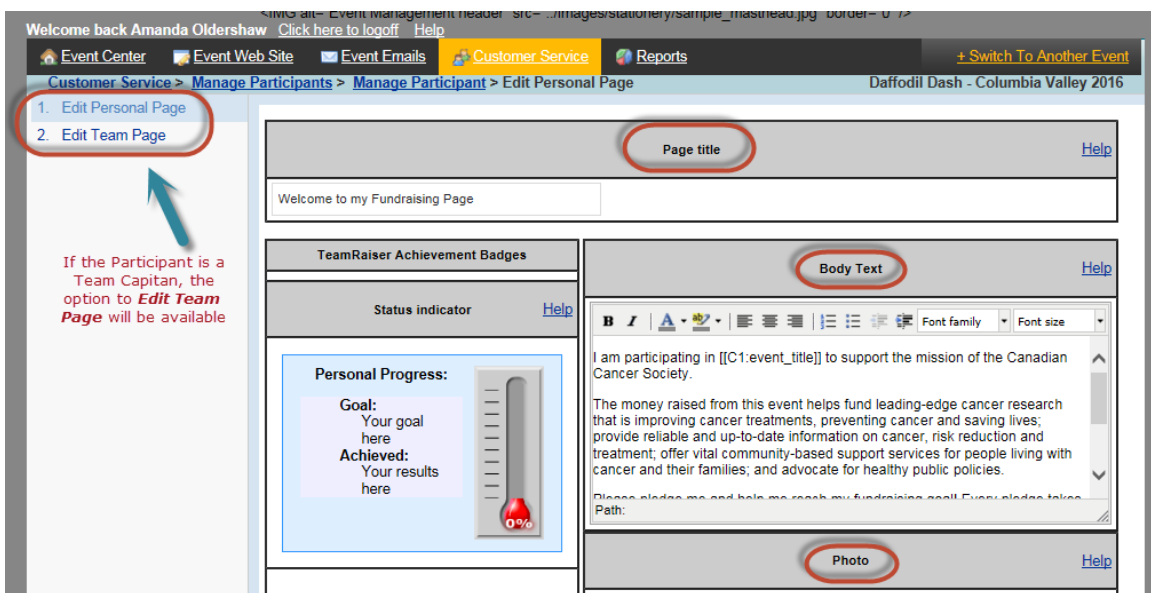
Login to the EMC and select the event you would like to manage.

- Click on the **Customer Service** tab.
- Click **Manage Participant**, under the Related Actions menu.
- **Scroll** or **Search** for the Participant Name
- Click **Manage Participant**.
- Click **Edit Pages**, under the Related Actions menu.
- Select **Edit Personal Page**. If the Participant is the Team Captain the **Edit Team Page** will also be available.
- Make required edits/changes
- Click **Save**



Areas available to edit are:

- Page Title (text only – no html)
- Body Text (text only no html)
- Photo/Video options
- Personal Web Blog options



If the Participant is a Team Captain, the option to **Edit Team Page** will be available