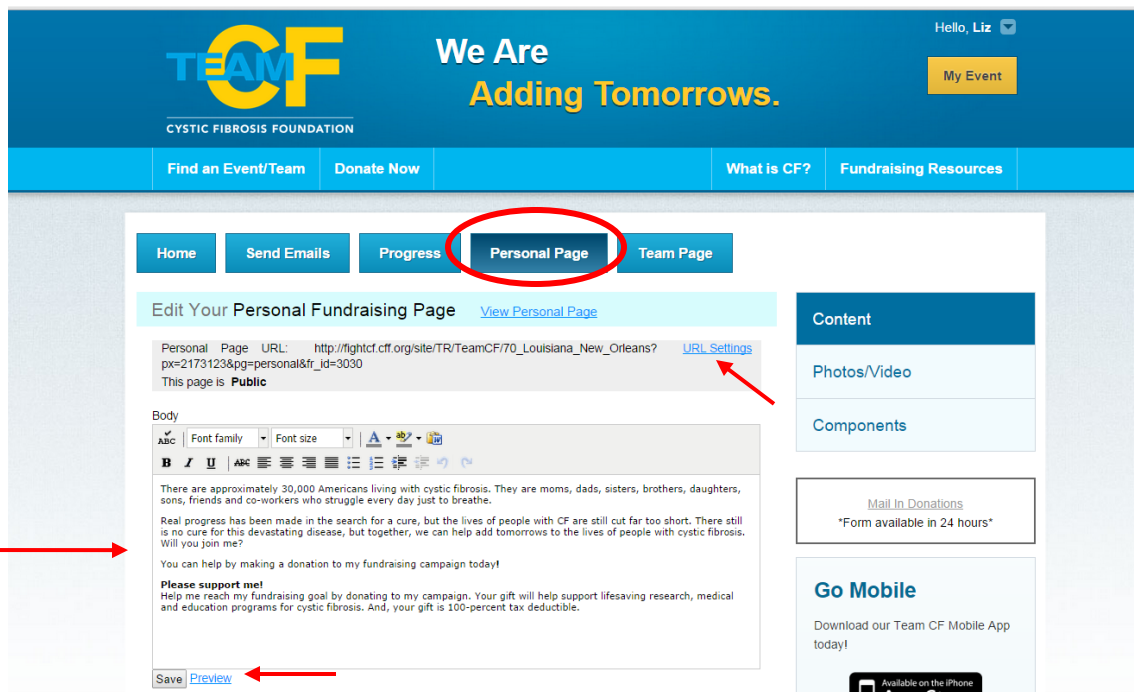


# Set Up a Personal Page

Once you have registered for a Team CF event you can set up a personal web page in order to tell your story about why you are participating in the event, ask for donations and gain support from family and friends.

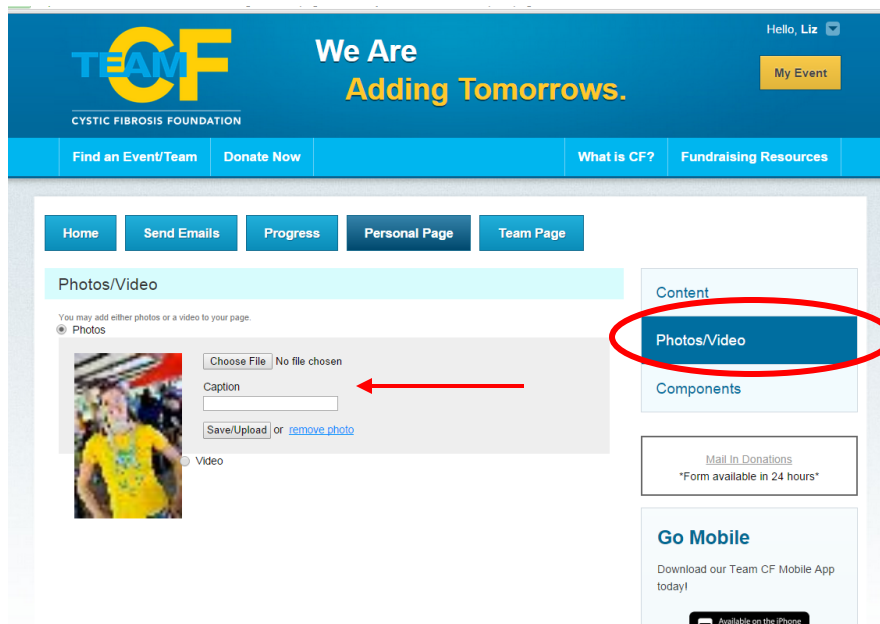
## To Set Up a Personal Page:

1. Log into the Team CF website, click on the **My Events** button.
2. Click the **Personal Page** tab:



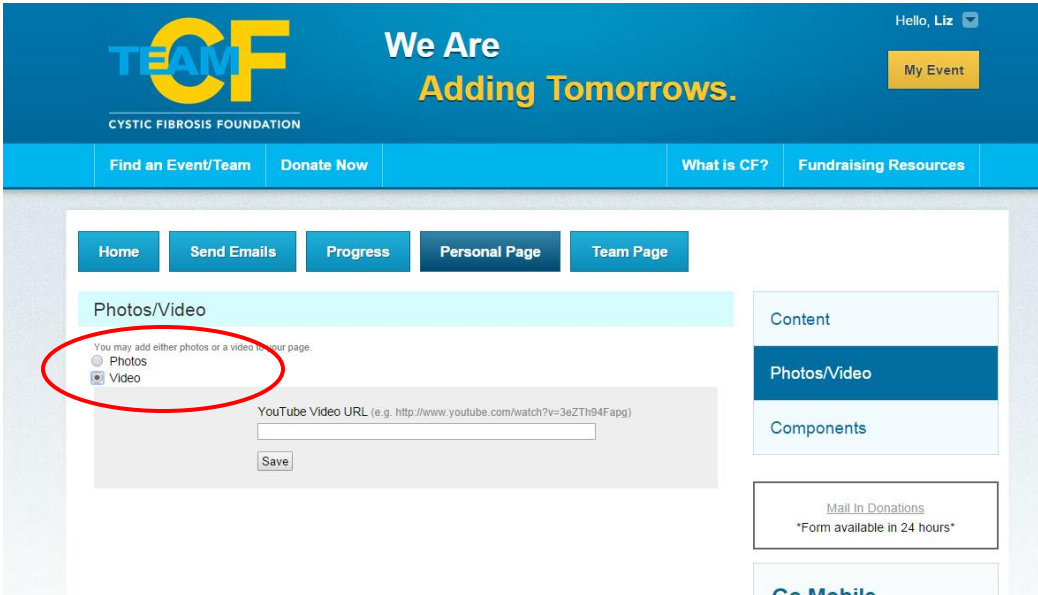
The screenshot shows the 'Edit Your Personal Fundraising Page' interface. At the top, the 'TEAM CF' logo and the slogan 'We Are Adding Tomorrows.' are visible. A navigation bar includes 'Home', 'Send Emails', 'Progress', 'Personal Page' (circled in red), and 'Team Page'. Below the navigation, the page title is 'Edit Your Personal Fundraising Page' with a 'View Personal Page' link. The main content area shows the 'Personal Page URL' as 'http://fightcf.cff.org/site/TR/TeamCF/70\_Louisiana\_New\_Orleans?px=2173123&pg=personal&fr\_id=3030' and a 'URL Settings' link. The page is set to 'Public'. A rich text editor contains sample text: 'There are approximately 30,000 Americans living with cystic fibrosis. They are moms, dads, sisters, brothers, daughters, sons, friends and co-workers who struggle every day just to breathe. Real progress has been made in the search for a cure, but the lives of people with CF are still cut far too short. There still is no cure for this devastating disease, but together, we can help add tomorrows to the lives of people with cystic fibrosis. Will you join me? You can help by making a donation to my fundraising campaign today! Please support me! Help me reach my fundraising goal by donating to my campaign. Your gift will help support lifesaving research, medical and education programs for cystic fibrosis. And, your gift is 100-percent tax deductible.' At the bottom left, there are 'Save' and 'Preview' buttons. A red arrow points to the 'Preview' button. On the right side, there are sections for 'Content', 'Photos/Video', 'Components', 'Mail In Donations' (with a note '\*Form available in 24 hours\*'), and 'Go Mobile' (with a note 'Download our Team CF Mobile App today!').

3. In the **Body** section, you can use the tool-bar to format the content included on the page.
4. You can click **Preview** at any time to review how your page will look to visitors.
5. Click **Save** to update the page with any changes.
6. In the **Personal Page URL** field, you can enter a name that is easy for you, your friend and family to remember.
7. Click **Save** to update the page with the new URL.
8. Click **Photos/Videos** to upload these items to your page.



9. To upload a photo:
  - a. Select **Photo**.

- b. Search for and select the photo from your computer.
  - If your photo is not properly sized you will receive a prompt telling you to re-size your photo.
- c. Before you upload your photo, you can add a caption.
- d. Click **Upload/Save** to upload your photo.



The screenshot shows the Cystic Fibrosis Foundation website interface. At the top, there is a blue header with the 'TEAM CF' logo and the slogan 'We Are Adding Tomorrows.' Below the header is a navigation bar with links for 'Find an Event/Team', 'Donate Now', 'What is CF?', and 'Fundraising Resources'. The main content area has a sub-navigation bar with 'Home', 'Send Emails', 'Progress', 'Personal Page', and 'Team Page'. The 'Photos/Video' section is highlighted in light blue. Below this, there are radio buttons for 'Photos' and 'Video', with 'Video' selected and circled in red. A text input field for 'YouTube Video URL' is visible, along with a 'Save' button. On the right side, there is a sidebar with 'Content', 'Photos/Video', and 'Components' sections, and a 'Mail In Donations' form.

10. To add a video:

- a. Select **Video**
  - Please note that you can only upload YouTube videos.
- b. Copy and paste the YouTube Video URL.
- c. Click **Save**.

11. Select **Components** to post blog-like updates to your personal page

12. Check the **Enable Personal Blog** box.

13. Click **Save** to allow visitors to view your page and add comments.