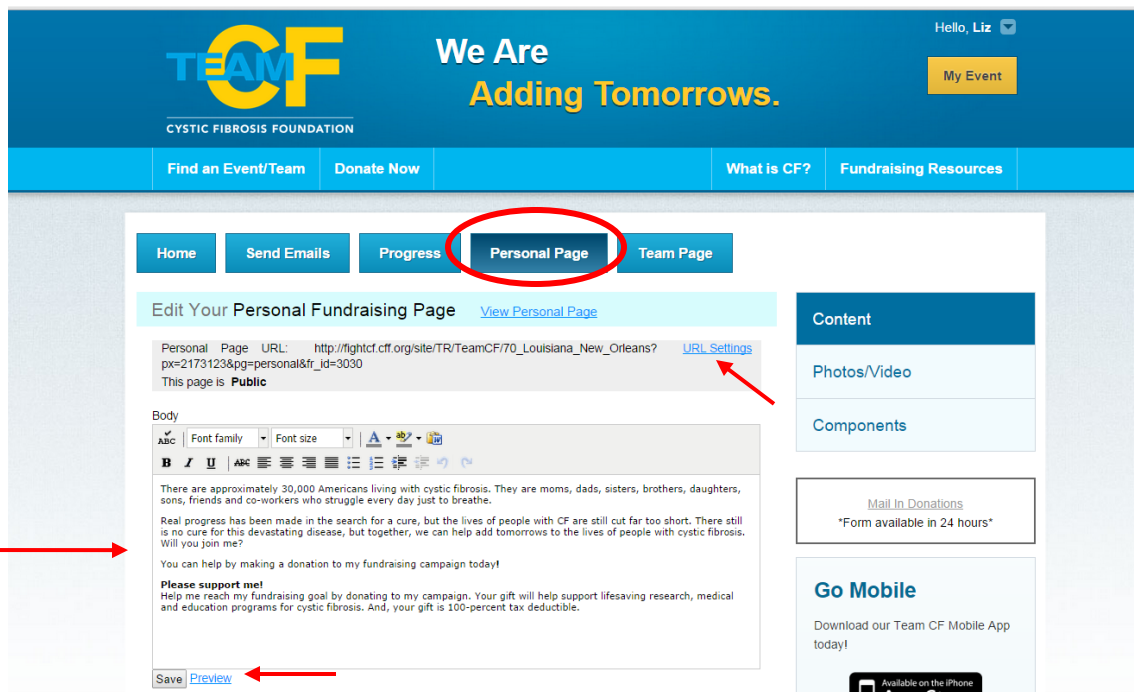# Set Up a Personal Page

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.
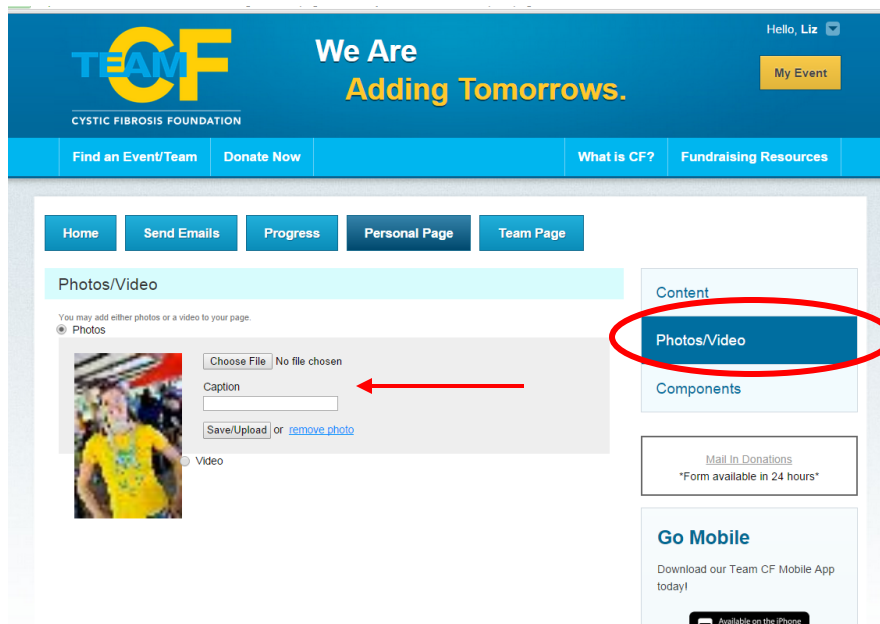
**To Set Up a Personal Page:**

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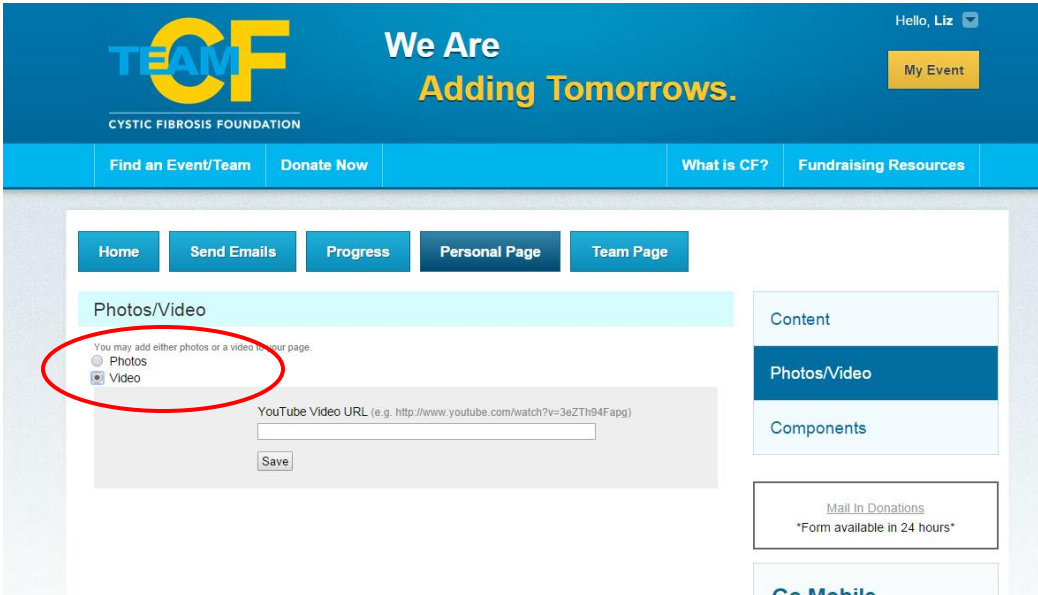2. Click the **Personal Page** tab:

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.



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.