**We've found that participants who personalize their fundraising page raise more than three times as much as those who rely on the default content**—so we want to make sure you know how! Here's a simple step-by-step guide to help you make your fundraising page stand out from the crowd! Keep an eye out for **this color blue—that's how we'll call out action spots!**

Table of Contents

PANCREATIC CANCER ACTION NETWORK

1. Access My Participant Center
From pancan.org/diy, select "Log In" in the top right corner.
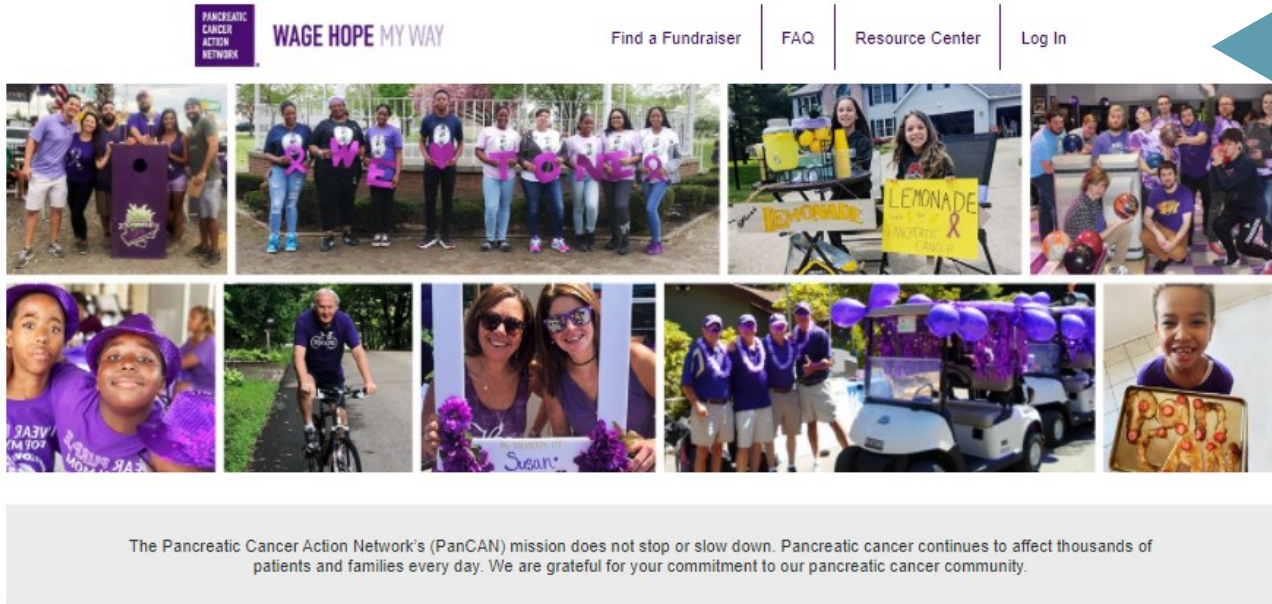
2. Log in using the username you created during registration

If you forgot your username and password, enter your email to be sent your username and a reset password link.
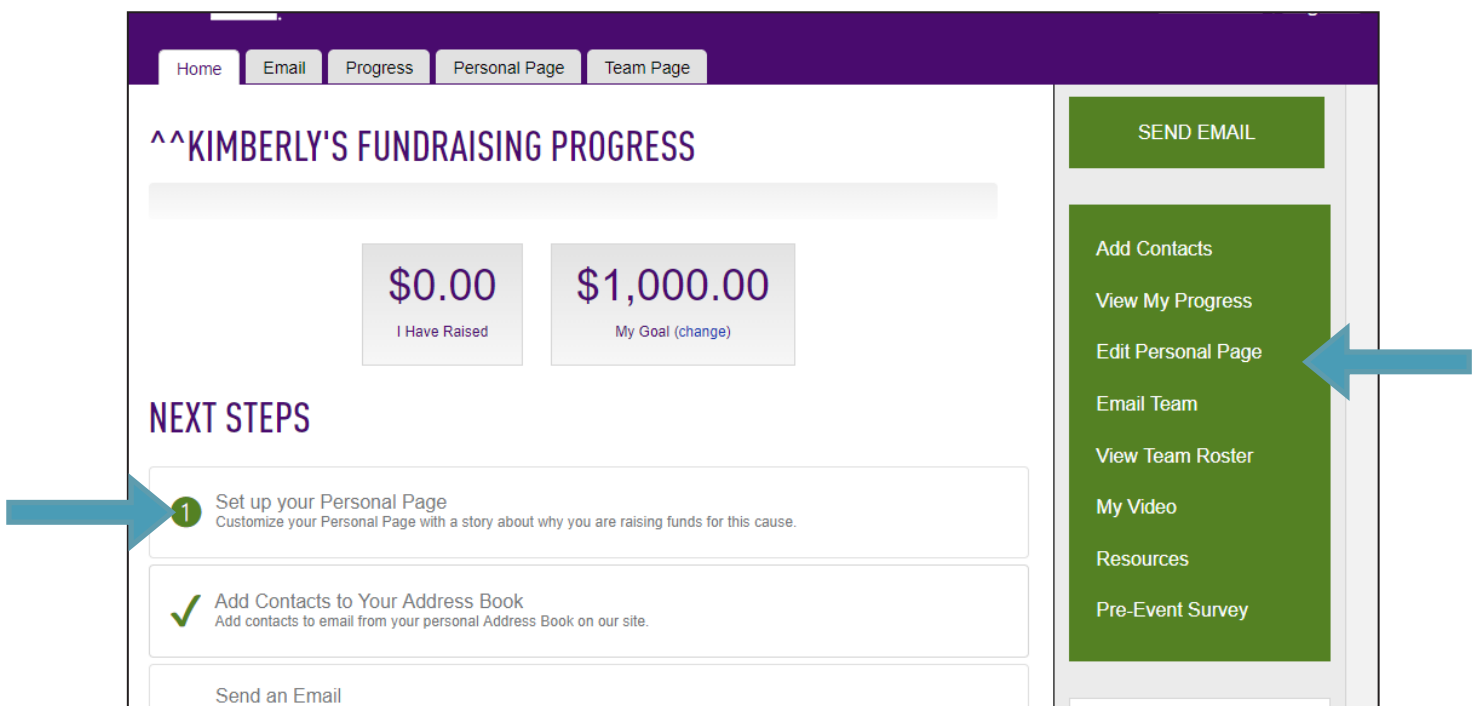
3. **Select the appropriate event**
    If you are registered for multiple events, they will all be listed on the next screen. Click the event name to access My Participant Center for the event in which you would like to personalize your page.

    If you are only registered for one event, that event will be the only one listed on this screen. Click the event name to access My Participant Center .

Go to your Participant Center to manage your fundraising and email friends and family.

You are registered for these events:

Wage Hope My Way   Tribute

Wage Hope My Way - DIY Events/Fundraisers 2019

Wage Hope My Way 2018
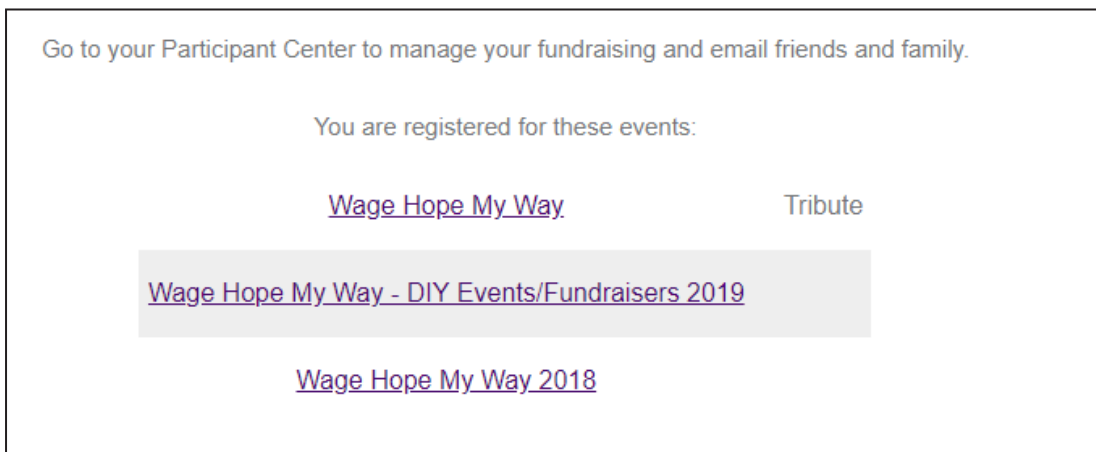
4. **Click "Set up your Personal Page"**
    Select the first option under "Next Steps" to start personalizing. You can also click "Edit Personal Page" in the right hand sidebar.

| Home | Email | Progress | Personal Page | Team Page |

^^KIMBERLY'S FUNDRAISING PROGRESS

$0.00
I Have Raised

$1,000.00
My Goal (change)

SEND EMAIL

Add Contacts

View My Progress

Edit Personal Page

Email Team

View Team Roster

My Video

Resources

Pre-Event Survey

NEXT STEPS

1   Set up your Personal Page
Customize your Personal Page with a story about why you are raising funds for this cause.

✓   Add Contacts to Your Address Book
Add contacts to email from your personal Address Book on our site.

Send an Email

5. Tell your story

The "Title" section appears within the header ribbon picture at the top of your page. This will auto-populate with your name, but if you would like to change it to your loved one's name or an event name, this is the place where you can make those updates.

In the "Body" section, replace the current content by writing your personal story and sharing why you fundraise for the Pancreatic Cancer Action Network.

To preview your work, scroll down and click "Preview" (this will not save your changes, but will show you what your current page looks like). Once you are happy with your page, click "Save" at the bottom right corner of the page.

WAGE HOPE MY WAY

Resources | Log Out

Home | Email | Progress | Personal Page | Team Page

Content

Photos/Video

EDIT YOUR PERSONAL FUNDRAISING PAGE (VIEW PERSONAL PAGE)

Personal Page URL: (URL Settings)
http://support.pancan.org/site/TR/DIY/DIYTeamraisers?px=2753824&pg=personal&fr_id=1081
This page is Public

TITLE

Welcome

BODY

Hint: You can select your preferred font, font size, color, etc., just like in Microsoft Word

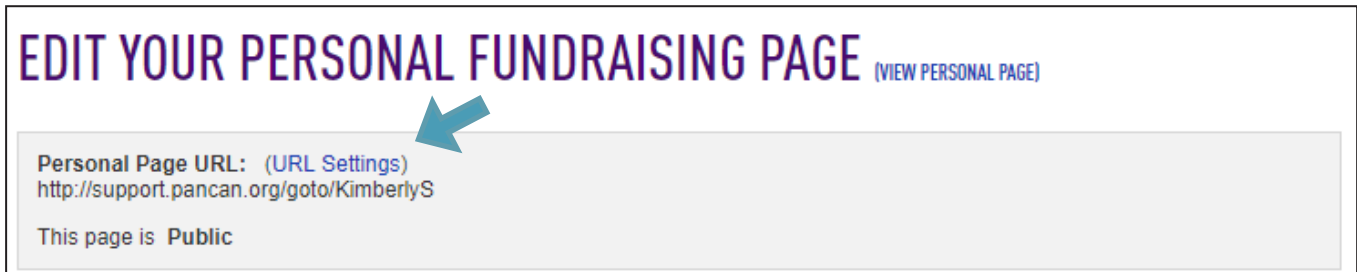Font family | Font size | A | ab

B I U ABC

I'm raising money in support of the Pancreatic Cancer Action Network by creating a fundraising page.

By making a donation to me, you are helping to advance research, support patients and create hope for those fighting pancreatic cancer.

Please make a donation today and help me to reach my fundraising goal!

Preview | **Save**

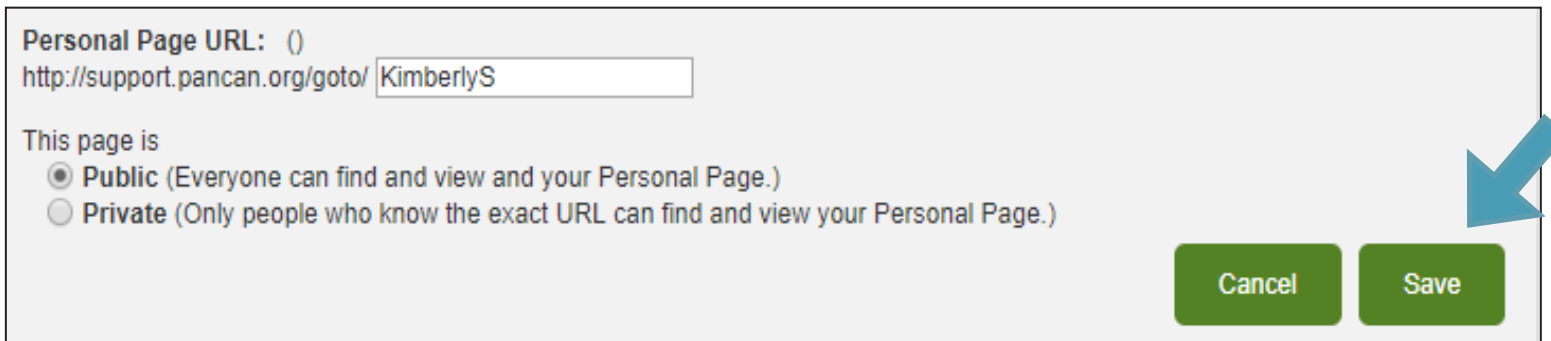The Preview will open in a new window, but will not save your changes.

6. Create a personalized URL for your page
From this screen, you can also create a personal URL to make your page link easier to remember. Select "URL Settings."

EDIT YOUR PERSONAL FUNDRAISING PAGE (VIEW PERSONAL PAGE)

Personal Page URL: (URL Settings)
http://support.pancan.org/goto/KimberlyS

This page is **Public**

From here, you will see your URL options.

- In the box, type what you would like your URL to be. The first part (support.pancan.org/goto) cannot be changed, but you can insert your own name or personalized wording into the field in order to shorten and personalize/customize your URL.
- Then, you can determine whether you would like your page to be public (anyone can find your page by searching Find a Fundraiser on the homepage) or Private (only people with whom you share your URL can find your page).
- When you're happy with your settings, click "Save."
- Don't forget to copy and paste your personal URL to share it in an email or on social media!


Personal Page URL: ()
http://support.pancan.org/goto/ [KimberlyS]

This page is
◉ Public (Everyone can find and view and your Personal Page.)
◯ Private (Only people who know the exact URL can find and view your Personal Page.)

[Cancel] [Save]

7. Update your photo

A picture is worth a thousand words, so we encourage you to also add a photo or video to your page. From the "Personal Page" tab, select "Photos/Videos" in the right hand sidebar (you can always get back to the story page by selecting "Content" in the sidebar).
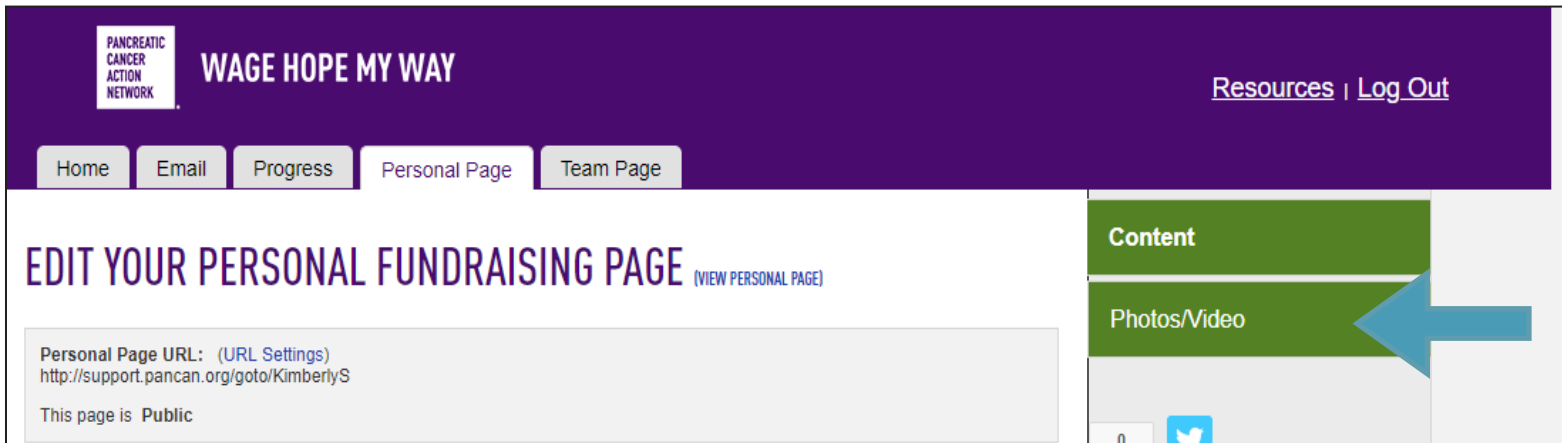
- From the "Photos/Videos" page, you can upload a photo of yourself, a loved one, an event from last year; the sky is the limit! Simply click "Choose file," find the photo on your computer, and click "Open."
  - The file must be in .gif, .jpg, or .png format
  - The file size must be smaller than 6 Megapixels or 150KB
- If you would like to create a caption to go with your photo, enter it in the caption field.
- Once you have selected your file, click "Save/Upload."

WAGE HOPE MY WAY

PANCREATIC
CANCER
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NETWORK
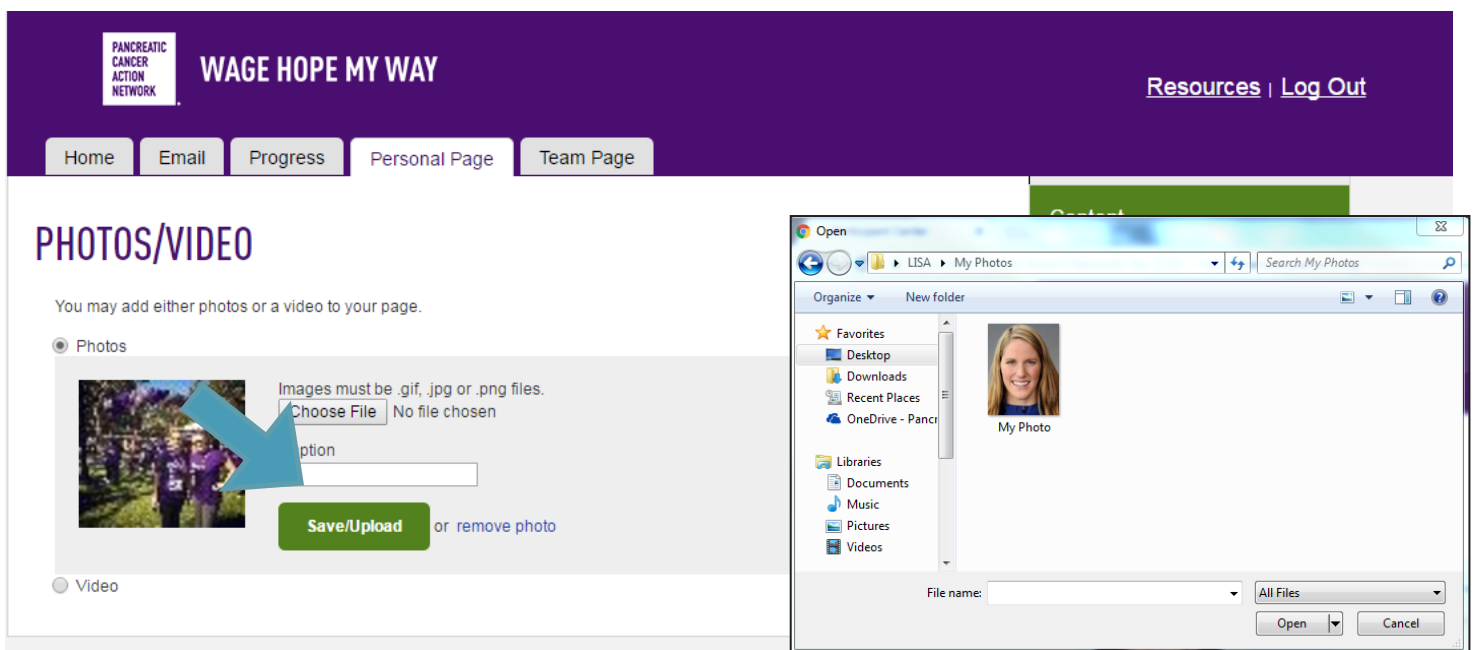
8. **Choose a video instead of a photo**
   If you're a little more ambitious and want to embed a video on your page, you can do that as well —
   but it requires a few extra steps.

   - First, record your video — you can use your iPhone camera or something more high-tech!
   - Then, upload your video to YouTube (tutorial available here). You will need a YouTube
     account for this — it's free to set up and use.
   - Next, copy the YouTube video's URL.

   Once you have the YouTube URL, you can go back to your Participant Center, to the Photos/Videos
   page. Select the "Video" button, and paste the URL for your YouTube video into the field.

   Then click "Save"

PHOTOS/VIDEO
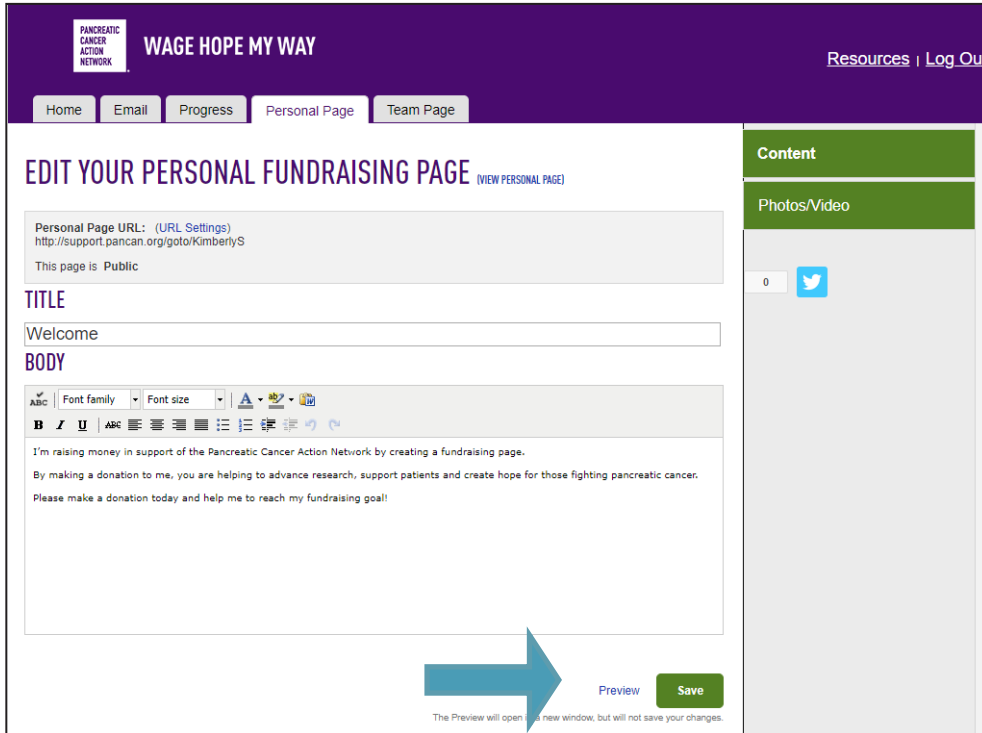
You may add either photos or a video to your page.

○ Photos
⦿ Video

YouTube Video URL (e.g. http://www.youtube.com/watch?v=3eZTh94Fapg)

Save

PANCREATIC
CANCER
ACTION
NETWORK

9. Preview your page
Check your page to make sure it looks the way you want. Go back to the "Content" page and select "Preview."

10. SAVE!
If you like the way everything looks, click "Save" and share your beautiful page with friends!