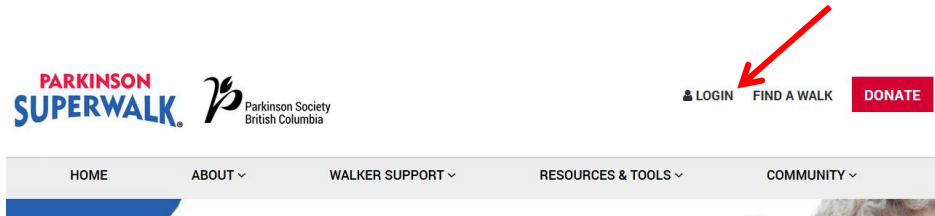


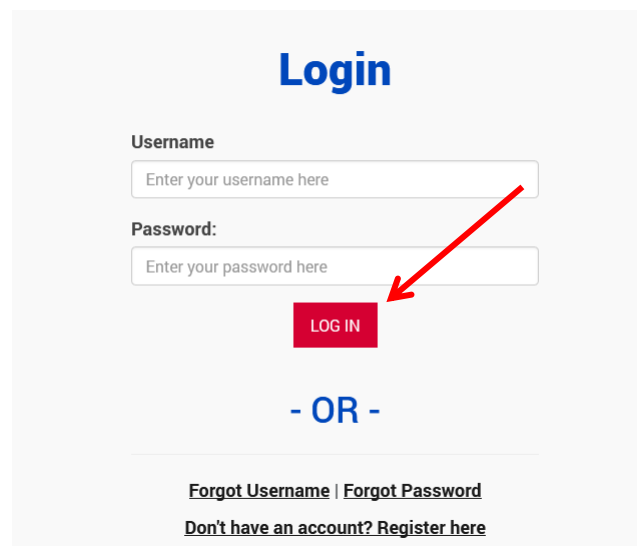
How do I update my participant page with my own story and picture?

1. Log into your Participant Centre by clicking on the **Login** button at the top right of the screen.



2. Enter your username and password and click **Login**.

If you have forgotten your password or username, please follow the instructions “How to Login to your Participant Centre”.

A screenshot of the 'Login' page. The title 'Login' is in large blue font. Below it are two input fields: 'Username' with the placeholder 'Enter your username here' and 'Password:' with the placeholder 'Enter your password here'. A red arrow points to the 'LOG IN' button below the password field. Below the button is '- OR -'. At the bottom, there are links for 'Forgot Username | Forgot Password' and 'Don't have an account? Register here'.

3. Click on the **Parkinson SuperWalk location** link. This will take you to your Participant Centre.

Access Your Participant Centre

You are currently registered for the following event(s):

Parkinson SuperWalk  Any date that works for you.
2021 - Virtual Walk

[Edit Profile](#) | [Change Password](#) | [Logout](#)



4. You will land on your home page of your Participant Centre. Scroll down to **Personal Page**.

The screenshot shows the Participant Centre home page. On the left, there is a 'Your Fundraising Progress' section with a progress bar from \$0.00 to \$1,000.00 and an 'Edit Goal' button. Below it is a 'Badges' section with the text 'Badges are fun things you can earn.' On the right, the 'Personal Page' section is highlighted with a red arrow. It contains a 'Personal Page URL' field with a 'URL Settings' button, a 'Title' field with 'Welcome to My Personal Page' and an 'Edit Content' button, and a 'Body' field with the text 'I've been personally touched by the challenges of Parkinson's disease.'

5. From the Personal Page section, you will be able to edit the body text, upload a personal photo or short video and create a user-friendly URL.

To personalize your story, click the **Edit Content** button in the Title text box. You may add to or delete any of the default messaging provided. **Click Save when you are done.**

This screenshot is identical to the previous one, but the 'Edit Content' button in the 'Title' field of the 'Personal Page' section is highlighted with a red arrow.

Tip: Type your personal story in a separate word document and save it. Then copy and paste your text into the Body text box. This will save you time in case your message does not get saved.

The 'Edit Content' dialog box is shown. It has a title bar 'Edit Content' and a text input field containing 'Welcome to My Personal Page'. Below this is a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Undo, and Redo. The body text field contains the text: 'I've been personally touched by the challenges of Parkinson's disease.', 'All contributions, no matter how big or how small, are critical to those affected by Parkinson's. I hope you'll support my walk this year and help me reach my fundraising goal.', 'Every dollar is one step closer to improving the lives of those in need.', and 'Please support me. Thank you!'. At the bottom, there are 'Cancel' and 'Save' buttons. Red arrows point to the body text field and the 'Save' button.



- To upload a personal photo, click the **Update Media** button at the bottom of the Personal Page section.

Photos/Video

Update Media



- Click **Choose File**.

Note: The picture must be a .gif, .jpg or .png file. Images under 1MB are recommended. Maximum image width 10.4 in, 26.4 cm or 1000 px. Please contact Parkinson Society BC if you have difficulty with your image size.

Choose a personal photo from your computer. Click **Open**. Then click **Save/Upload**. Your image will appear in the box.

Update Media

You may add either photos or a video to your page. Images under 1MB recommended. Maximum image width 10.4 in, 26.4 cm or 1000 px

Photos

Images must be .gif, .jpg or .png files.

Select an image to upload:

Choose File No file chosen

Caption

or [remove photo](#)

Cancel

Save/Upload

8. If you would like to change your personal URL to a user-friendly version (i.e. have your name be the last part of the website address), click **URL Settings**.

Personal Page	
Personal Page URL: http://events.parkinson.bc.ca/site/TR/Events/SuperWalk21?px=1088122&pg=personal&fr_id=1330	URL Settings
Title Welcome to My Personal Page	Edit Content

9. When you are done, click **Log Out** at the top right of the page. For security, it is **very important to log out when you exit your Participant Page.**

