

1. Once you have logged in to your account, select the “Participants / Virtual Runners” tab

My Account

- My Profile
- Donations I Have Made
- Participants / Virtual Runners**
- Logout

Welcome to Your Account

The following are a list of features available in the My Account Section of the website:

MY PROFILE
[Update](#) your contact information or change your password.

DONATIONS I HAVE MADE
[View](#) Your Own Donation History

PARTICIPANTS / VIRTUAL RUNNERS
[View](#) Your Fundraising Campaign and activity
[Create or View](#) your Fundraising Team and activity
[Join](#) a Fundraising Team

2. For your Personal Fundraising Campaign, select the “Profile” action link:

Participants / Virtual Runners

Take a look at:

- **Profile:** Update Your Fundraising Profile or your Fundraising Team Profile (Available if you are the captain of a team)
- **Invite:** Send an email to up to 20 friends & family members inviting them to donate to your own personal Fundraising Page or to join your Fundraising Team (Available if you are the captain of a team)
- **View:** View your Fundraising Page or your Fundraising Team Page (Available if you are the captain of a team)
- **Activity:** View all donations made to your Fundraising Page or view all donations your team members have collected (Available if you are the captain of a team)

My Personal Fundraising Campaigns

Campaign	Goal	Raised	%	Actions
2012 Run-Walk to Home Base presented by New Balance	\$1,000.00	\$370.00	37%	Profile Invite View Activity

[Edit my fundraising page.](#)

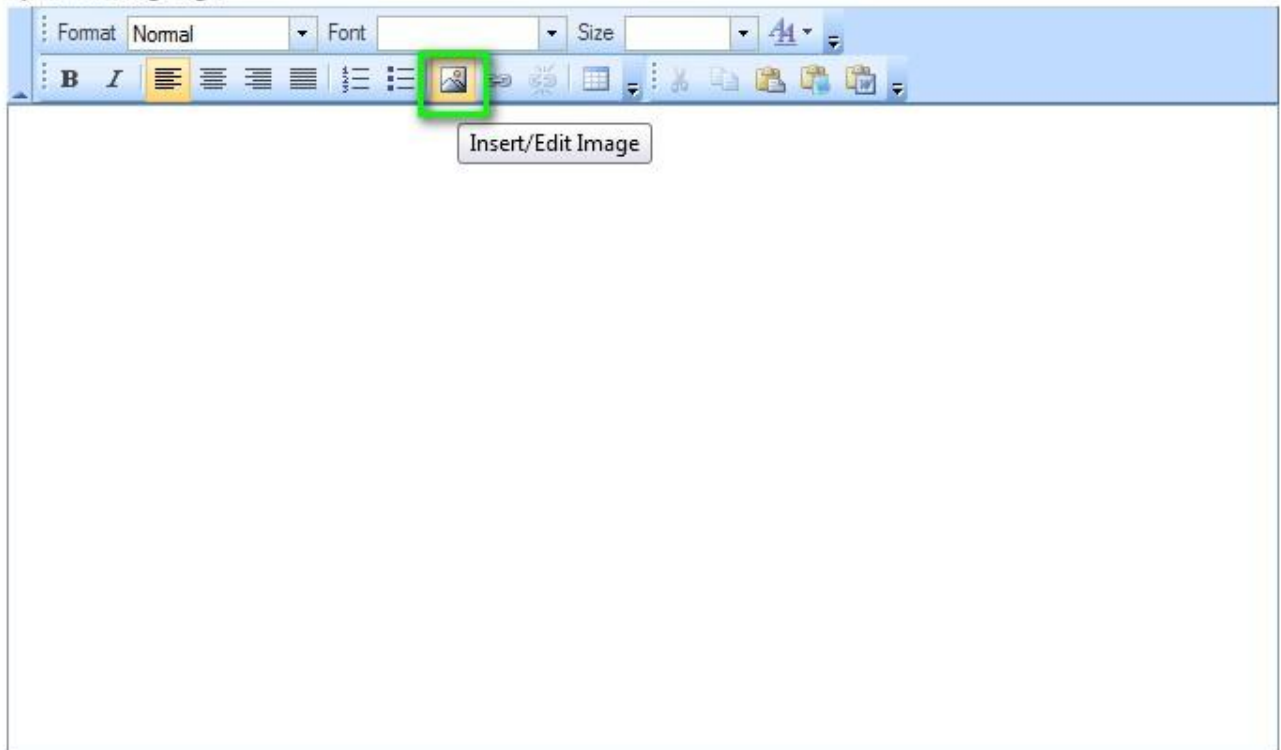
My Team Fundraising Campaigns

Campaign	Team	Goal	Raised	%	Actions
2012 Run-Walk to Home Base presented by New Balance	Team Tessitore	\$2,000.00	\$370.00	19%	Profile Invite View Activity

3. Towards the bottom of the page, select the “Insert/Edit Image” icon:

This area contains the content for your fundraising page. Use the editor tools below to create your content.

My Fundraising Page



The image shows a screenshot of a rich text editor's toolbar. The toolbar is light blue and contains various icons for text formatting and editing. The 'Insert/Edit Image' icon, which depicts a picture of a landscape, is highlighted with a green square. Below the toolbar, a large white rectangular area is visible, representing the main content area of the editor. A tooltip with the text 'Insert/Edit Image' is positioned directly below the highlighted icon.

Save Cancel

4. Browse the Server to upload a new image. If you want to link the image to another website/page, you can enter your link in the Link URL field (you also have the option to link the image to another file (i.e. PDF) on the server)

*Note: If using a link URL, make sure the target is set to "New Window"

Image Properties - Mozilla Firefox

runtohomebase.org https://www.runtohomebase.org/common_scripts/editor/standalone/coldfusion

Image Properties

Image Info Advanced

Image URL

Alternative Text

Width: Border: HSpace:
Height: Align: VSpace:

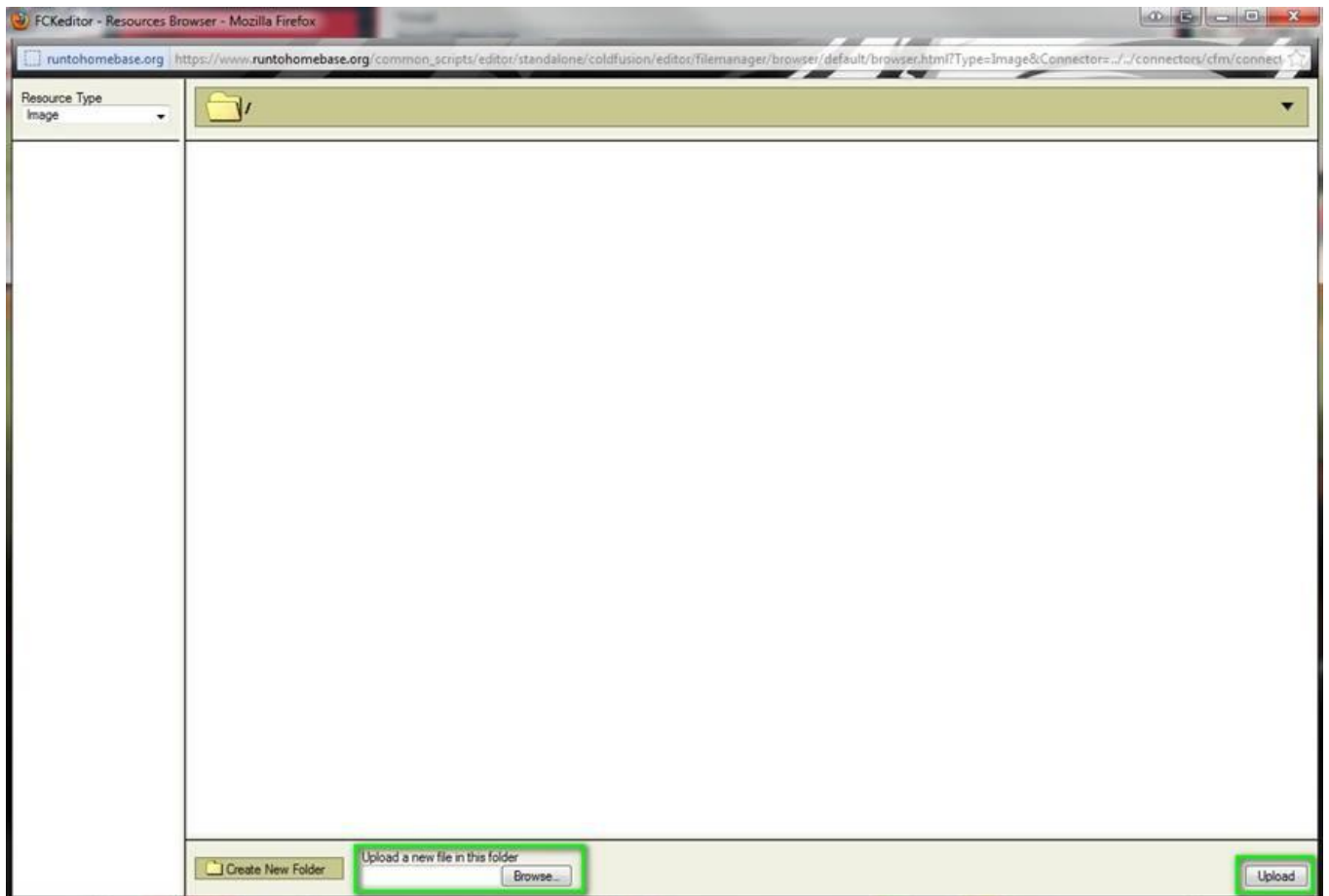
Link URL

Link Target

NOTE: PLEASE ENTER IN A FULLY QUALIFIED URL IN THE FIELD PROVIDED OR
CLICK THE BROWSER SERVER BUTTON PROVIDED.

OK Cancel

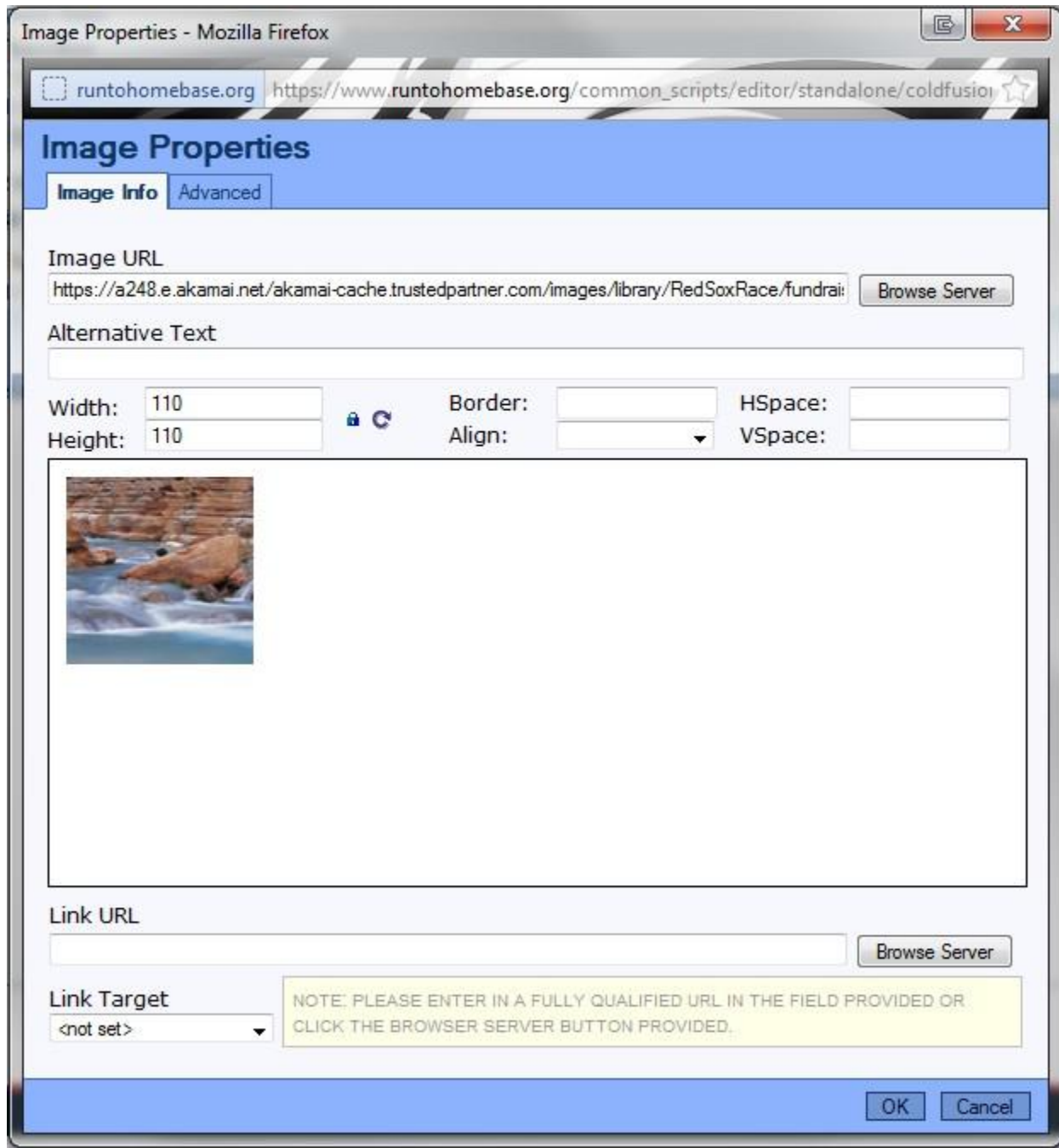
5. Select “Browse” toward the bottom of the popup window, and then locate your file. Once you have selected your file, click on the “Upload” button:



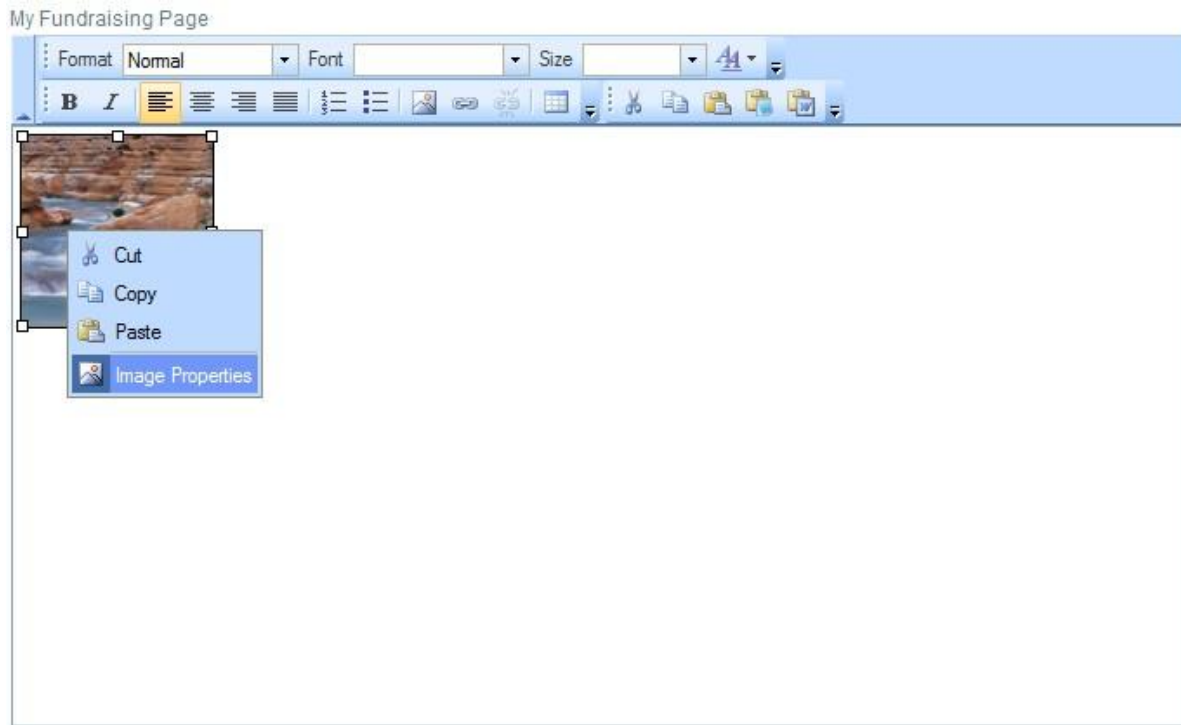
6. Click on your file once it uploads:



7. Here is a preview where you can adjust the image properties:



To get back into the image properties, simply right click on the image and select “image properties”



Save Cancel