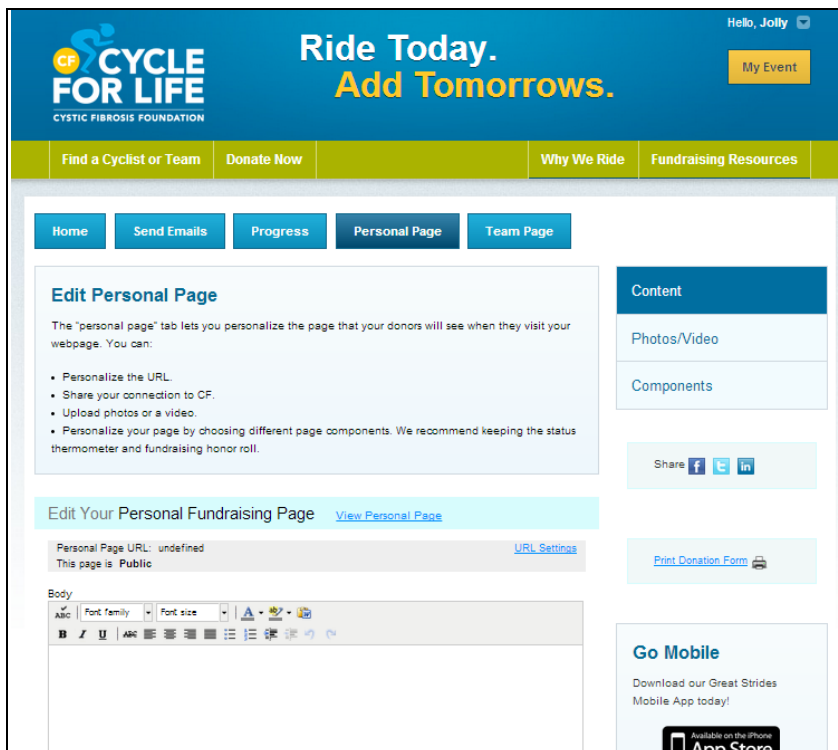


Set Up a Personal Page

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

To Set Up a Personal Page:

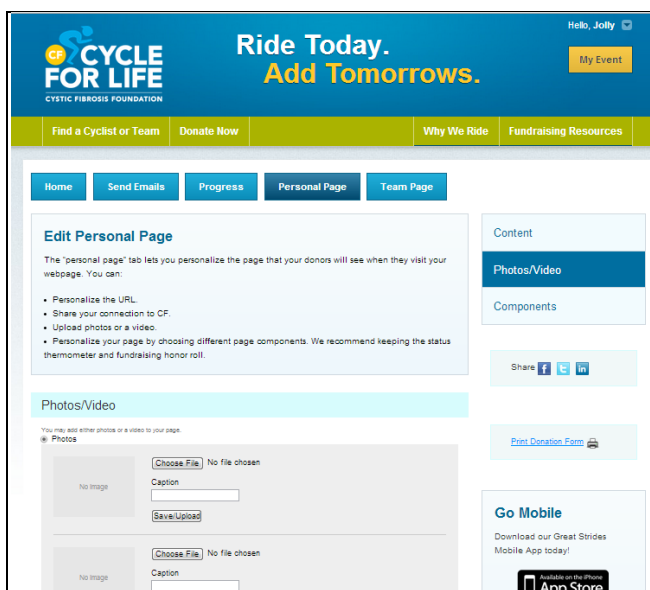
1. Log in to the CF Cycle for Life website.
2. Click the **Personal Page** tab.



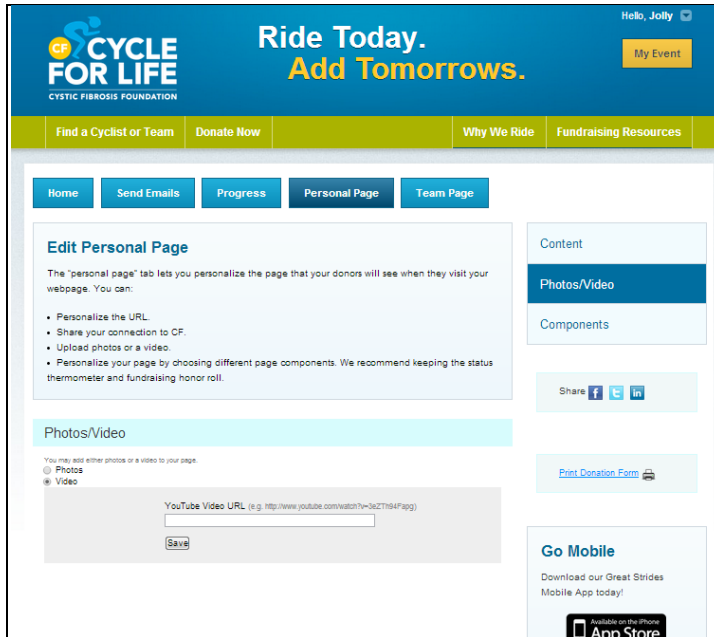
The screenshot shows the 'Edit Personal Page' interface on the CF Cycle for Life website. At the top, there is a blue header with the CF Cycle for Life logo and the slogan 'Ride Today. Add Tomorrows.' A navigation bar below the header contains links for 'Find a Cyclist or Team', 'Donate Now', 'Why We Ride', and 'Fundraising Resources'. The main content area has a navigation menu with 'Home', 'Send Emails', 'Progress', 'Personal Page', and 'Team Page'. The 'Personal Page' section is active, showing instructions on how to personalize the page, such as setting a URL, sharing a connection to CF, and uploading photos or videos. There is a 'Body' section with a rich text editor toolbar. On the right side, there are sections for 'Content' (Photos/Video, Components), social sharing options, a 'Print Donation Form' button, and a 'Go Mobile' section with an App Store download link.

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 friends, 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 **Photos**.
 - b. Search for and select the photo from your computer.
 - Please note that depending on the page layout, you may be able to upload only one photo.
 - c. Before you upload your photo, you can add a caption.
 - d. Click **Save/Upload** 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** checkbox.

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