



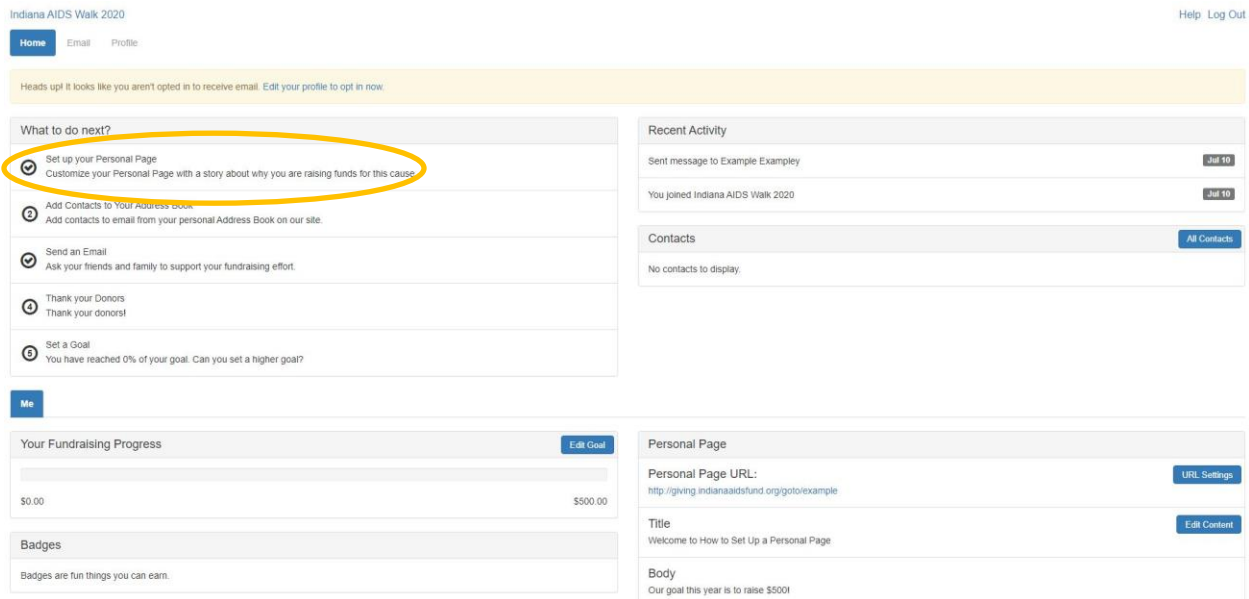
# Setting Up Your Personal Page

## Individual Instructions

Once you register yourself, it is time to set up your personal page. Your personal page is how your donors will know what your goal is, why you walk, and how they can support you.

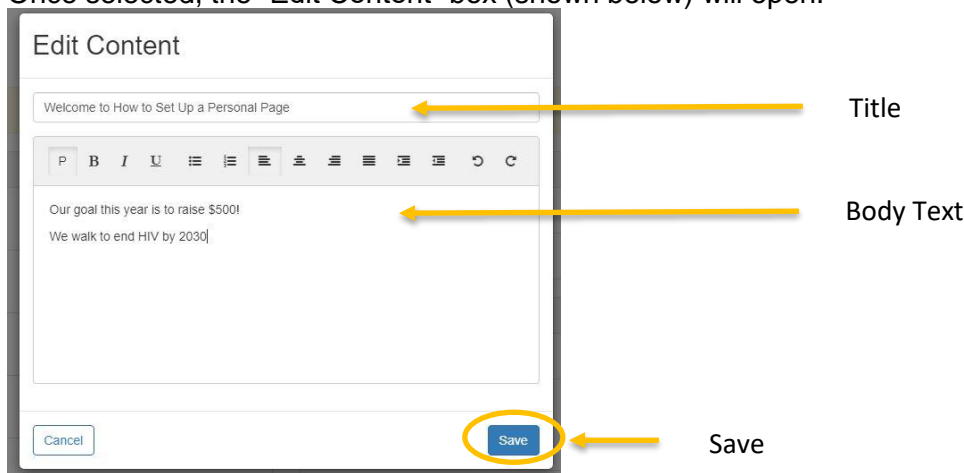
If you haven't completed your individual registration, visit the [Walk page](#) to register.

Once you register, you will land at the page shown below



Begin by selecting "Set up your Personal Page," circled above in yellow.

Once selected, the "Edit Content" box (shown below) will open:



In the “Title” area shown in the previous image, give your personal page a title. In the “Body Text” shown in the previous image, share your story, why you walk, your goal, or any other information you would like displayed. Click “Save” when you are finished to return to the main page.

Once you complete your story, be sure to add photos/videos (media). Share photos/videos from past walks, share a photo/video of you, or share a team photo/video.

To share photos/videos, find the “Update Media” button in the lower right corner of your screen (circled below).

Personal Page	
Personal Page URL: <a href="http://giving.indianaaidsfund.org/goto/example">http://giving.indianaaidsfund.org/goto/example</a>	<a href="#">URL Settings</a>
Title Welcome to How to Set Up a Personal Page	<a href="#">Edit Content</a>
Body Our goal this year is to raise \$500! We walk to end HIV by 2030	
Photos/Video	<a href="#">Update Media</a>

You will be prompted to upload photos/videos (media). Select your personal photos and videos from your files and upload them to the personal page.

Pro tip: give your personal page a short URL. The URL assigned to your page will be a random set of letters and numbers. To change the URL, select “URL Settings” (circled below).

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Personal Page URL: <a href="http://giving.indianaaidsfund.org/goto/example">http://giving.indianaaidsfund.org/goto/example</a>	<a href="#">URL Settings</a>
Title Welcome to How to Set Up a Personal Page	<a href="#">Edit Content</a>
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Photos/Video	<a href="#">Update Media</a>

Type what you would like your new URL to be.


Once you have all the information and media on your personal page, preview it! Click the link under “Personal Page URL” (circled below) to be directed to the public view of your personal page.

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Personal Page URL: <a href="http://giving.indianaaidsfund.org/goto/example">http://giving.indianaaidsfund.org/goto/example</a>	<a href="#">URL Settings</a>
Title Welcome to How to Set Up a Personal Page	<a href="#">Edit Content</a>
Body Our goal this year is to raise \$500! We walk to end HIV by 2030	
Photos/Video	<a href="#">Update Media</a>

Your preview should look something like this:

The screenshot shows the top navigation bar with the Indiana AIDS Walk logo and the slogan "Dollars raised assist people every day." The navigation menu includes "ABOUT EVENT", "REGISTER", "DONATE", "MY PERSONAL PAGE", and "FUNDRAISING TIPS". The user is logged in as "Lindsey".

### Welcome to How to Set Up a Personal Page



Our goal this year is to raise \$500!  
We walk to end HIV by 2030

**Why Will You Walk?**  
Some Indiana AIDS Walk participants walk to remember a loved one lost. Some walk to raise awareness of HIV/AIDS. Others walk to help out a stranger in need. On Sunday, September 22, you can help us to raise money for the Gregory R. Powers Direct Emergency Financial Assistance (DEFA) Fund. DEFA pays for emergency expenses for Hoosiers living with HIV/AIDS who are at or below the poverty level. Last year, DEFA funds were used to cover utility payments, keep a family from becoming homeless, doctors' visits, prescription drug refills, bus passes even to replace a battery-powered wheelchair.

**DONATE NOW**

**PERSONAL PROGRESS:**  
0% of Goal      \$0 Raised

**FUNDRAISING HONOR ROLL**

**SHARE**  
[Social media icons: Facebook, Twitter, Email]

If you are happy with how everything looks, it is time to share!

Email: The first step to share your personal page using email is to add your contacts. This can be done manually, or contacts can be imported from Gmail, Yahoo! mail, or an Excel file.

To add contacts, select “All Contacts” (circled below) on the main set up page.

The screenshot shows the 'Indiana AIDS Walk 2020' setup page. At the top, there are navigation links for 'Home', 'Email', and 'Profile', and a 'Help Log Out' link. A yellow banner at the top says 'Heads up! It looks like you aren't opted in to receive email. Edit your profile to opt in now.' Below this, there are two main columns. The left column, titled 'What to do next?', contains a list of tasks: 'Set up your Personal Page', 'Add Contacts to Your Address Book', 'Send an Email', 'Thank your Donors', and 'Set a Goal'. The right column, titled 'Recent Activity', shows 'Sent message to Example Example' and 'You joined Indiana AIDS Walk 2020'. Below that, the 'Contacts' section shows 'No contacts to display.' and a blue button labeled 'All Contacts' which is circled in yellow. At the bottom, there are sections for 'Your Fundraising Progress' (showing \$0.00 of a \$500.00 goal) and 'Personal Page' (with URL, title, and body text).

Next, you will see options to add contacts or import contacts. If you have contacts saved on Gmail, Yahoo! Mail, or in an Excel file, select “Import Contacts.” If not, add contacts manually by selecting “Add Contact.”

The screenshot shows the contact management interface. At the top, there are buttons for 'Email All', 'Email Selected', 'Delete Selected', and 'Add to Group'. On the right, there are buttons for 'Add a group', 'Add Contact', and 'Import Contacts', with 'Add Contact' and 'Import Contacts' circled in yellow. Below this is a search bar labeled 'All Contacts' with a search icon and the text 'No contacts to display.'

Once you have your contacts entered, you can email everyone or select who you would like to email. Your personal page link will automatically be included in the email.

The screenshot shows the email composition interface. At the top, there are buttons for 'Email All', 'Email Selected', 'Delete Selected', and 'Add to Group'. On the right, there are buttons for 'Add a group', 'Add Contact', and 'Import Contacts'. Below this is a search bar labeled 'All Contacts' with a search icon and a list of selected recipients: 'All Contacts' and 'Example Example <example@example.com>'. The interface also shows a 'Compose Message' bar and a list of email folders: 'Drafts' and 'Sent Messages'.

Facebook: To share your personal page to Facebook, visit your personal page preview and select the Facebook icon.

The screenshot shows the top navigation bar with the Indiana AIDS Walk logo and tagline "Dollars raised assist people every day." on the left. On the right, it says "Welcome Lindsey!" with "LOG OUT" and "PARTICIPANT CENTER" buttons. Below this is a menu with "ABOUT EVENT", "REGISTER", "DONATE", "MY PERSONAL PAGE", and "FUNDRAISING TIPS".

The main content area is titled "Welcome to How to Set Up a Personal Page". It features a photo of two dogs wearing rainbow collars. To the right of the photo, the text reads: "Our goal this year is to raise \$500! We walk to end HIV by 2030". Below this is a section titled "Why Will You Walk?" with a paragraph explaining the purpose of the walk.

On the right side of the page, there is a "DONATE NOW" button. Below it is a "PERSONAL PROGRESS:" section showing "0% of Goal" and "\$0 Raised" with a progress bar. Underneath is a "FUNDRAISING HONOR ROLL" section. At the bottom right, there is a "SHARE" section with icons for Facebook, Twitter, and Email. A yellow circle highlights the Facebook icon, and a yellow arrow points to it from below.

Click the Facebook icon to share with your friends so they can donate!


Twitter: To share your personal page to Twitter, visit your personal page preview and select the Twitter icon.

**INDIANA AIDS WALK** *Dollars raised assist people every day.*

Welcome Lindsey! [LOG OUT](#) [PARTICIPANT CENTER](#)

[HOME](#) [ABOUT EVENT](#) [REGISTER](#) [DONATE](#) [MY PERSONAL PAGE](#) [FUNDRAISING TIPS](#)

### Welcome to How to Set Up a Personal Page



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**DONATE NOW**

**PERSONAL PROGRESS:**  
0% of Goal \$0 Raised

**FUNDRAISING HONOR ROLL**

**SHARE**  
[←](#) [f](#) [t](#) [✉](#)

Click the Twitter icon to share with your followers so they can donate!

We hope this guide will be helpful to you as you begin your fundraising journey! Additional tools are available on [Facebook](#) or at [IndianaAIDSWalk.org](#).