



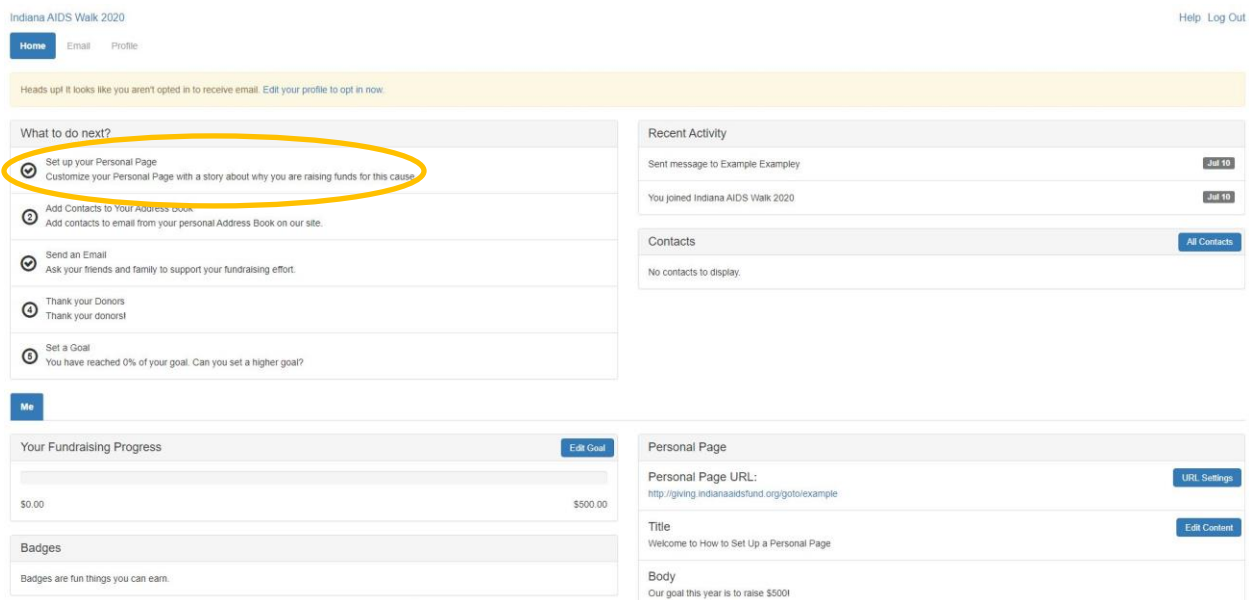
Setting Up Your Personal Page

Team Captain Instructions

Once you register your team, and yourself as a member of the team, 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.

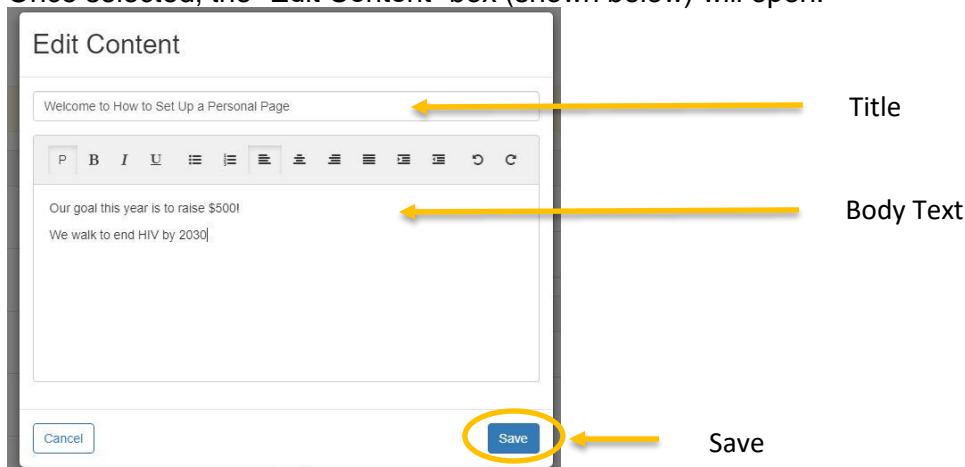
If you haven't completed your team registration, visit the [Walk page](#) to register.

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

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).


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

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.

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

Your preview should look something like this:




Dollars raised assist people every day.

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

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

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
[<](#) [f](#) [t](#) [e](#)

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'. A yellow banner at the top indicates that the user is not opted in to receive email. The main content area is divided into several sections: 'What to do next?' with a list of tasks, 'Recent Activity' showing messages and events, 'Contacts' with an 'All Contacts' button circled in yellow, 'Your Fundraising Progress' with a goal of \$500.00, 'Badges', and 'Personal Page' with fields for URL, title, and body.

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.”

This 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 these buttons is a search bar and a list of contacts, currently showing '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 navigation links for 'Home', 'Email', and 'Profile'. Below the navigation is a 'Compose: Message' bar. On the right, there are buttons for 'Add a group', 'Add Contact', and 'Import Contacts'. The main area shows a list of contacts with checkboxes, where 'All Contacts' and 'Example Example <example@example.com>' are selected.

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

The screenshot shows the Indiana AIDS Walk website interface. At the top, there is a navigation bar with the logo and tagline "Indiana AIDS WALK Dollars raised assist people every day." on the left, and user information "Welcome Lindsey!" with "LOG OUT" and "PARTICIPANT CENTER" buttons on the right. Below this is a secondary navigation bar with a home icon and links for "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: "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."

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
[Facebook](#) [Twitter](#) [Email](#)

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](#).