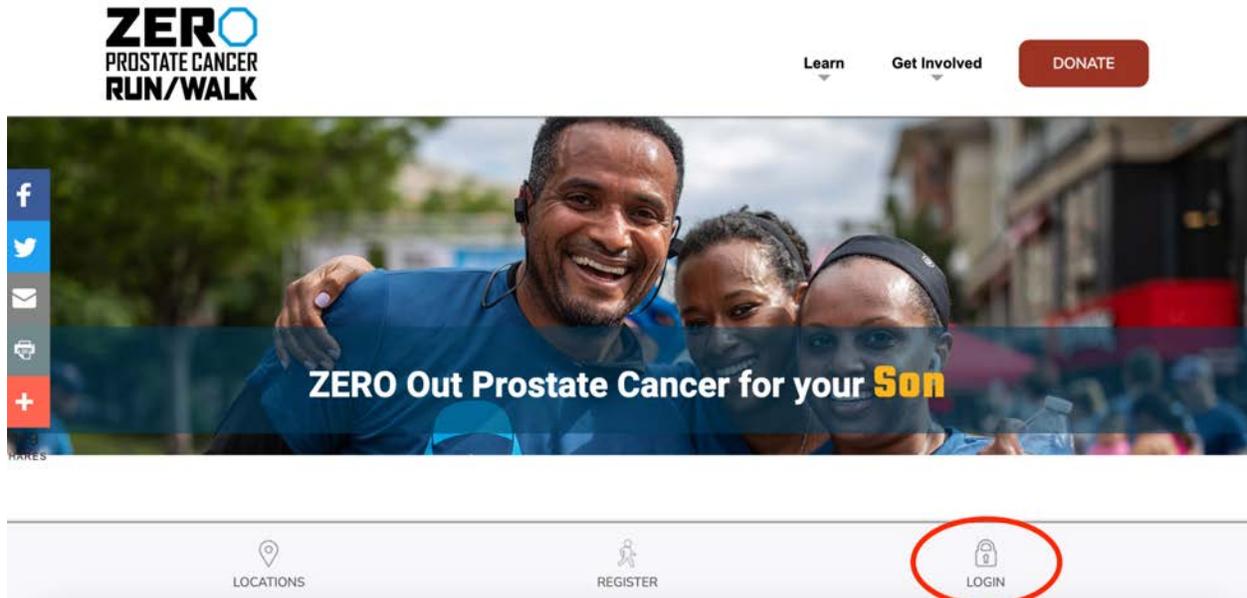
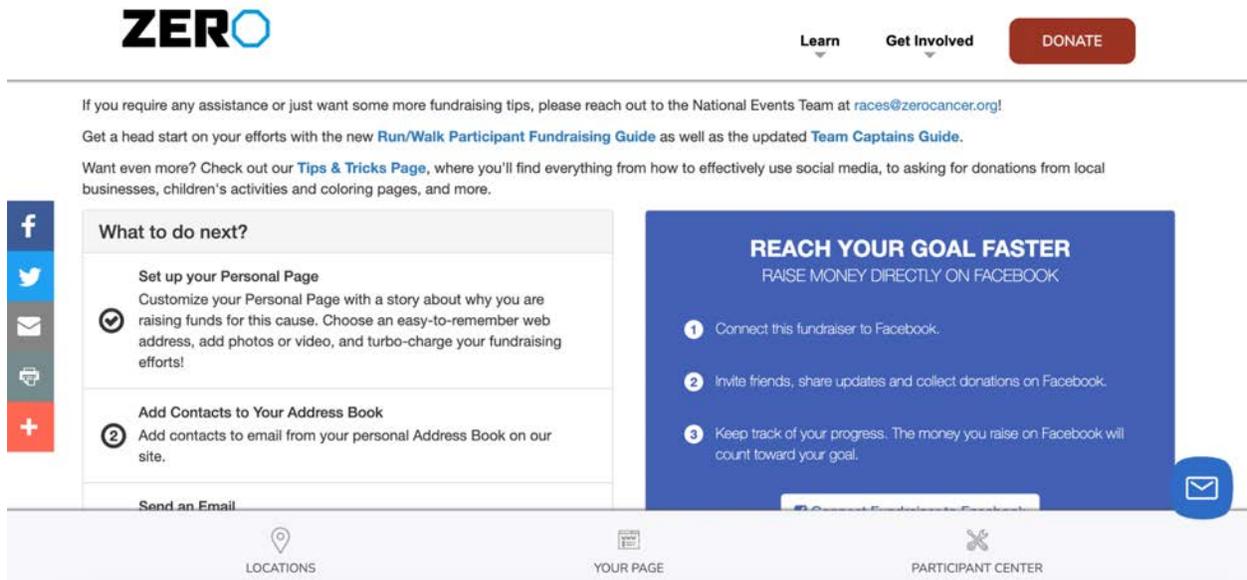


## 2022 Run/Walk- Participant Page Customization

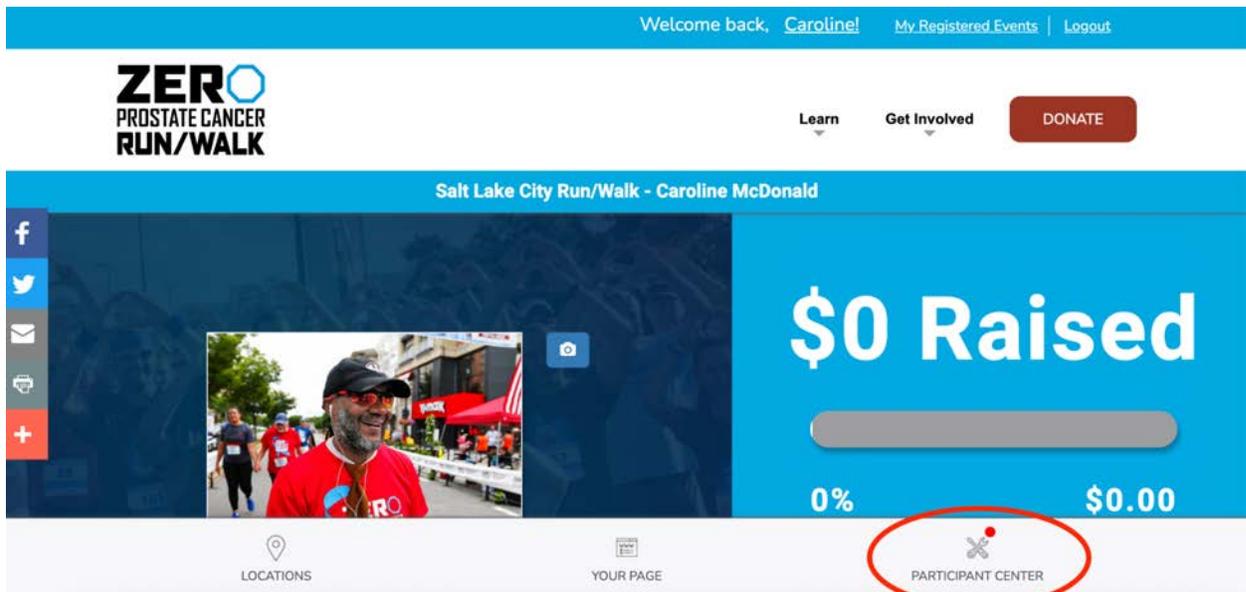
1. Visit the ZERO Run/Walk website at [zerocancer.org/runwalk](https://zerocancer.org/runwalk) or go to your city's Run/Walk event page by typing in `zerocancer.run/cityname`
  - 1.1. Log into your participant center by clicking the "Login" button in the lower right corner of the screen



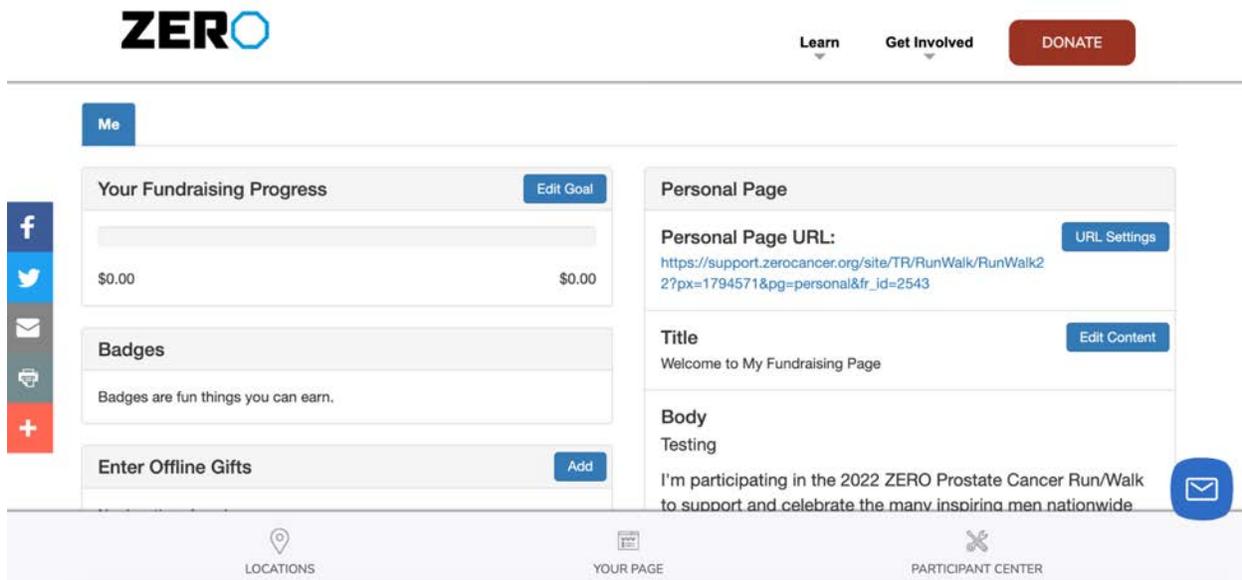
2. Once logged in, your screen should look like this:



3. If your screen is different from above, click the "Participant Center" Button on the bottom right of your screen



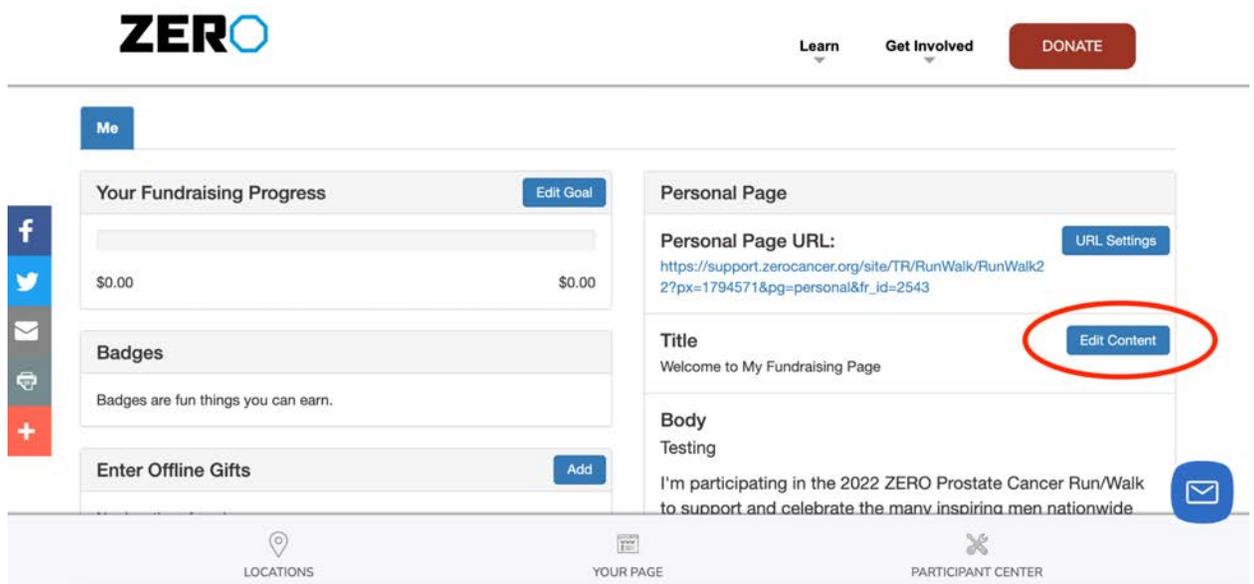
4. Once in your participant center scroll down until you see the “Your Fundraising Progress” section on the left hand side of the screen



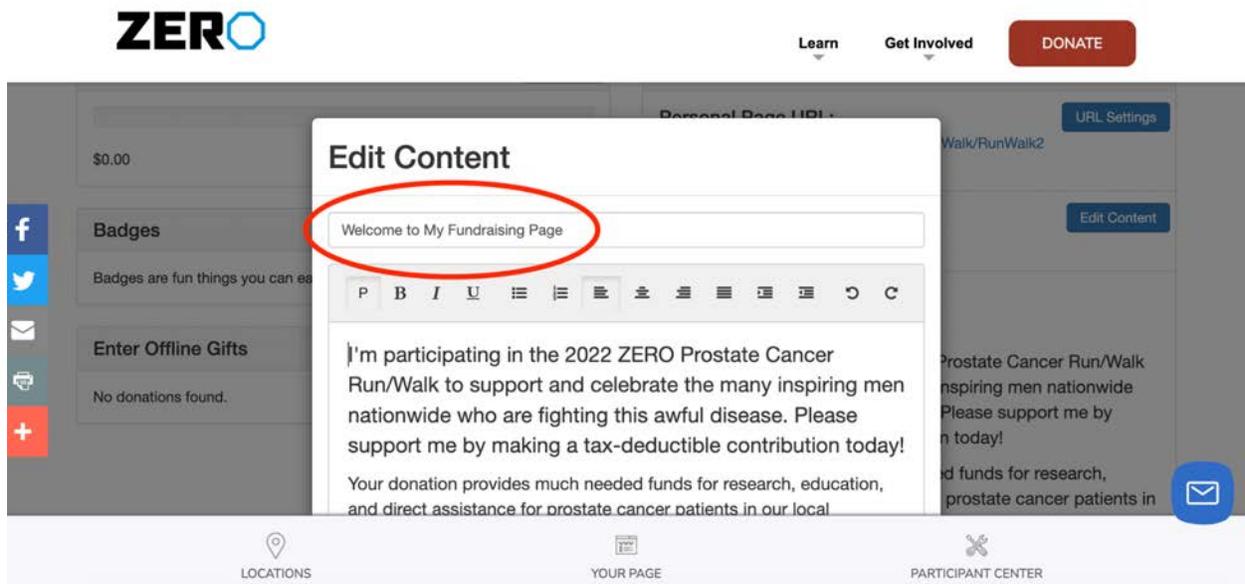
5. To the right hand side of “Your Fundraising Progress” you’ll notice a “Personal Page Section,” here is where you can customize your fundraising page
  - 5.1. To customize your team page, as a team captain, first refer to **Step 11**
  - 5.2. To customize your page title go to Step 6
  - 5.3. To customize your page’s body of text go to Step 7
  - 5.4. To customize your page photo go to Step 8
  - 5.5. To customize your page’s web address go to Step 9
    - 5.5.1. This makes it easier for friends and family to find your page!

6. **Customizing Your Page Title:**

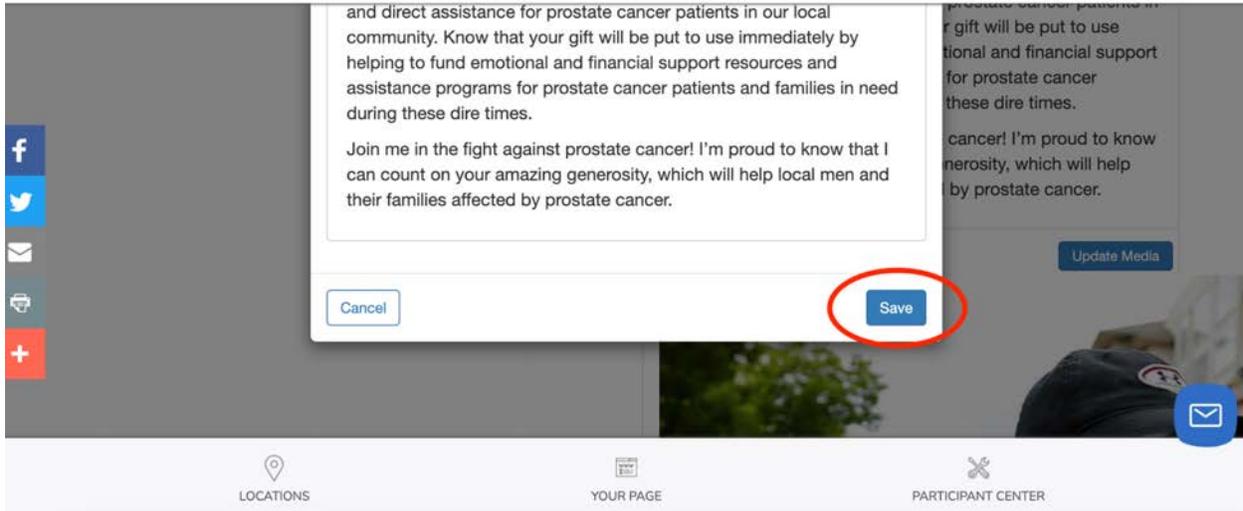
6.1. Select the blue “Edit Content” button next to “Title”



6.2. Once selected a pop-up will appear, the smallest text box at the top of the pop-up is where you will change your fundraising page title (The default is currently set to “Welcome to My Fundraising Page”)



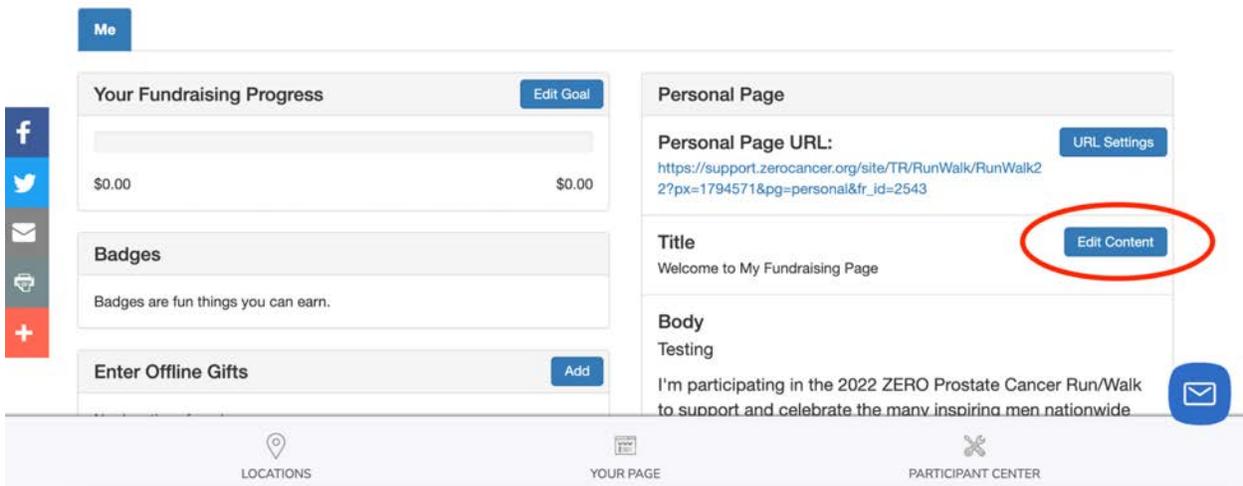
6.3. Once finished editing your fundraising page title, scroll down to the bottom of the pop up and click the blue “Save” button (The pop up will automatically close once the title has been saved, **do not manually close the window**)



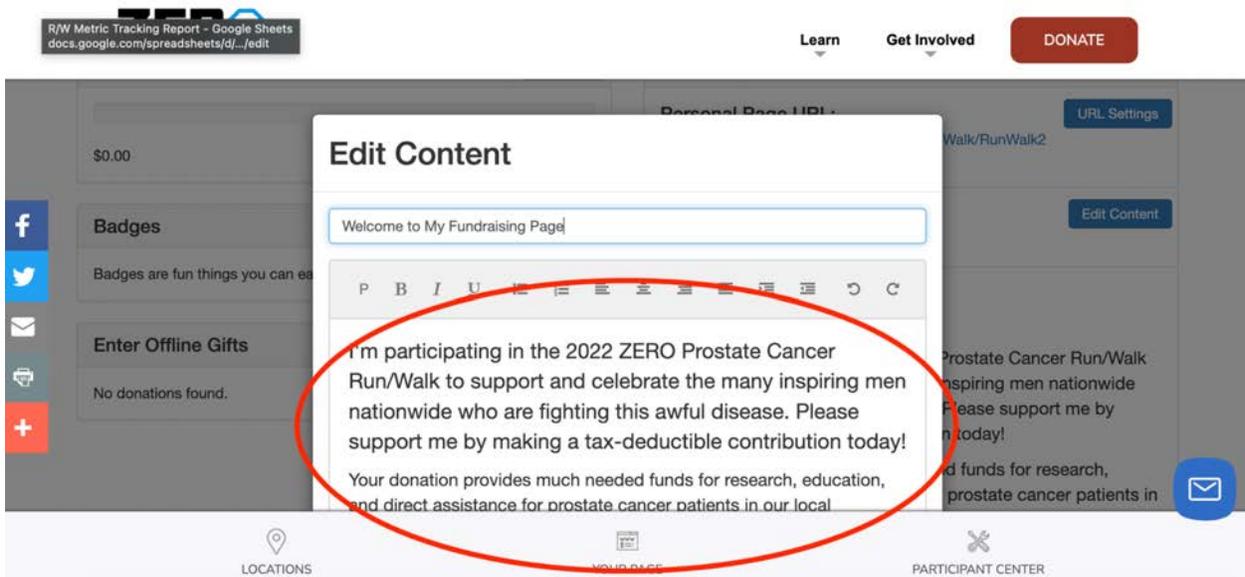
6.4. Congratulations, your fundraising page title has been updated!

7. **Customizing Your Page's Body of Text**

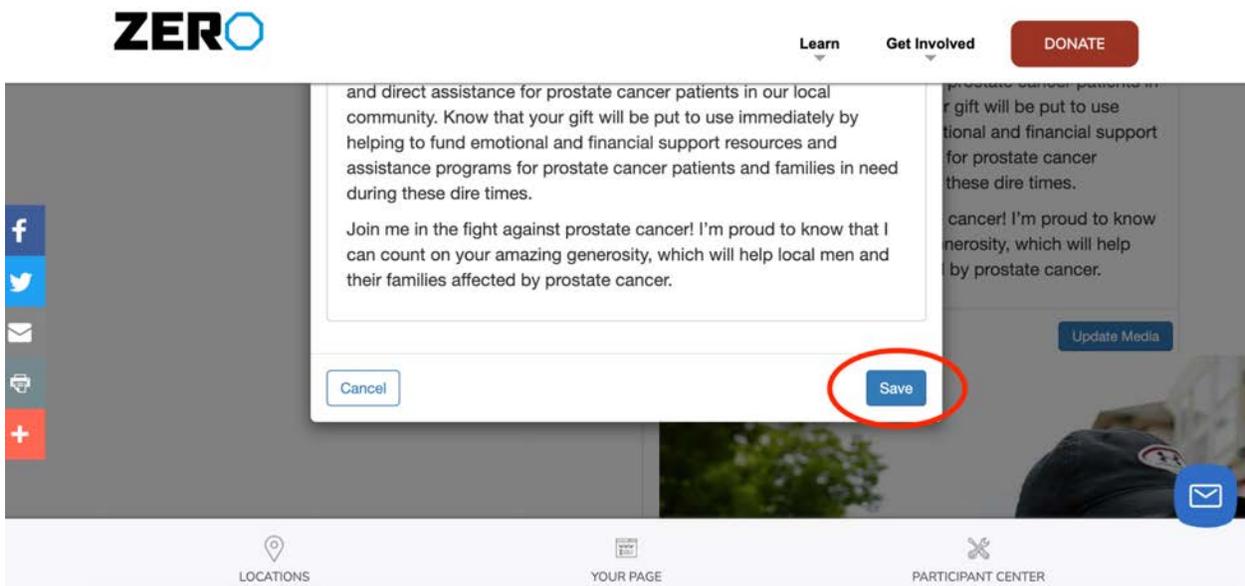
7.1. Select the blue "Edit Content" button next to "Title"



7.2. Once selected a pop-up will appear, the second text box in the pop-up is where you will change your fundraising page's body of text



- 7.3. Once finished editing your fundraising page's body of text, scroll down to the bottom of the pop up and click the blue "Save" button (The pop up will automatically close once the body of text has been saved, **do not manually close the window**)



- 7.4. Congratulations, your fundraising page's body of text has been updated!
8. **Customizing Your Page's Photo**
- 8.1. After scrolling down to the "Your Fundraising Progress" and "Personal Page Section," as you did in Step 5, continue scrolling down until you see the "Photos/Media" section on the right hand side of the screen

local men and their families affected by prostate cancer.

Photos/Video

Update Media



LOCATIONS

YOUR PAGE

PARTICIPANT CENTER

8.2. Click the blue “Upload Media” button just above the default photo

Photos/Video

Update Media



LOCATIONS

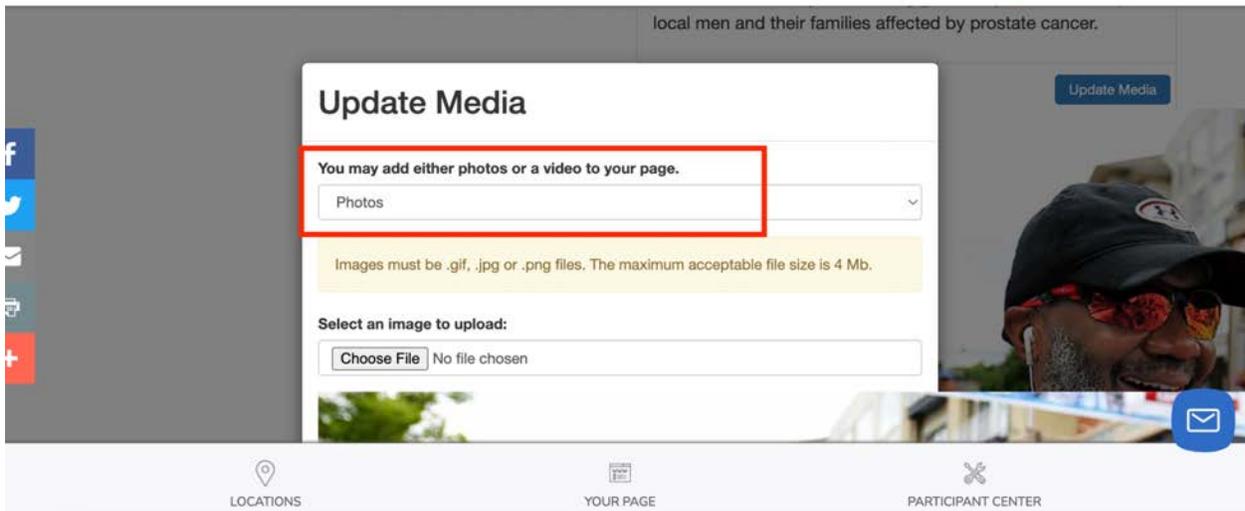
YOUR PAGE

PARTICIPANT CENTER

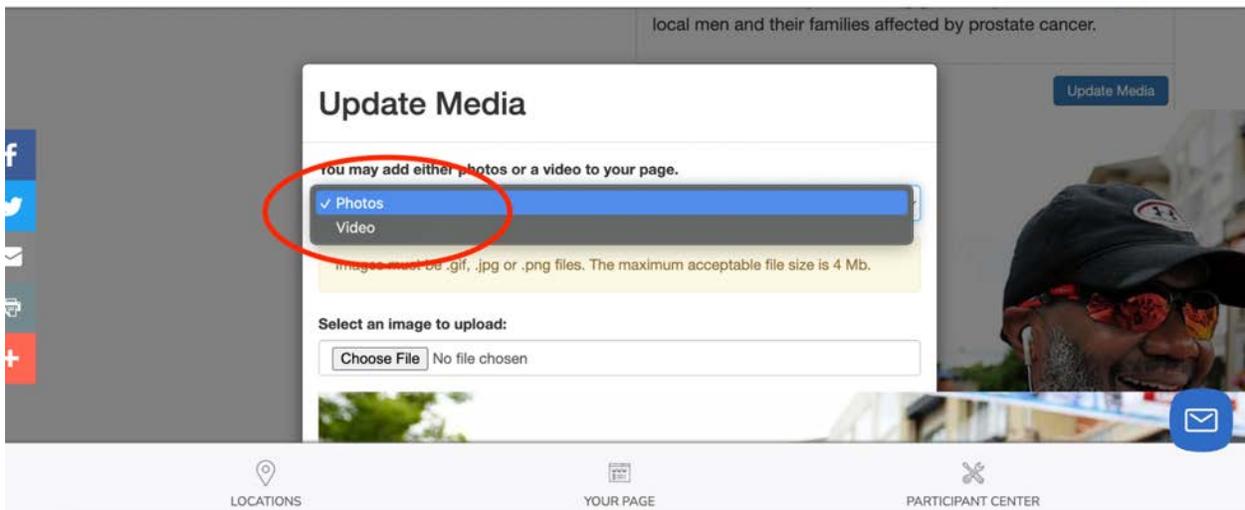
8.3. Once selected a pop-up will appear labeled “Upload Media”

8.4. Before uploading the file you will need to choose whether you are uploading a photo or video

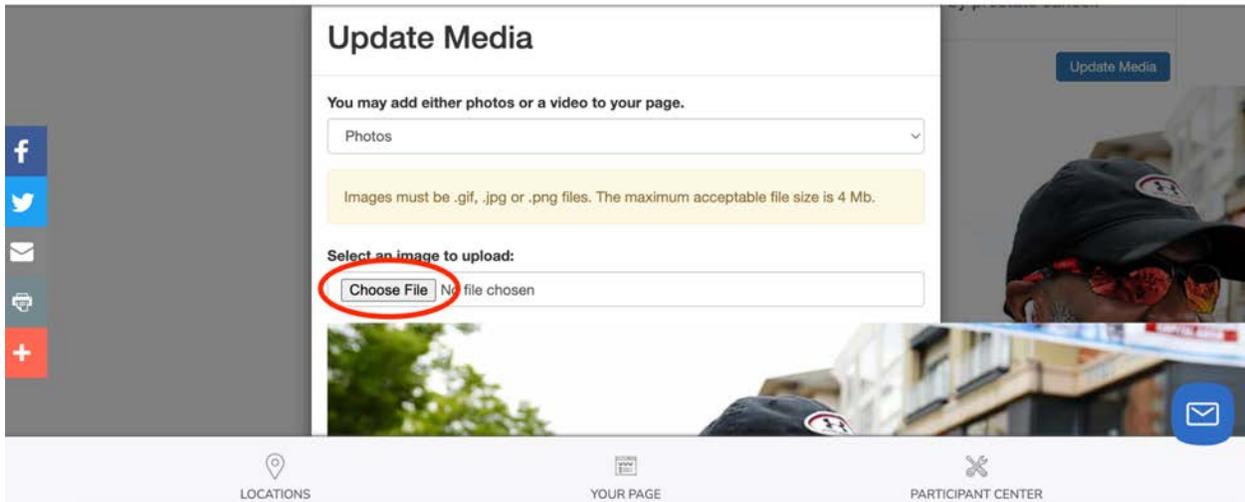
8.4.1. As a note: You can only upload one or the other



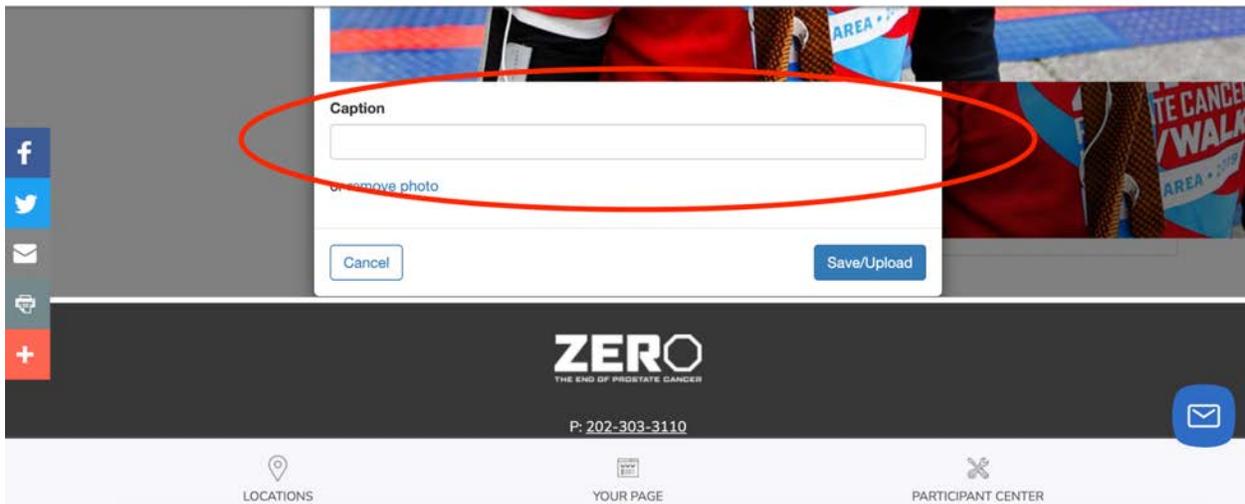
8.5. Using the drop down, select either “Photo” or “Video”



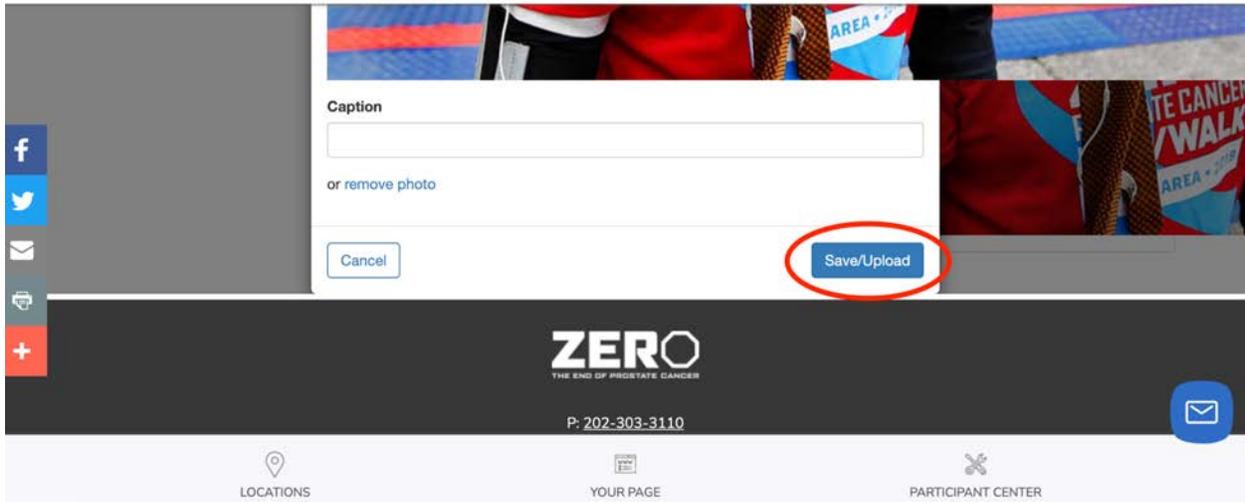
8.6. Then, click the gray “Choose File” button and select the file you want to upload from your computer (Ensure your file is formatted to an accepted file format i.e. JPEG for a photo)



- 8.7. After uploading your file, scroll down to the bottom of the pop-up window
- 8.7.1. If you would like to caption your photo or video you can do in the box below your uploaded file



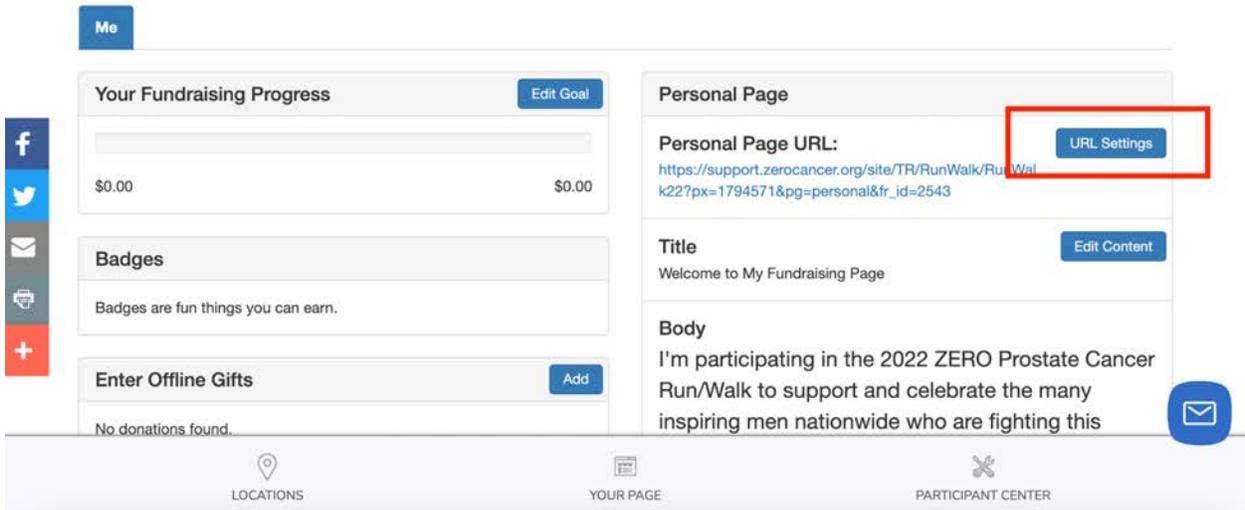
- 8.8. Once finished, click the blue “Save/Upload” button on the right hand side of the pop-up window (The pop up will automatically close once the file has been saved and uploaded, **do not manually close the window**)



8.9. Congratulations, your fundraising page's photo has been customized!

**9. Customizing Your Page URL**

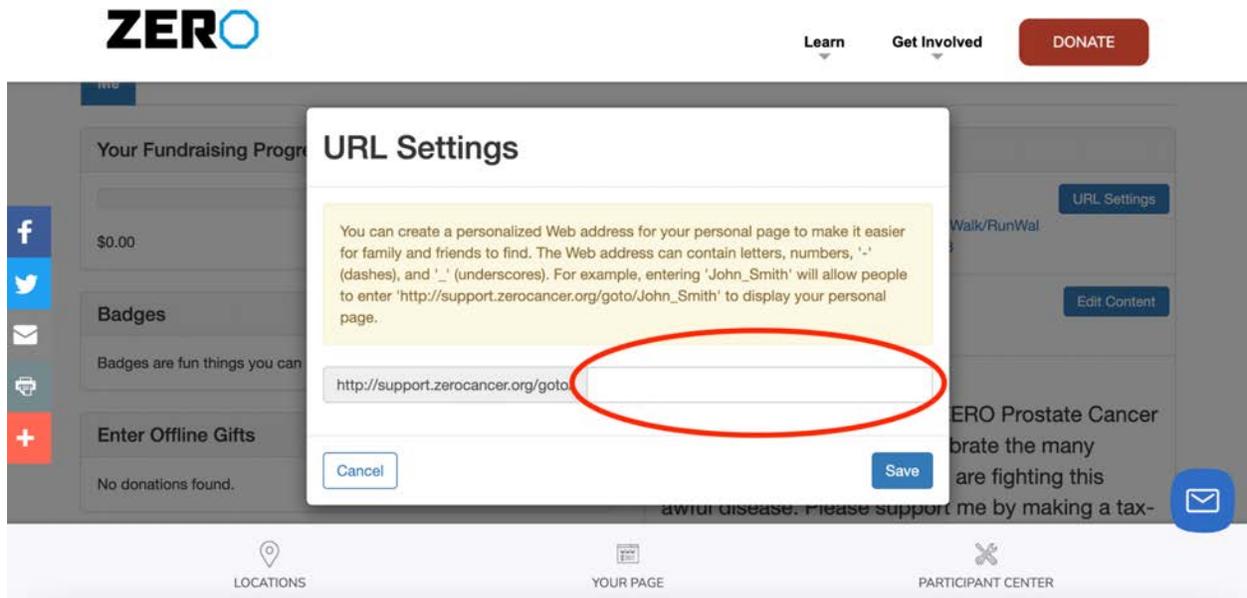
9.1. Select the blue "URL Settings" button under the "Personal Page" section



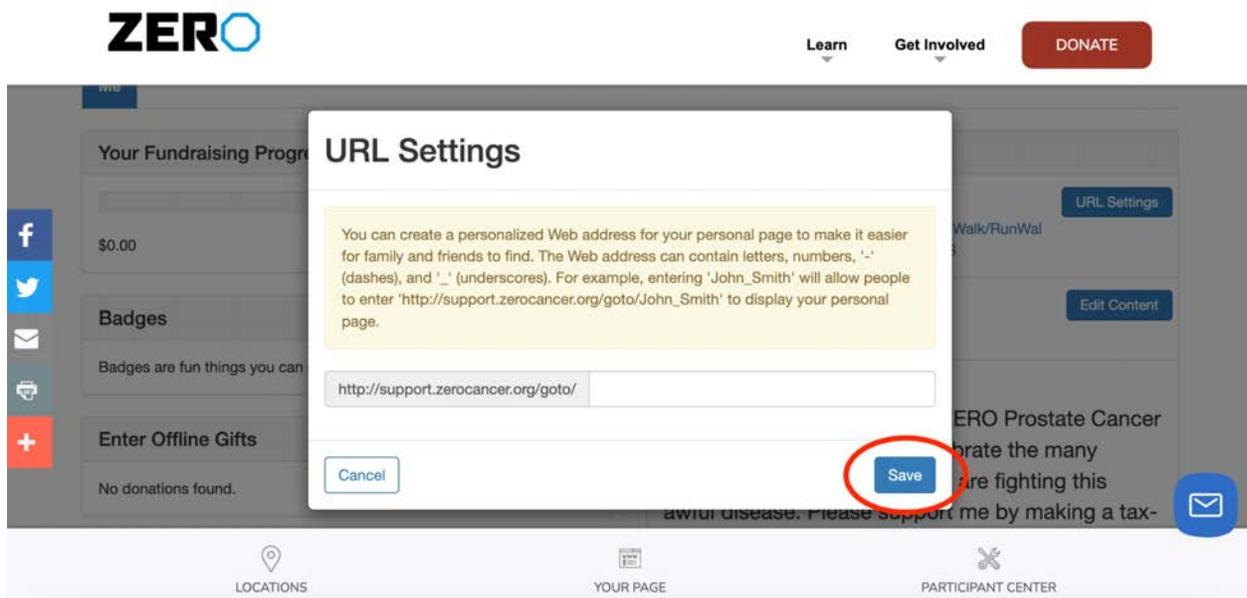
9.2. Once selected a pop-up will appear labeled "URL Settings," using the text box next to the ZERO Run/Walk standard URL, type the URL extension you would like for your page

9.2.1. A good idea is to choose your name or your teams name

9.2.1.1. Remember not to include spaces or special characters



- 9.3. Once finished, click the blue “Save” button in the bottom right corner of the pop-up (The pop up will automatically close once the URL has been saved, **do not manually close the window**)



- 9.4. Congratulations you have now customized your page’s URL!
10. All changes can now be viewed on your personal page by clicking the “Your Page” button in the bottom center of your screen

If you require any assistance or just want some more fundraising tips, please reach out to the National Events Team at [aces@zerocancer.org](mailto:aces@zerocancer.org)!

Get a head start on your efforts with the new [Run/Walk Participant Fundraising Guide](#) as well as the updated [Team Captains Guide](#).

Want even more? Check out our [Tips & Tricks Page](#), where you'll find everything from how to effectively use social media, to asking for donations from local businesses, children's activities and coloring pages, and more.

**What to do next?**

- 1. **Set up your Personal Page**  
Customize your Personal Page with a story about why you are raising funds for this cause. Choose an easy-to-remember web address, add photos or video, and turbo-charge your fundraising efforts!
- 2. **Add Contacts to Your Address Book**  
Add contacts to email from your personal Address Book on our site.

**REACH YOUR GOAL FASTER**  
RAISE MONEY DIRECTLY ON FACEBOOK

- 1 Connect this fundraiser to Facebook.
- 2 Invite friends, share updates and collect donations on Facebook.
- 3 Keep track of your progress. The money you raise on Facebook will count toward your goal.

LOCATIONS YOUR PAGE PARTICIPANT CENTER

- 11. To change your team's fundraising page as a team captain you will still follow Steps 1-9, but first you need to toggle your screen from "Me" to "My Team" which can be found just above the "Your Fundraising Progress" section

Me My Team

**Your Fundraising Progress** [Edit Goal](#)

\$0.00 \$0.00

**Badges**

Badges are fun things you can earn.

**Enter Offline Gifts** [Add](#)

**Personal Page**

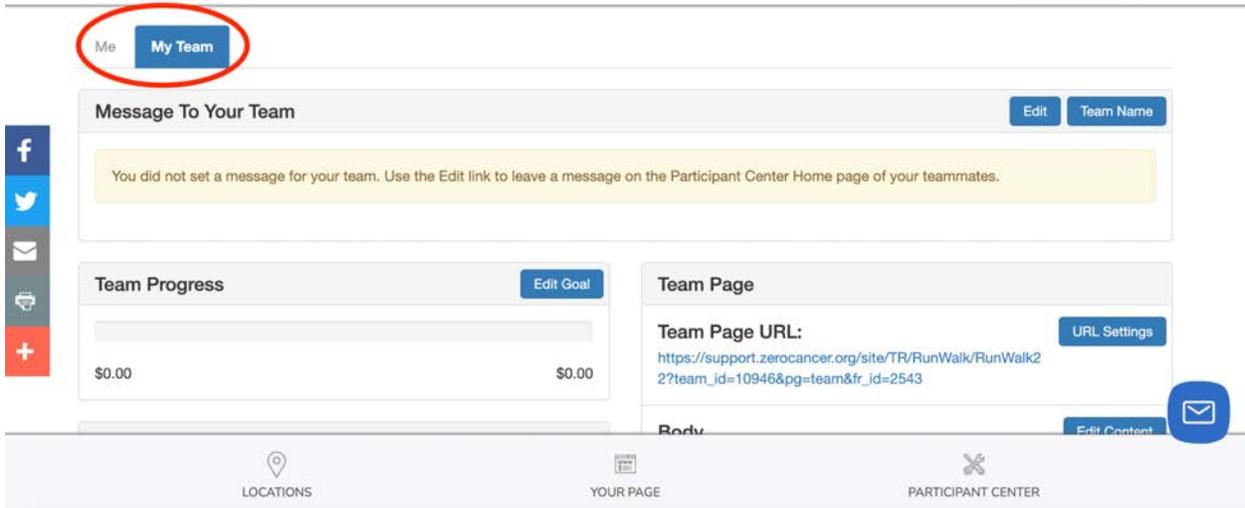
**Personal Page URL:** [https://support.zerocancer.org/site/TR/RunWalk/RunWalk2?px=1794571&pg=personal&fr\\_id=2543](https://support.zerocancer.org/site/TR/RunWalk/RunWalk2?px=1794571&pg=personal&fr_id=2543) [URL Settings](#)

**Title:** Welcome to My Fundraising Page [Edit Content](#)

**Body:** I'm participating in the 2022 ZERO Prostate Cancer Run/Walk to support and celebrate the many inspiring men nationwide who are fighting this awful

LOCATIONS YOUR PAGE PARTICIPANT CENTER

- 11.1. You will know you are on your team's settings once the "My Team" button is highlighted in blue like so:



If you have any questions or issues customizing your fundraising page please contact us via phone or email listed below:

Email: [paces@zerocancer.org](mailto:paces@zerocancer.org)

Phone: 202-303-3110