

# Managing your Participant Center and Personal Fundraising Page

## Edit your Personal Fundraising Page

- Log in to [chadheartsinaction.org](http://chadheartsinaction.org)
- Select "Edit Personal Page" from the menu on the right.
- Use the text boxes on this page to change the text on your personal fundraising page. Be sure to save your changes.
- Select "Photos/Video" from the menu on the right to upload a different photo to your personal page. Choose a new photo from your files to upload and select "Save/Upload." Your photo cannot be larger than 300 x 400 or 4MB.

## Change your Individual Fundraising Goal

- Log in to [chadheartsinaction.org](http://chadheartsinaction.org)
- Select "View Your Progress" from the menu on the right.
- Select the "change" option next to "My Goal."
- Enter your new fundraising goal and click "Submit."

## Share your Personal Fundraising Page

- Visit [chadheartsinaction.org](http://chadheartsinaction.org) and select "Find a Fundraiser" from the menu on the homepage.
- Click "search for an individual," then type your first and last name into the search boxes.
- Click on your name from the search results.
- From there, you can copy the link in the search bar at the top of the page and share that.

## Make a Donation to your Personal Fundraising Page

- Visit [chadheartsinaction.org](http://chadheartsinaction.org) and select "Find a Fundraiser" from the menu on the homepage.
- Click "search for an individual," then type your first and last name into the search boxes.
- Select the "Donate Now" option next to your name.
- Fill out the donation form.

## Send a Fundraising Email through your Participant Center

- Log in to [chadheartsinaction.org](http://chadheartsinaction.org)
- Select "Send Email" from the menu on the right.
- Choose one of the email templates by clicking the circle next to your preferred email template. Then, click "Next."
- Edit your email subject and text, then click "Next."
- To choose your email recipients, select from existing contacts (if you are a returning participant) or create a new contact by clicking "add contact" and typing in your contact's information and clicking "add." Once you are done adding recipients, click "Next."
- Review your email. You can make changes by returning to the "Compose" tab. When you are ready to send, click the "Preview & Send" tab, then hit "Send."

## Change your Personal Fundraising Page URL

- Log in to [chadheartsinaction.org](http://chadheartsinaction.org)
- Select "Edit Personal Page" from the menu on the right.
- Click "URL settings" next to "Personal Page URL."
- Type a unique identifier, such as your name or nickname, into the text box to create a personalized link (this way you'll have a shorter and more memorable URL to share).

**Questions? Contact [chad.community.relations@hitchcock.org](mailto:chad.community.relations@hitchcock.org) or call 603-308-2230.**