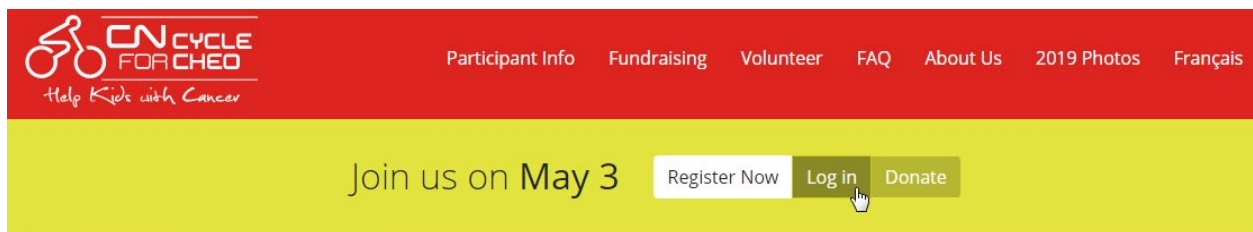


How to Customize your Fundraising Page for the CN Cycle for CHEO Event

The following is a step-by-step guide on customizing your fundraiser portal:

- In your web browser, navigate to www.cncycle.ca.
- On the main page, click on the **Log In** button which will bring you to the Account Login page.



LOGIN TO YOUR ACCOUNT

- Enter the email address and password you used to register for the event.
- Click on the Login button.
- If you cannot remember your password click on the Forgot Password link to have an email sent to you with instructions on how to reset your password.

Account Login

Email Address*

Password*

Login

[Forgot Password?](#)



YOUR DASHBOARD

By default, when you first login, you will see your dashboard page:

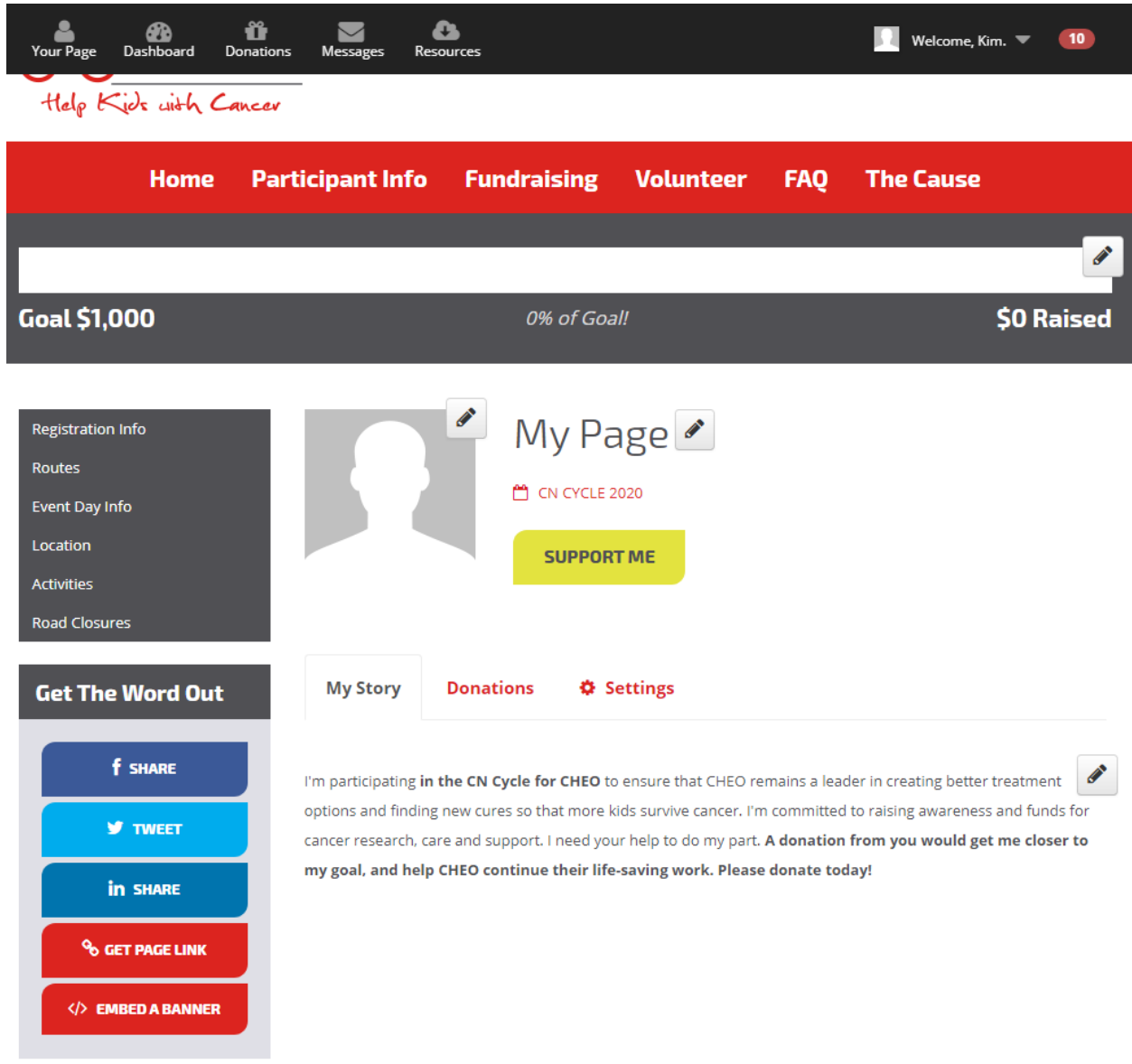
A screenshot of the CN Cycle for Cheo user dashboard. At the top is a black navigation bar with icons for "Your Page", "Dashboard", "Donations", "Messages", and "Resources". On the right of this bar, it says "Welcome, Kim." and shows a notification badge with the number "10". Below the navigation bar is a white header area with the CN Cycle for Cheo logo on the left, social media icons (Facebook, Twitter, Instagram) in the middle, and a "DONATE NOW" button on the right. A red navigation bar below the header contains menu items: "Home", "Participant Info", "Fundraising", "Volunteer", "FAQ", and "The Cause". The main content area is divided into a left sidebar and a main panel. The sidebar has a dark grey background and lists "Registration Info" (with sub-items: Routes, Event Day Info, Location, Activities, Road Closures) and "Your Fundraising" (with sub-items: View Your Page, Edit Registration Details, Make a Donation, View Donations Received, Register Another Participant). The main panel is titled "CN CYCLE 2020" and shows "Your Events" with a dropdown arrow. Below this, it displays "Event Date: 05/03/2020 OTTAWA, ON". A large white box contains a "Give Yourself a Gift" promotion with icons of a gift, a plus sign, and a lightbulb, and a "MAKE A DONATION" button. Below the main panel is a section titled "Your Stats".

You can see that you are logged in by the “Welcome, <your first name>” on the top black banner.

This banner contains actions for your most recent event that you are registered for and the menu items on the banner do not change regardless of what page you are on while logged in.

CUSTOMIZE YOUR FUNDRAISING PAGE

- Click on “Your Page” which is the first menu item on the top menu. This will open your fundraising page so you can edit.



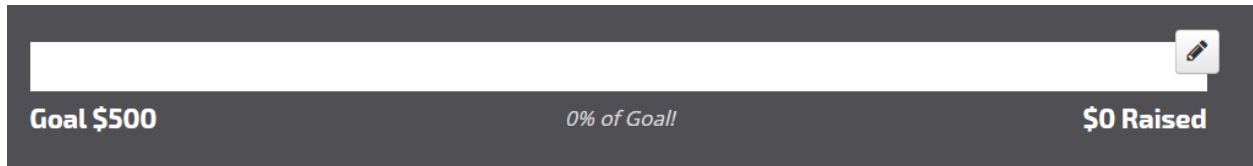
The screenshot shows the top navigation bar with 'Your Page' highlighted. Below it is a dark navigation bar with 'Home', 'Participant Info', 'Fundraising', 'Volunteer', 'FAQ', and 'The Cause'. A red banner displays the goal: 'Goal \$1,000', '0% of Goal!', and '\$0 Raised'. On the left, a sidebar contains 'Registration Info' (with sub-items: Routes, Event Day Info, Location, Activities, Road Closures) and 'Get The Word Out' (with buttons: f SHARE, TWEET, in SHARE, GET PAGE LINK, EMBED A BANNER). The main content area shows 'My Page' for 'CN CYCLE 2020' with a 'SUPPORT ME' button and tabs for 'My Story', 'Donations', and 'Settings'. A sample story text is visible: 'I'm participating in the CN Cycle for CHEO to ensure that CHEO remains a leader in creating better treatment options and finding new cures so that more kids survive cancer. I'm committed to raising awareness and funds for cancer research, care and support. I need your help to do my part. A donation from you would get me closer to my goal, and help CHEO continue their life-saving work. Please donate today!'.



Every editable item is shown with the pencil icon beside it.

You can edit your **GOAL**

- Click on the edit button beside your goal thermometer.



- Enter your new fundraising goal and click the “Update Goal” button.

Fundraising Goal

You can edit your **PHOTO**

- Click on the edit button beside the picture frame.



OR

- Update your account photo by clicking on the “Upload an Image” button
- Connect to your Facebook account to import your profile picture.

If you have chosen to upload an image, navigate to the image and select it.

Update your account photo



Connect [your account](#) to Facebook to import your profile picture.

You can then resize and crop to fit the required specifications as shown, as well as rotate.

Crop your image



SAVE

You can edit your **DISPLAY NAME**

- Click on the edit button beside the default display name.

My Page 

- Choose the display name you would like on your page.

Update your display name

Do you prefer a nickname? Don't want your first and last name to appear on your fundraising page and in search results? We've got you covered!

Display Name


UPDATE DISPLAY NAME

You can edit your **STORY**

A default paragraph has been provided for you, but you can make this a more personal story by sharing why you are participating in the event.

- Click on the edit button beside your story.






My Story **Donations** **Settings**

I'm participating in the **CN Cycle for CHEO** to ensure that CHEO remains a leader in creating better treatment options and finding new cures so that more kids survive cancer. I'm committed to raising awareness and funds for cancer research, care and support. I need your help to do my part. **A donation from you would get me closer to my goal, and help CHEO continue their life-saving work. Please donate today!** 

You can format the text as well as add pictures, videos and links.

Update your fundraising story

Import your story from:

Paragraph Format U **B** *I*     

I'm participating in the **CN Cycle for CHEO** to ensure that CHEO remains a leader in creating better treatment options and finding new cures so that more kids survive cancer. I'm committed to raising awareness and funds for cancer research, care and support. I need your help to do my part. **A donation from you would get me closer to my goal, and help CHEO continue their life-saving work. Please donate today!**

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UPDATE STORY

Once you have customized your fundraising page you can send links out via social media, your website or by email by using any of the menu items under “Get the Word Out.”

Get The Word Out

f SHARE

TWEET

in SHARE

GET PAGE LINK

</> EMBED A BANNER

- Post to Facebook, tweet it out on Twitter, and share on LinkedIn.
- Copy the link to your page and send that out by email to your friends.
- Embed a banner on your website.

OTHER RESOURCES ARE AVAILABLE ON OUR [HOW-TO PAGE](#):

- How to Register online – available as a video and in .pdf format
- How to Customize your page (video)
- How to edit Registration details - available as a video and in .pdf format
- How to Change your Team Membership - available as a video and in .pdf format
- How to Add a Participant once you have already registered - available as a video and in .pdf format