Online Fundraising Quick Start Guide

Step 1: Sign into your fundraising page

Visit http://www.lightthenight.org/va/. Enter your username and password that you received in your welcome email after registering. Once signed in, you can change your username and password, or reset your password if you don't remember it.

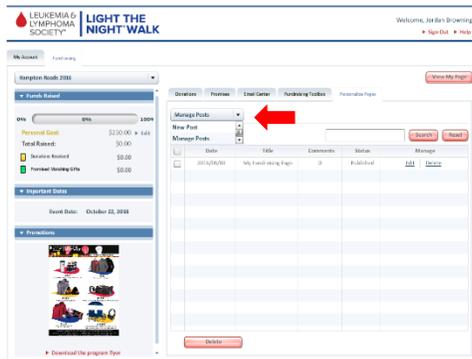**Step 2: Select "Personalize Pages"**

Once you've signed in select the last tab, "Personalize Pages". This will show you all of your current posts.
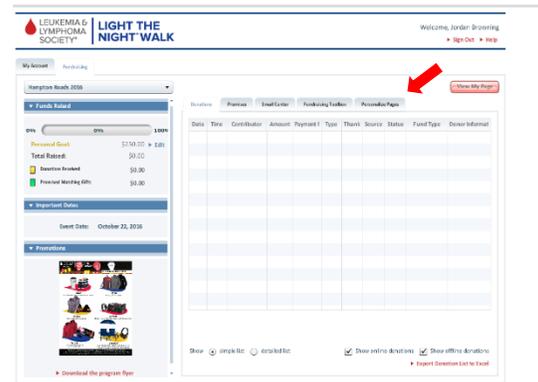
Step 3: Start new post

Select the "Manage Posts" drop down menu and select "New Post".

Step 4: Write your post

Tell why you are walking, talk about your inspiration
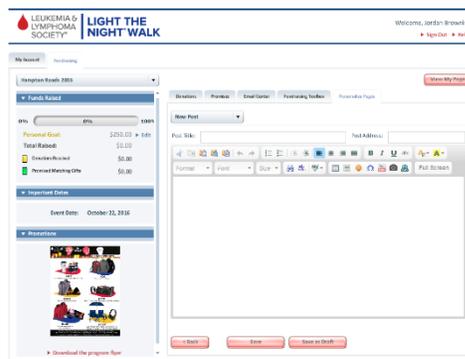
Step 5: Add picture
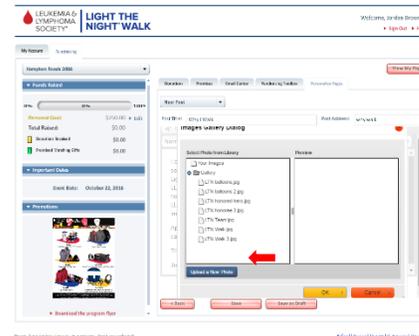Select the camera icon to add a picture or image
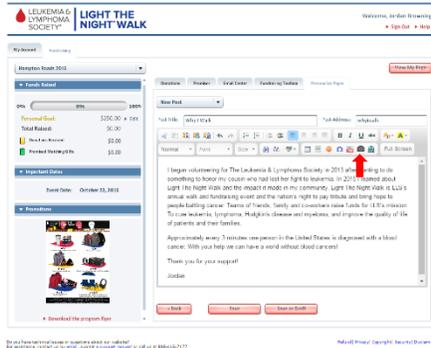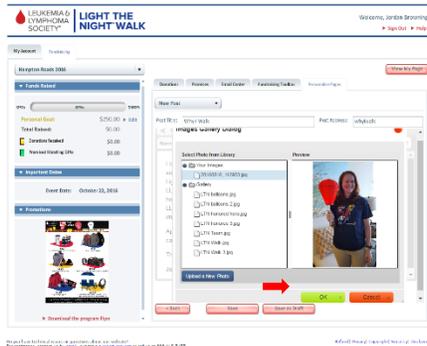

Step 6: Upload new picture
You can use a LLS provided image or upload your own by selecting the "Upload New Photo" button
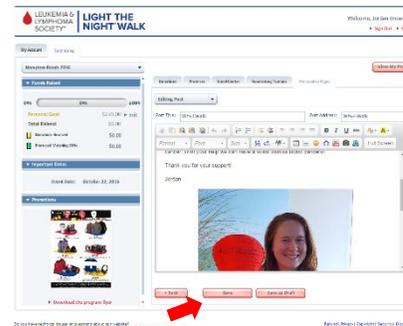

Step 7: Select Your Photo
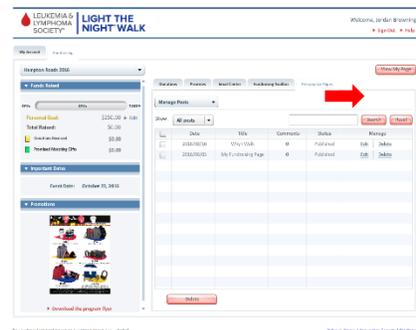Now that your photo has been uploaded select it and click "OK"

Step 8: Save Post
Now you are ready to publish. Select the "Save" button or "Save as draft" if you'd like to come back to it without publishing first

Step 9: View all posts
Once you save you will be brought back to "Personalize Pages" here you can view how others see your fundraising page

Step 10: View your page
Now that you've personalized your page it's time to share it with your friends, family and coworkers

Please contact LLS Support Services at: 888.557.7177 or SupportServices@lls.org