EDIT YOUR PAGE

STEP 1: Sign into your fundraising page—
https://fundraise.lls.org/login. Enter your **username** and **password** provided in the welcome email.
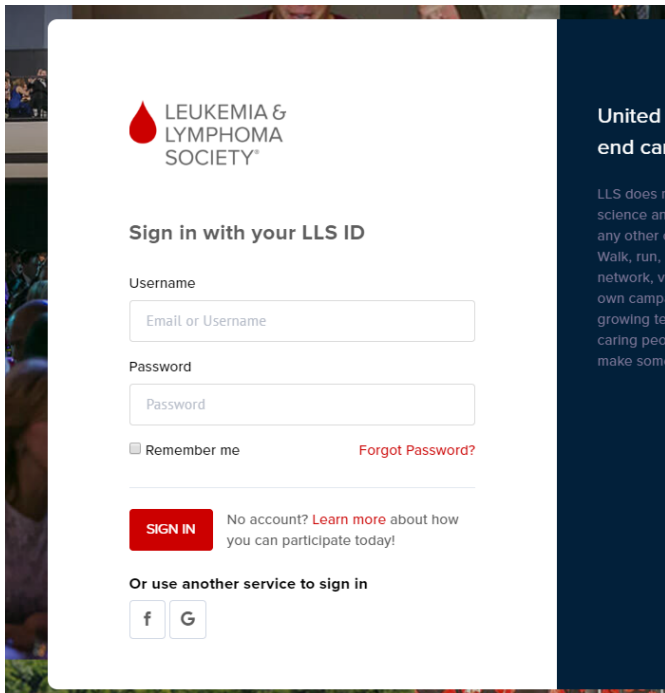
STEP 2: Home page— Select **"Fundraising Pages"** and choose **"My Page."**

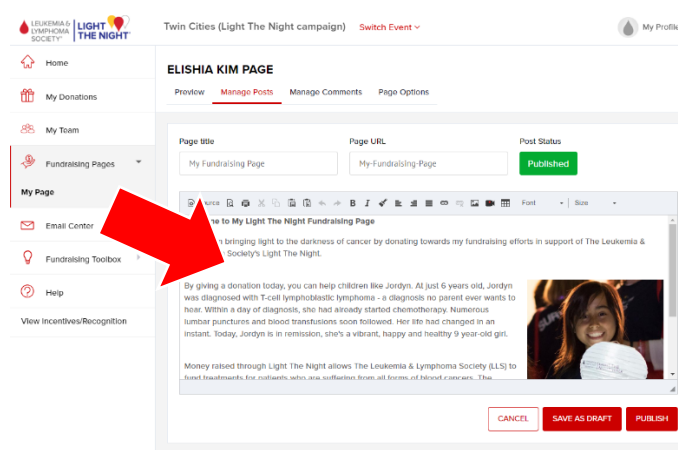--
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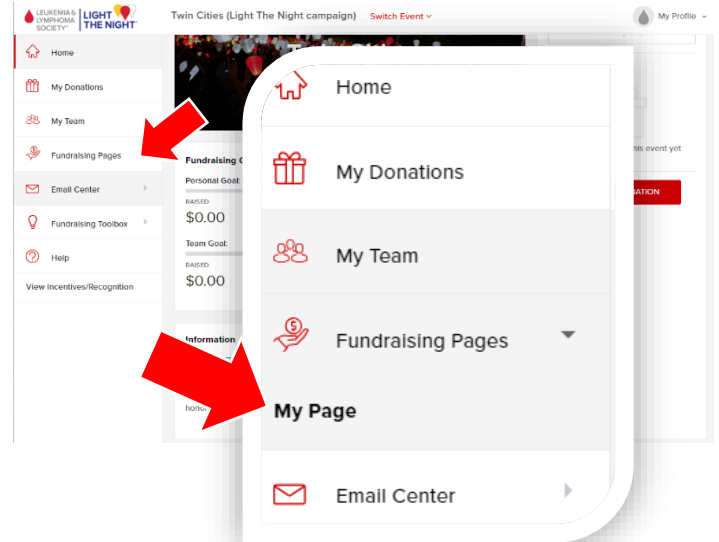
STEP 3: Your page—Select **"Manage Posts"**
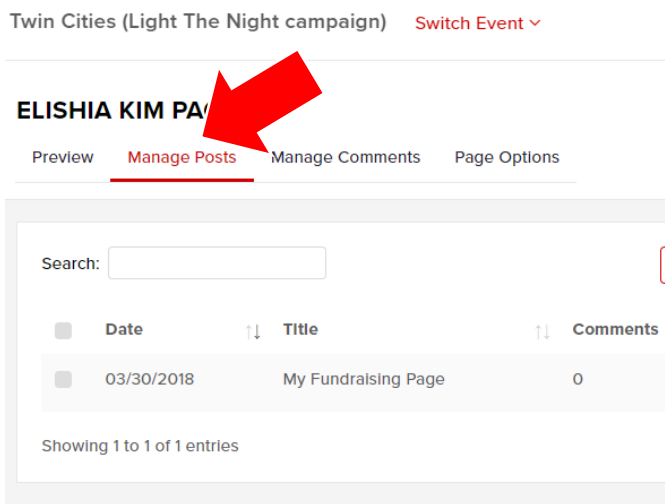
**STEP 4:** Manage Posts— Under the "Manage" Column, click **"Edit"**
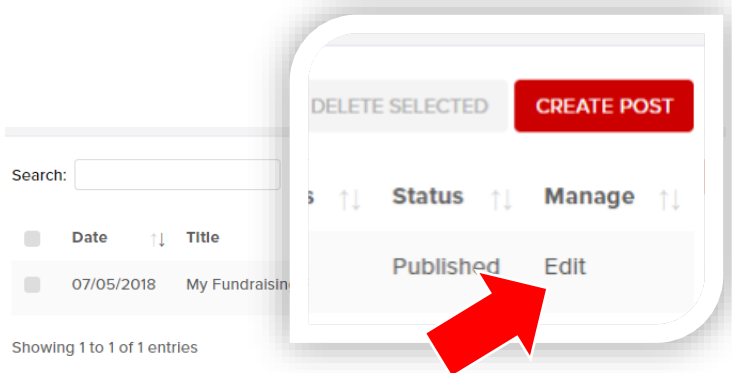
**STEP 5: Share your story—** Click into the drafted text provided for you. Change or add your desired text.

***Tip: Enlarge the working window**— by clicking and dragging the gray arrow on the bottom right of the window. ***


STEP 7: Add a Picture— Click the **Image Explorer icon** 🖼 (in the tool bar), the Add Images window will appear. Select **"Upload a New Image"**
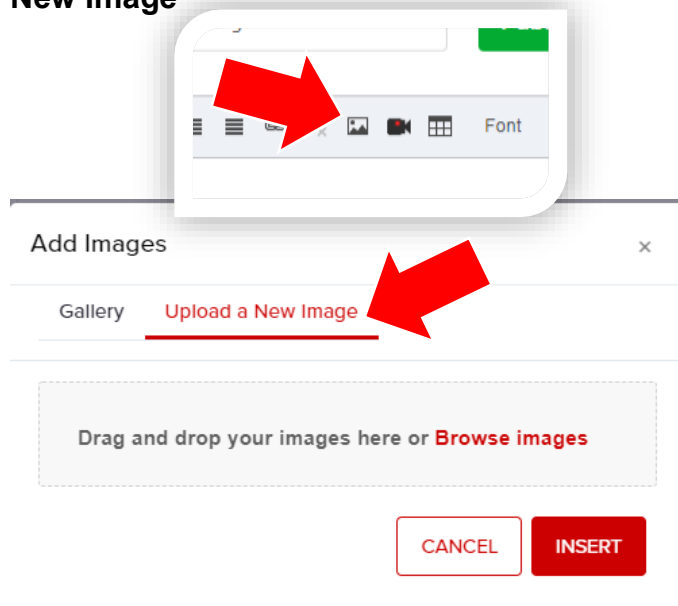
STEP 6: Edit Fonts & Size— Highlight the text, Select **"Font"** to change the style of typeface. Select **"Size"** to change the size of the text.

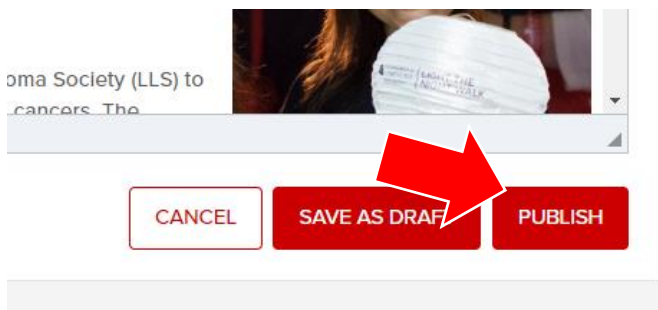--
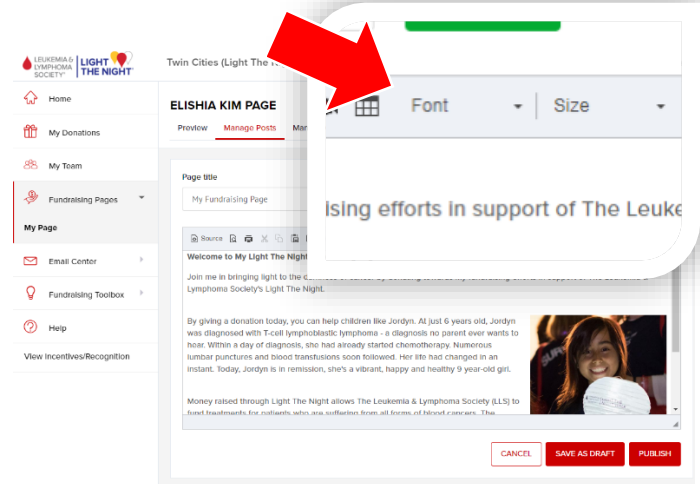
STEP 8: Choose an image— Click **"Browse images,"** choose an image from your computer files and select **"Open."** Your image will appear in the window, then click **"INSERT."**
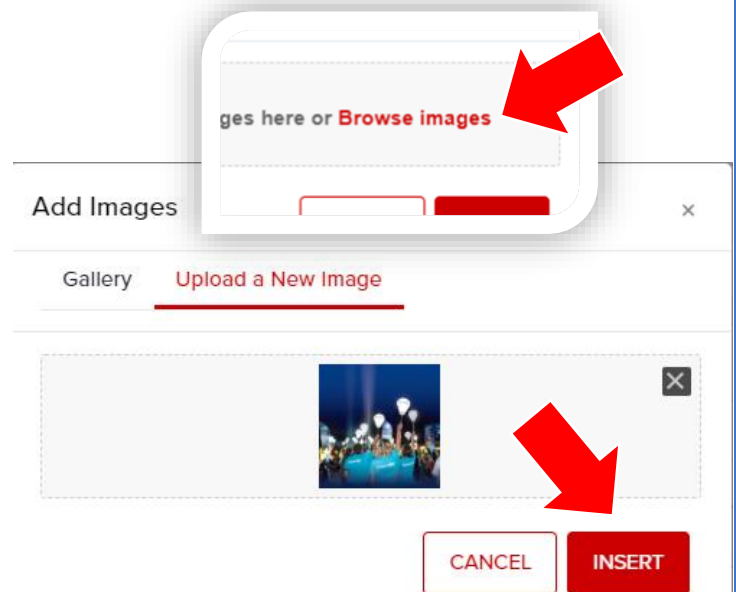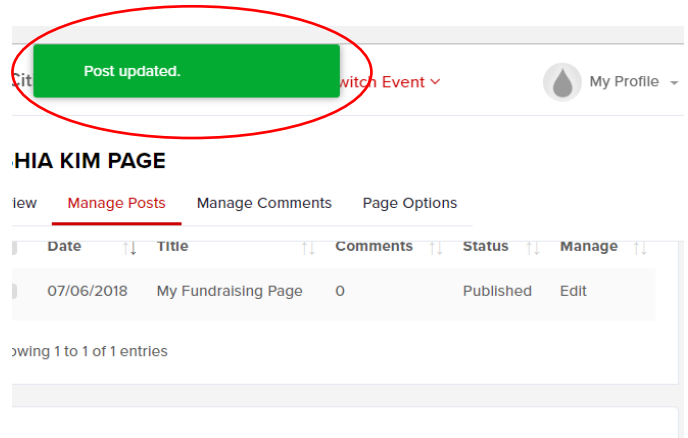

***Note:** the image will appear where the curser was placed. **Move the image by clicking and dragging** the image to your desired spot*

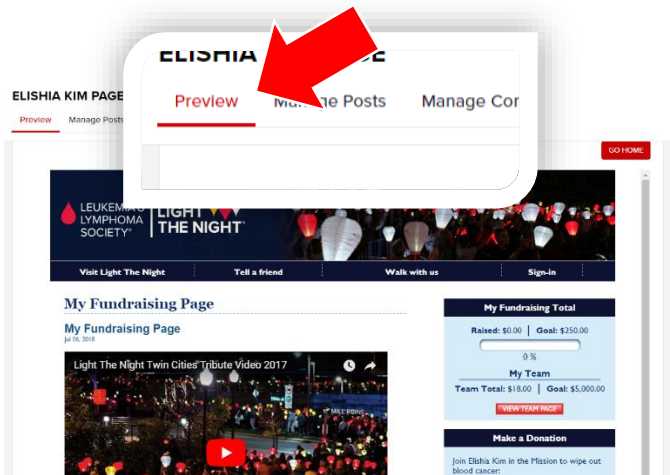**STEP 9: Save and Publish changes—** When you are finished personalizing the page, select **"PUBLISH."**
(If you wish to save and finish later choose "SAVE AS DRAFT.")

FINALLY: View your changes— Select **"Preview"** to see your personalized page.

STEP 10: Updates saved— **"Post updated"** should appear in green on the Manage Posts window.

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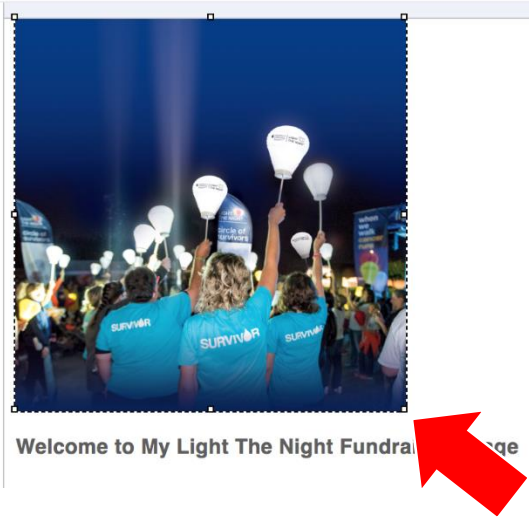
For technical assistance, contact
supportservices@LLS.org
or call at 888-LLS-7177
Monday – Friday 7am -7pm.

For local help with personalization or technical assistance, contact
LTN.MNG@LLS.org
Or call 612.259.4641.

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MORE HELPFUL EDITS

Change the image size— Click on the image, then **click and drag a corner of the image** to your desired size.

Welcome to My Light The Night Fundraising Page

STEP 2: Insert video—Click **"OK"** and the Video will appear where your curser was placed.

Share a video from Youtube, Vimeo, or Dailymotion— STEP 1: Select the **Video Embedded icon** 🎥 (in the tool bar), the Insert Video window will appear. **Enter or paste the URL** of the video.
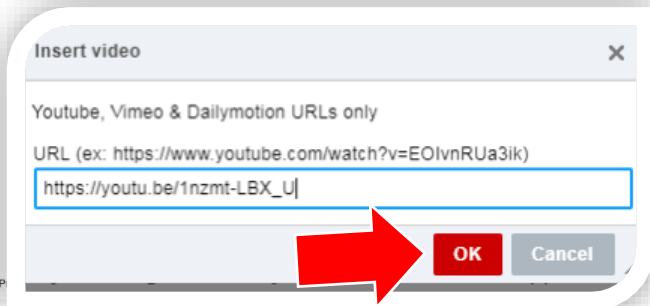
__HOW TO COPY A URL FROM YOUTUBE__— Click "SHARE" under the Youtube video, the URL will appear, select "Copy."
*Now the URL is ready to paste to your fundraising page.**