

Managing your Participant Center and Personal Fundraising Page

Edit your Personal Fundraising Page*

1. Log in to www.chadheartsinaction.org.
2. Click "PARTICIPANT CENTER" in the upper right-hand corner.
3. Scroll down to where it says "Personal Page" on the right and click the blue button that says "Edit Content."
4. Use the text box on this page to change the text on your fundraising page. Save your changes.
5. Select the blue "Update Media" button under where your fundraising page text displays in your participant center.
6. Choose a new photo from your files to upload and select "Save/Upload." Your photo cannot be larger than 300 x 400 or 4MB.

**Please note: participants who are registered by someone else will have their own user names, passwords, and personal fundraising pages. This includes children registered by adults.*

Change your Individual Fundraising Goal

1. Log in to www.chadheartsinaction.org.
2. Click "PARTICIPANT CENTER" in the upper right-hand corner.
3. Scroll down to where it says "Your Fundraising Progress" on the left.
4. Select the blue button that says "Edit Goal."
5. Enter your new fundraising goal and click "Save."

Share your Personal Fundraising Page

1. Visit www.chadheartsinaction.org.
2. Search for your name on the homepage under "SEARCH PARTICIPANTS."
3. Click on your name. This will bring you to your personal fundraising page.
4. From there, you can either copy the link in the search bar at the top of the page and share that or click on one of the icons under the word "SHARE" on the bottom right-hand side of your fundraising page to share your page through email or social media.



Make a Donation to your Personal Fundraising Page*

1. Visit www.chadheartsinaction.org.
2. Search for your name on the homepage under "SEARCH PARTICIPANTS."
3. Select the "Donate Now" option next to your name.
4. Fill out the donation form.

**Please note: if a donation is made on your team fundraising page instead of on your personal fundraising page, that donation will be credited as a general donation to your team and you will not receive personal fundraising credit for it.*

Send a Fundraising Email through your Participant Center

1. Log in to www.chadheartsinaction.org.
2. Click "PARTICIPANT CENTER" in the upper right-hand corner.
3. Select the "Email" tab on the left (next to "Home").
4. Enter your email recipients in the box that says "Recipients." If you are a returning participant, you will also have the option to select from your existing contacts.
5. Select an email template from the dropdown list where it says "Use a template."
6. Enter your email text.
7. When finished, select the blue "Preview & Send" button.

Change your Personal Fundraising Page URL

1. Log in to www.chadheartsinaction.org.
2. Click "PARTICIPANT CENTER" in the upper right-hand corner.
3. Scroll down to the section on the right labeled "Personal Page."
4. Click "URL settings" next to "Personal Page URL."
5. Type something unique to you, such as your name and the year, into the text box to create a personalized web address for your fundraising page (this way you'll have a shorter and more memorable link to share).

Questions? Contact chadhia@hitchcock.org or call 603-308-2230.