

Adding Photographs to Your Walk Page

Step One

From your account homepage, **click on My Page.**

The screenshot shows a fundraising dashboard with a navigation menu at the top: Walk, Run, Donate, Volunteer, Sponsors, FAQ, My Account, and Home. The main content area is titled "My Home" and contains a welcome message and a list of instructions. A green circle highlights the "My Page" icon in the navigation bar.

Walk **Run** **Donate** **Volunteer** **Sponsors** **FAQ** **My Account** **Home**

My Home

Welcome to your fundraising page dashboard! Just follow these simple steps to personalize your page, email your friends and family, and receive email alerts:

- **Personalize your fundraising page** with your own story and photos by clicking on "My Page".
- **Email family and friends** to support you by clicking on "Send Email".
- **Import contacts** by clicking on "Address Book".
- **Receive email alerts** when somebody supports you by editing "My Email Notifications" at the bottom of this page.
- **Edit your profile information** such as your name, address, and password by [clicking here](#).
- **Find FAQs and document downloads** by [clicking here](#).

My Home My Send My Send Address Offline
HomeActivity Page Email Thanks Book Donations

John Smith
\$0.00

My Home

Done

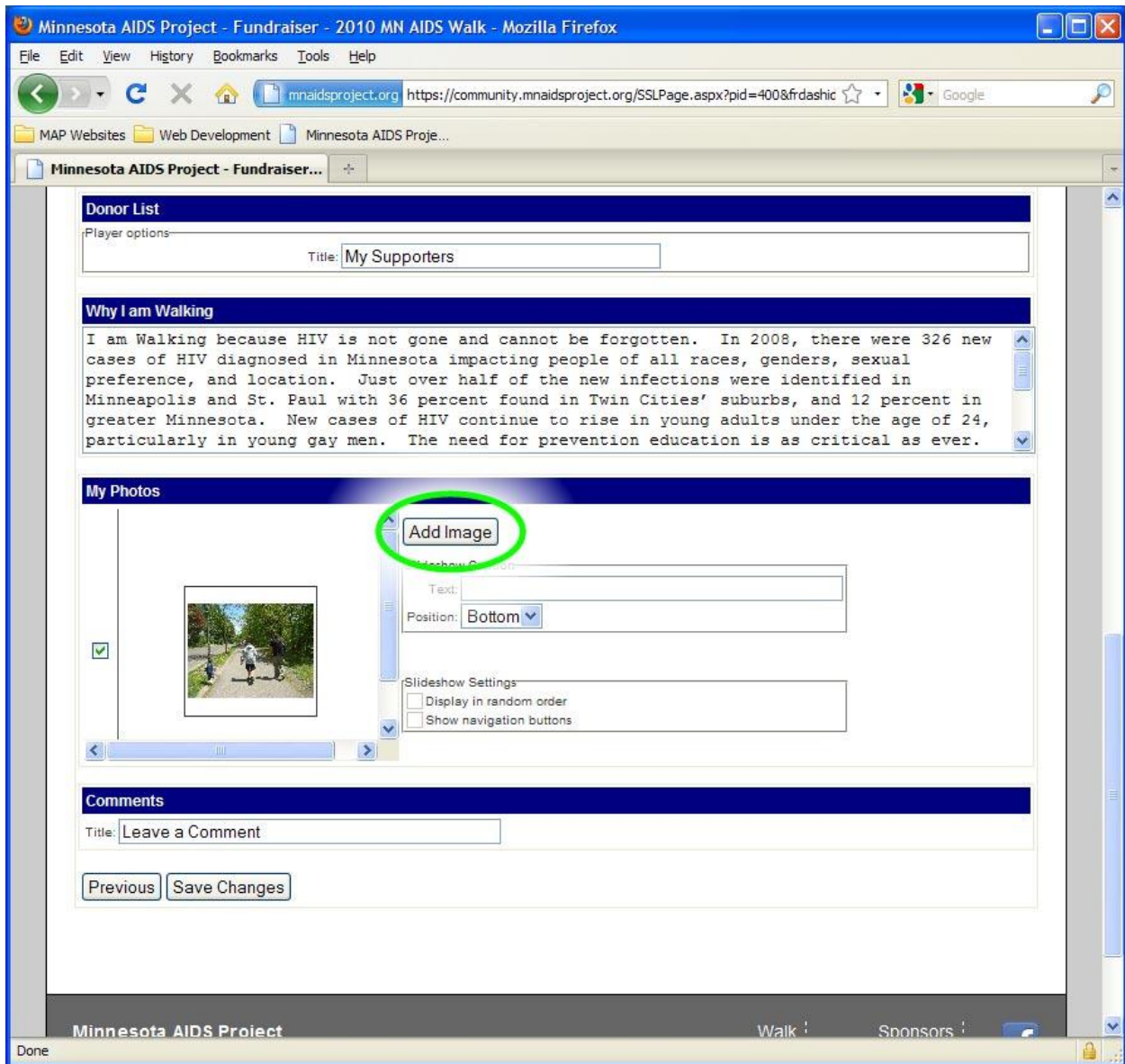
Step Two

Above the preview of your walk page, **click Edit My Web Page.**

The screenshot shows a web interface with a top navigation bar containing the following links: Walk, Run, Donate, Volunteer, Sponsors, FAQ, My Account, and Home. Below the navigation bar, the page title is "My Web Page" in red. A paragraph of text reads: "A preview of your web page is below. Click 'Edit My Web Page' to add your own photos and update your page." Below this text is a row of icons with labels: Home (My), My, My, Send (Page), Send (Email), Address (Thanks), and Offline (Book). To the right of these icons, the name "John Smith" and the amount "\$0.00" are displayed above a small empty rectangular box. Below the icons and text, there is a section titled "My Web Page" containing a "Friendly URL" field. The text in this section says: "Specify the friendly URL to use for: **Walk 2010 Fundraiser**. Make sure this is the link you really want since this action cannot be undone once applied. To check if the URL you selected is available click the blue check. When you are sure click the 'Apply Friendly URL' button to apply." The URL "http://community.mnaidsproject.org/netcommunity/" is entered in the field, followed by a blue checkmark. Below the URL field is an "Apply Friendly URL" button. At the bottom of this section, the "Edit My Web Page" button is circled in green. The bottom of the page shows a partial view of a photograph of a person's head.

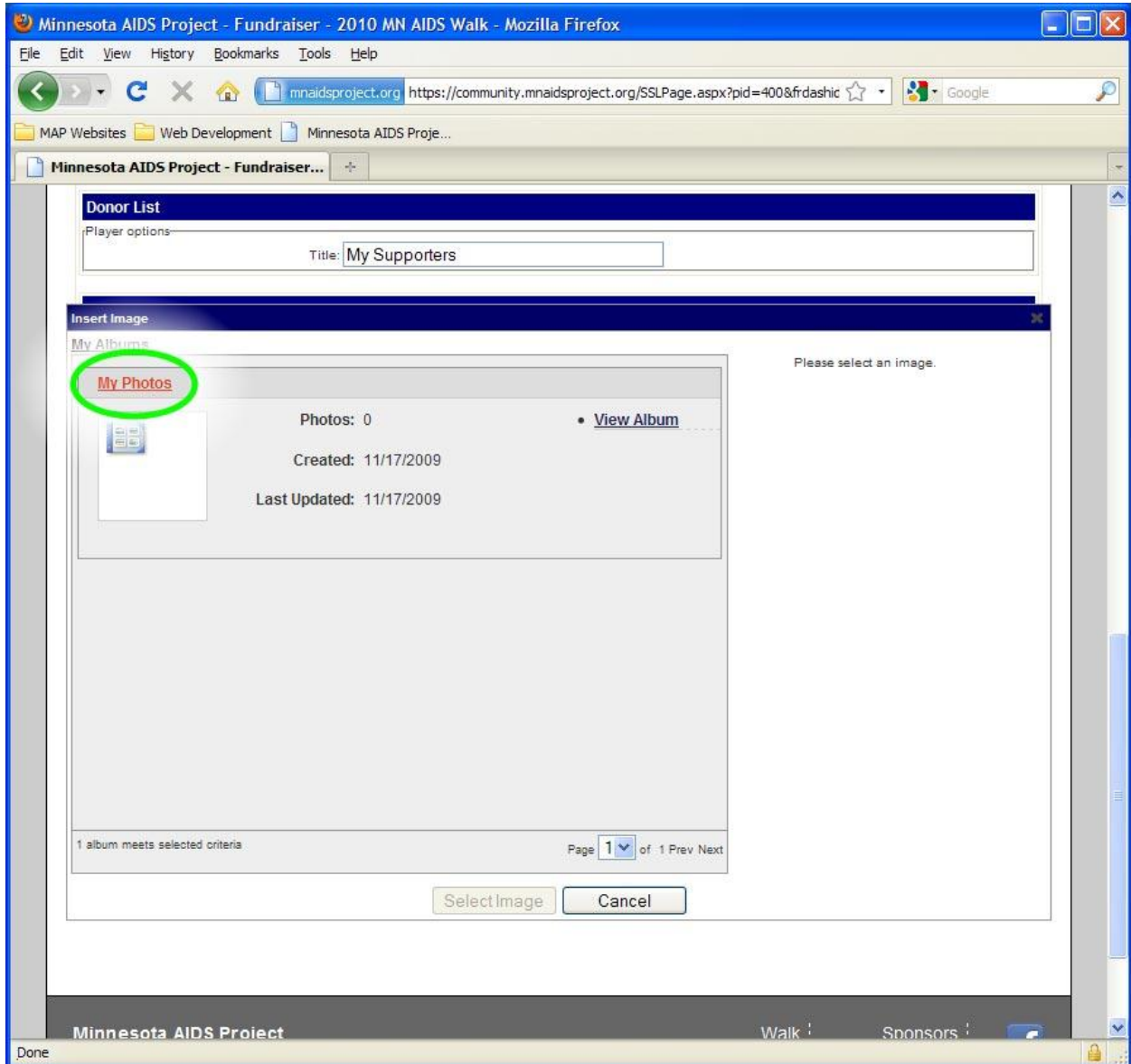
Step Three

Scroll down to My Photos and **click on the Add Image button**. You will notice that there is a photo already present in your My Photos section. Ignore this photo, we will remove it later.



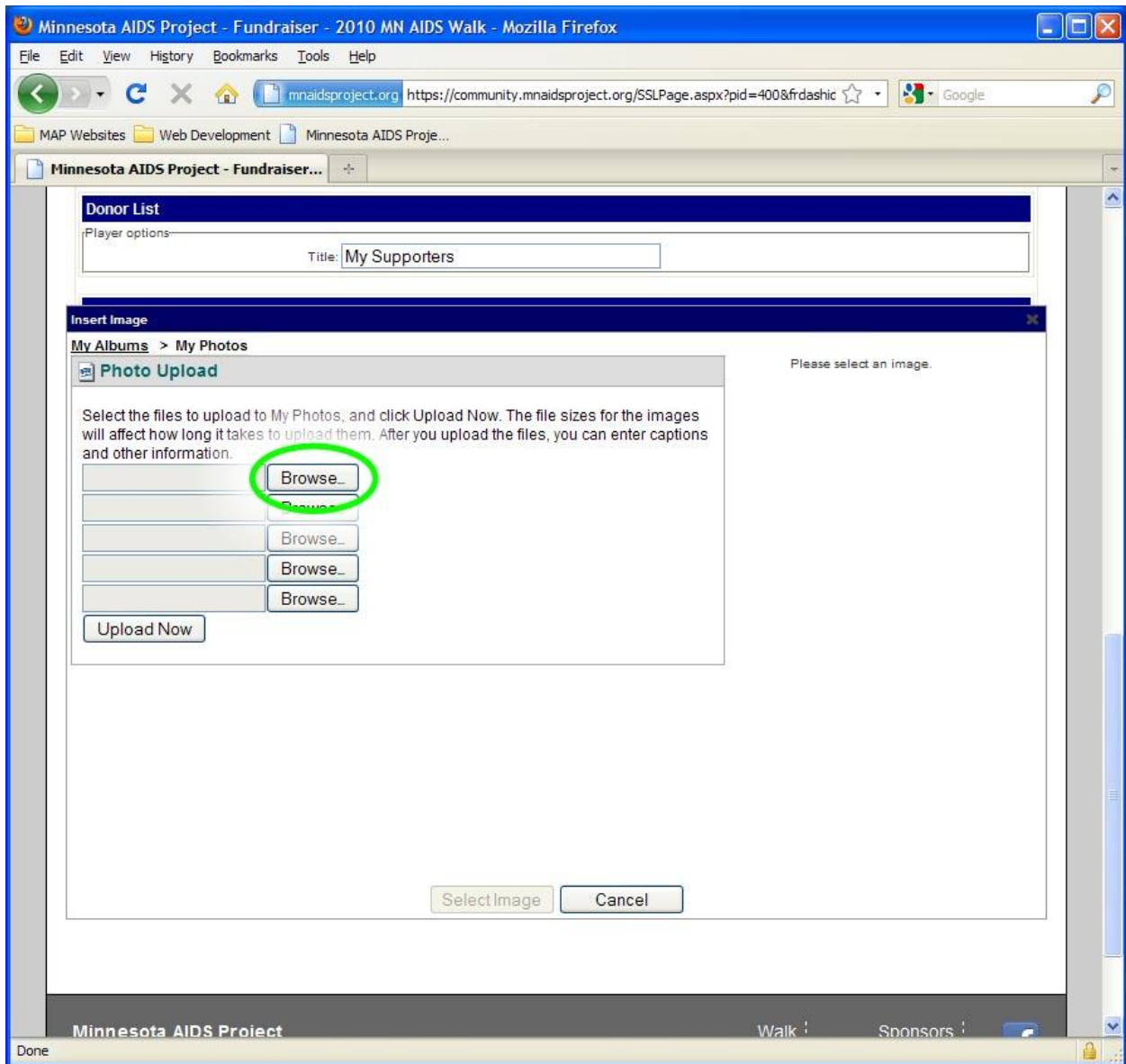
Step Four

An Insert Image box will appear. **Click on My Photos to continue.**



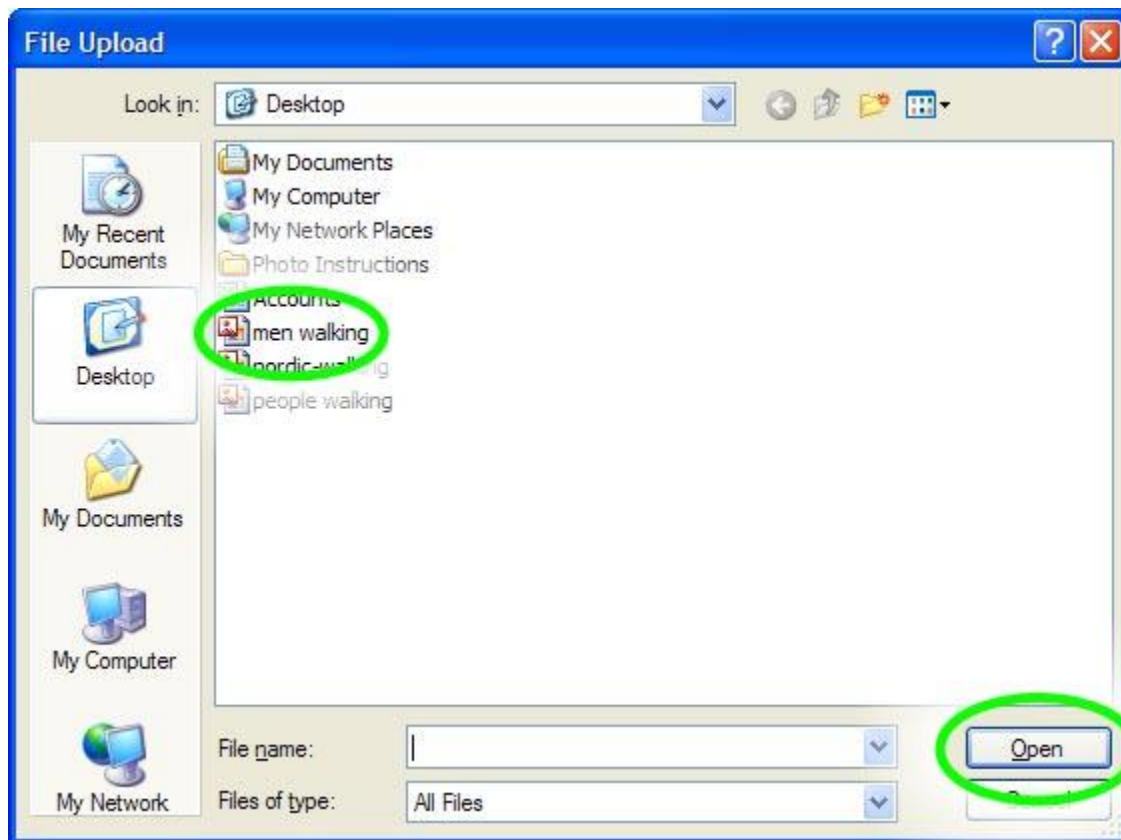
Step Five

You will now be presented with a Photo Upload screen with 5 text boxes each with their own Browse button. To upload your first photo, **click the Browse button next to the first box.**



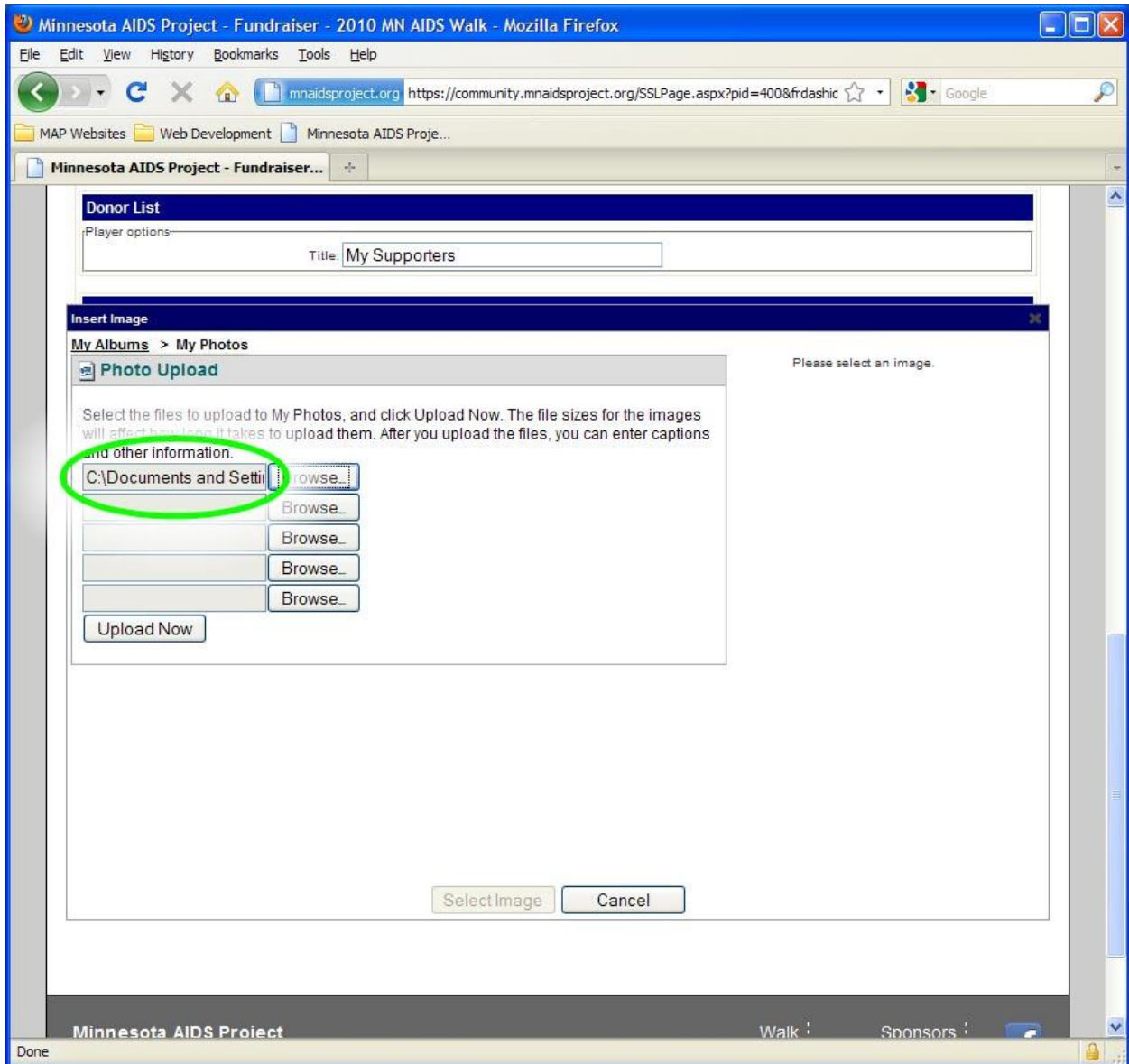
Step Six

Navigate to the directory containing the photo you want to upload, **select the photo by clicking it once**, and then **click Open in the bottom right corner**.



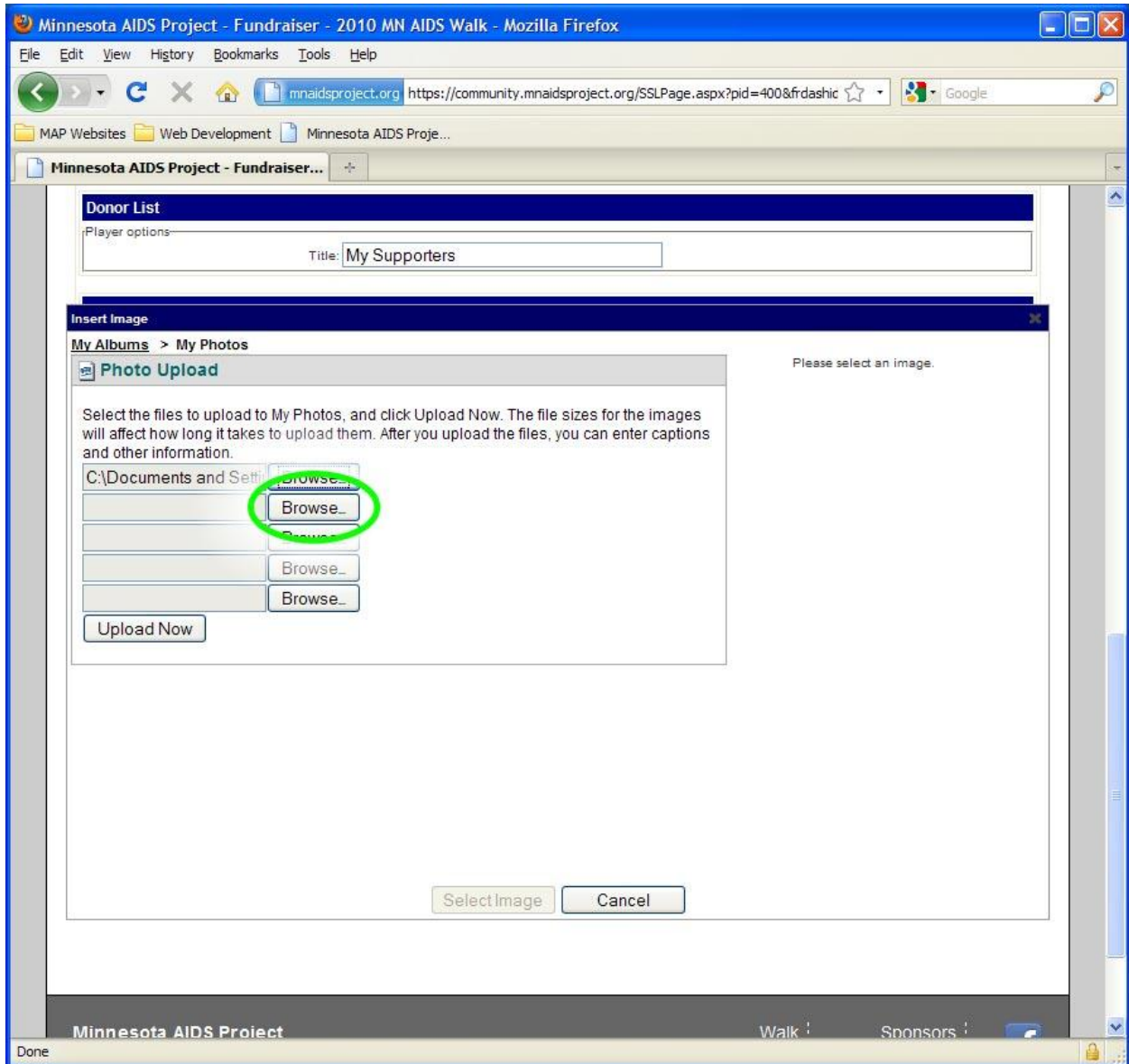
Step Seven

You will now see that the text box contains the path to the photo you just selected.



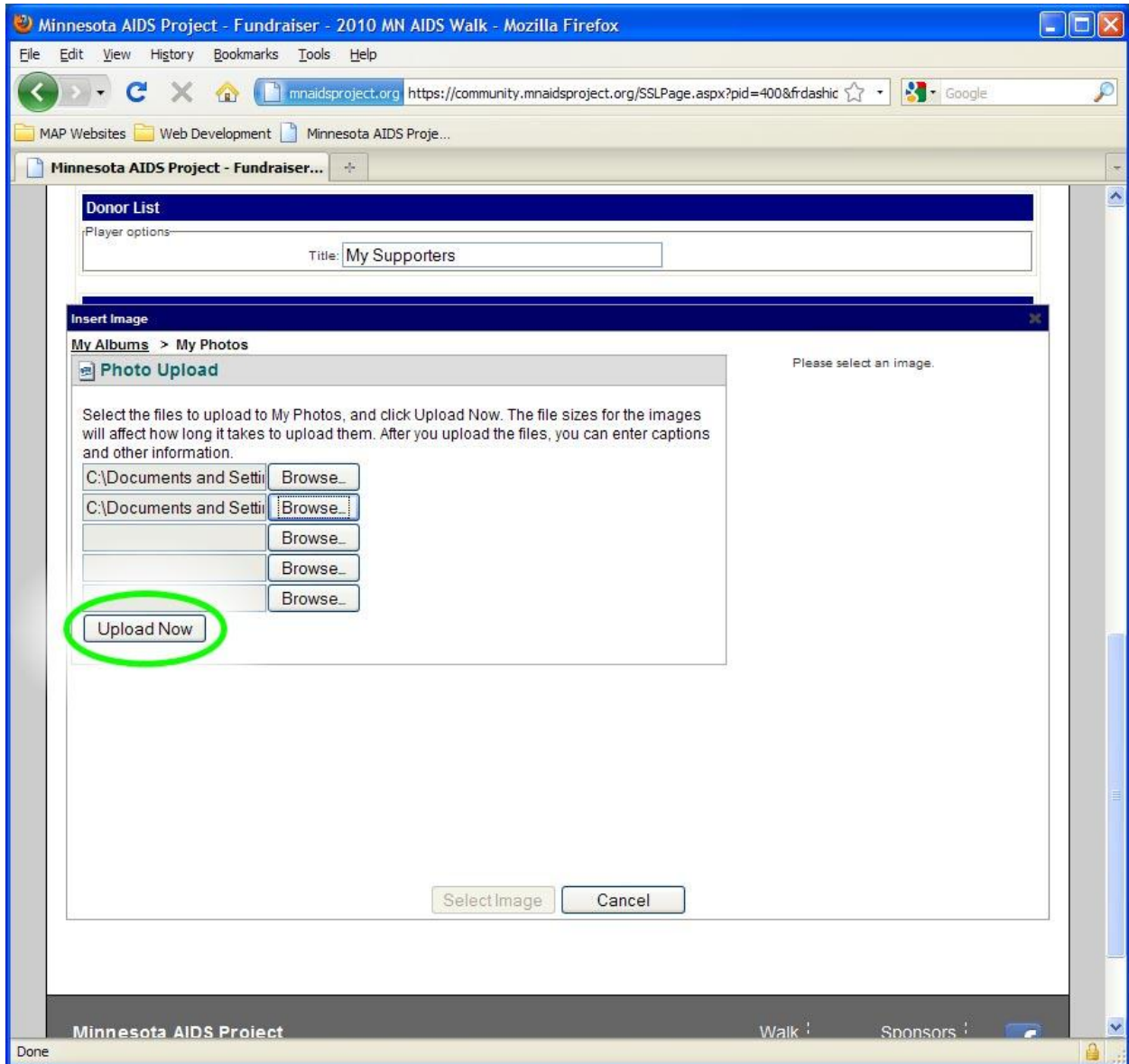
Step Eight

To upload additional photos, **click the next Browse button and repeat step 6.**



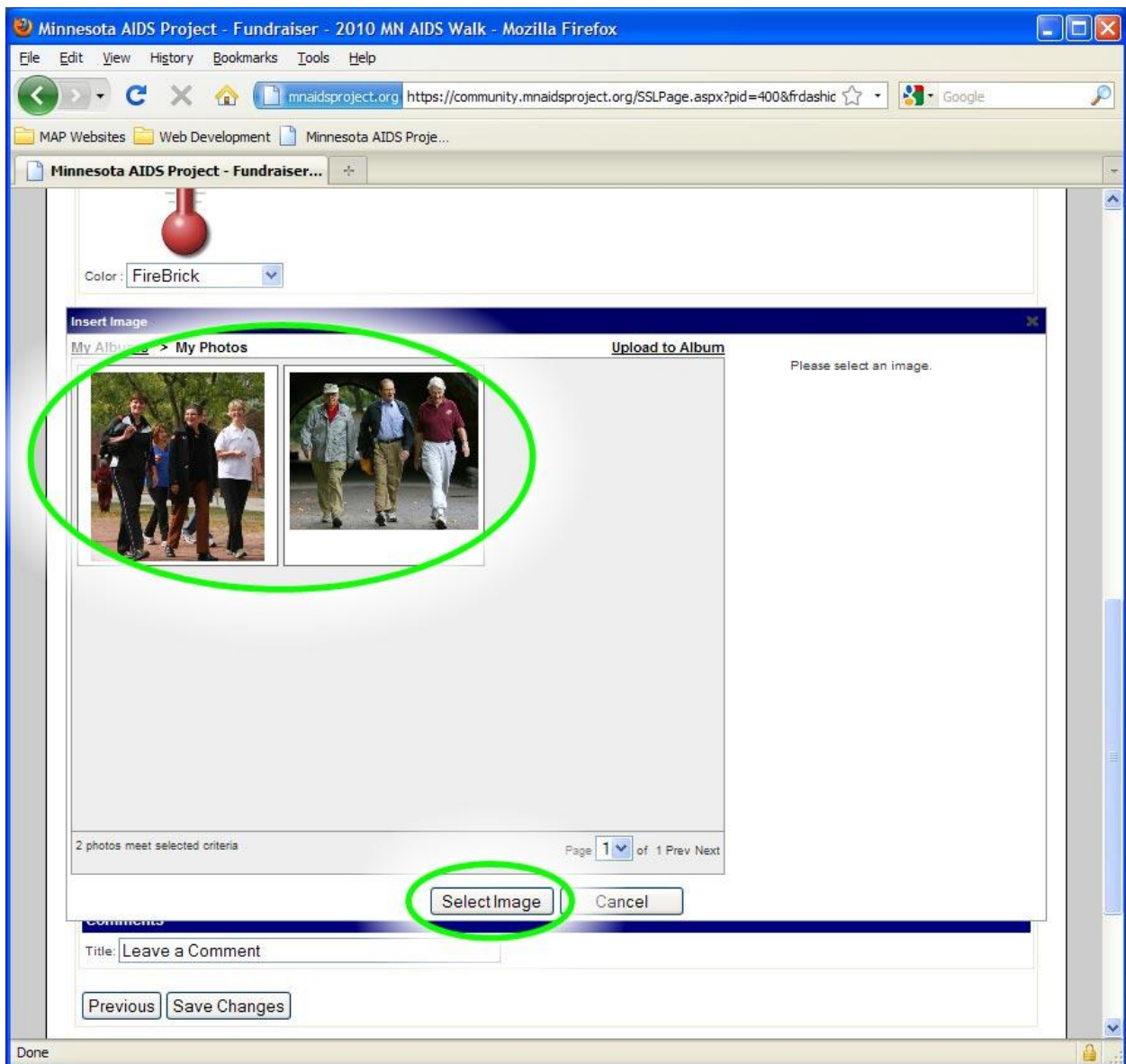
Step Nine

Once you have selected all the photo you want to upload, **click the Upload Now button.**



Step Ten

You will now see the photos you have selected. To add a photo to your page, simply **click the photo once**, and then **click the Select Image button** below.



Step Eleven

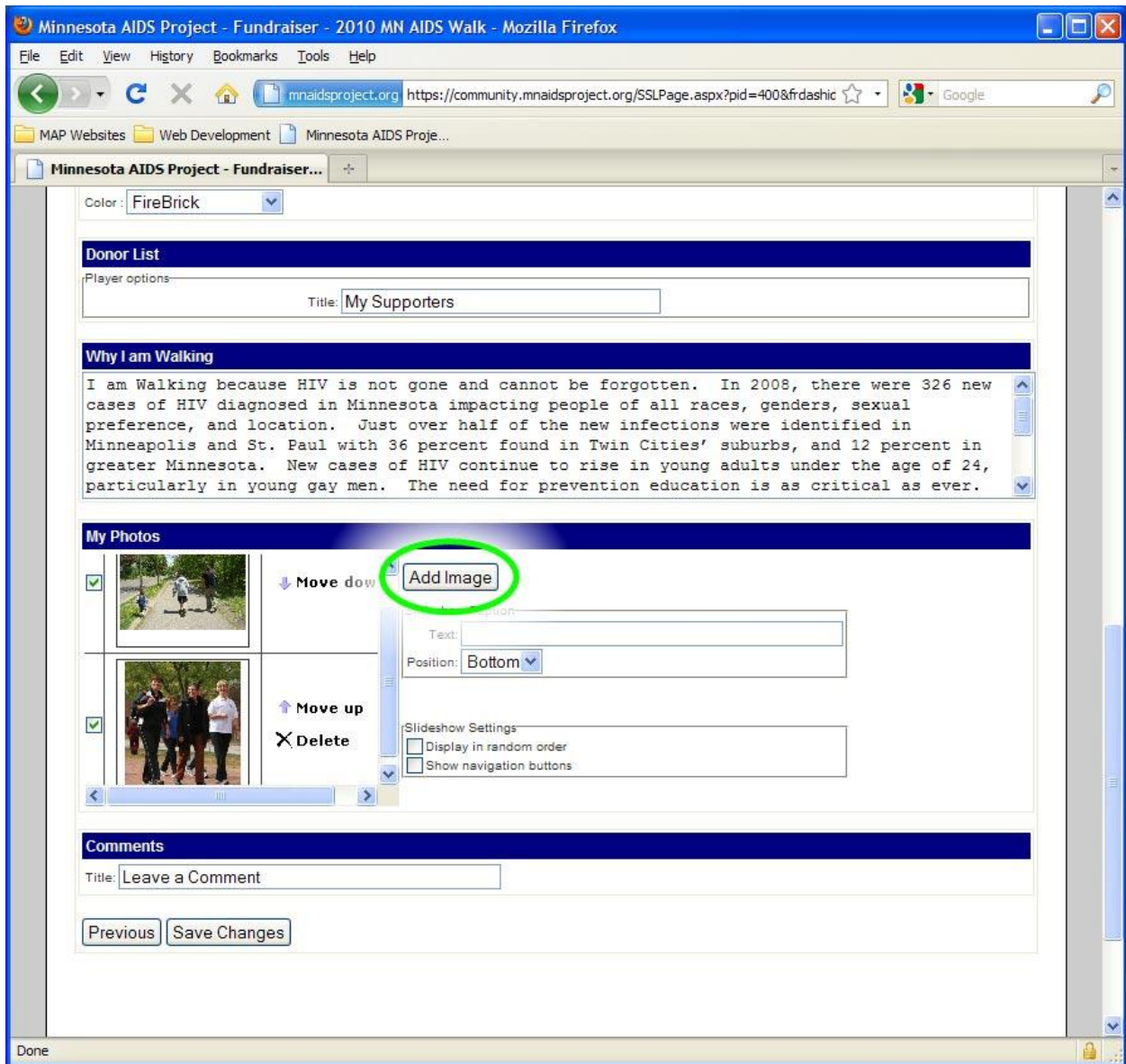
You will now see the photo you selected in the list of photos.

The screenshot shows a Mozilla Firefox browser window with the following details:

- Page Title:** Minnesota AIDS Project - Fundraiser - 2010 MN AIDS Walk
- Address Bar:** <https://community.mnaidsproject.org/SSLPage.aspx?pid=400&frdashic>
- Color:** FireBrick
- Donor List:** Player options: Title:
- Why I am Walking:** I am Walking because HIV is not gone and cannot be forgotten. In 2008, there were 326 new cases of HIV diagnosed in Minnesota impacting people of all races, genders, sexual preference, and location. Just over half of the new infections were identified in Minneapolis and St. Paul with 36 percent found in Twin Cities' suburbs, and 12 percent in greater Minnesota. New cases of HIV continue to rise in young adults under the age of 24, particularly in young gay men. The need for prevention education is as critical as ever.
- My Photos:** A list of photos with controls. The second photo, showing a group of people walking, is circled in green. Controls include "Move down", "Add Image", "Move up", and "Delete".
- Slideshow Caption:** Text: Position: Bottom
- Slideshow Settings:** display in random order Show navigation buttons
- Comments:** Title:

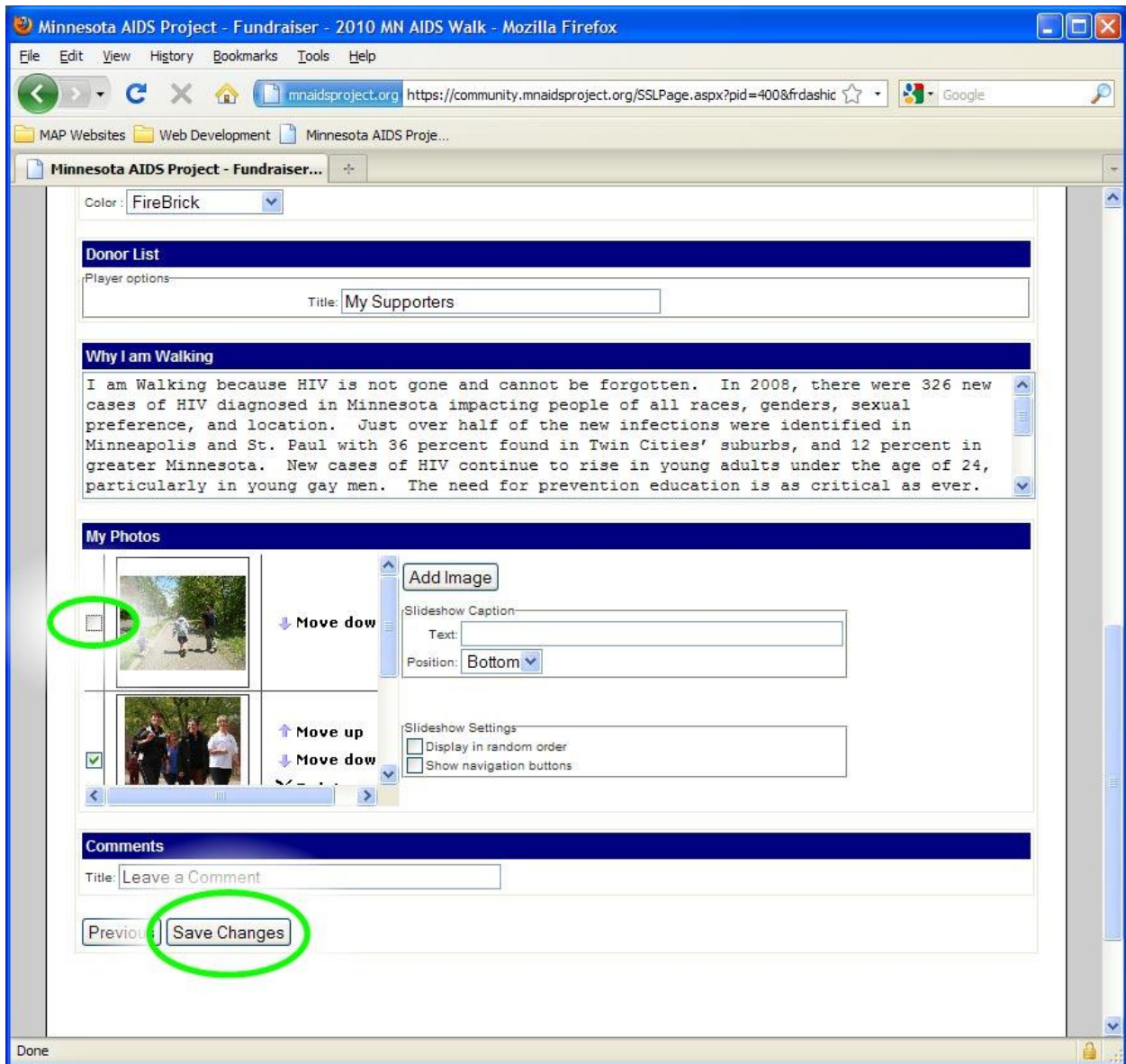
Step Twelve

Only one photo may be added to your walker page at a time. To add another of your selected photos, **click the Add Image button** and repeat Step Ten.



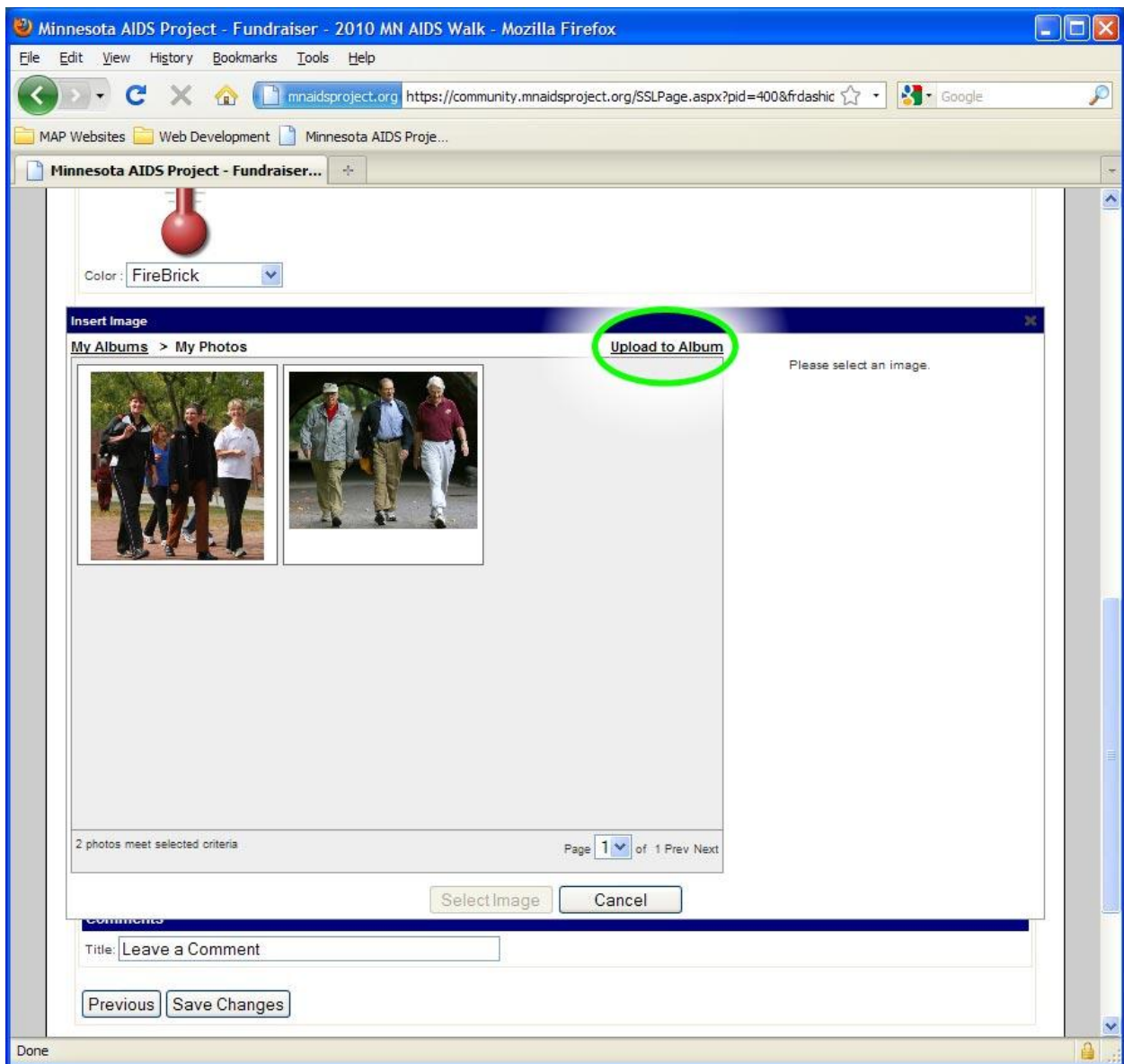
Step Thirteen

Once you have all your photos uploaded, you may **uncheck the box next to the default image** and **click the Save Changes button** below. Your photos have now been added to your walker page.



Step Fourteen

If you would like to add more photos at a later time, follow steps 1-3, but then **click the Upload to Album link**. You may then continue with step 5.



Step Fifteen

Photos may change the order the photos display on your walker page or delete them altogether by **using the links next to each photo**.

Remember to **click Save Changes** after every change.

The screenshot shows a Mozilla Firefox browser window displaying the Minnesota AIDS Project Fundraiser website. The page is titled "Minnesota AIDS Project - Fundraiser - 2010 MN AIDS Walk". The browser's address bar shows the URL: <https://community.mnaidsproject.org/SSLPage.aspx?pid=400&frdashic>. The page content includes a "Color" dropdown set to "FireBrick", a "Donor List" section with a "Title" field containing "My Supporters", and a "Why I am Walking" section with a text area containing a paragraph about HIV statistics in Minnesota. The "My Photos" section features two photo thumbnails, each with "Move up", "Move down", and "Delete" links. The "Move up" and "Move down" links for the first photo are circled in green. To the right of the photos are fields for "Add Image", "Slideshow Caption", "Text", and "Position" (set to "Bottom"). Below the photos are "Slideshow Settings" checkboxes for "Display in random order" and "Show navigation buttons". The "Comments" section has a "Title" field with "Leave a Comment" and "Previous" and "Save Changes" buttons. The "Save Changes" button is circled in green. The browser's status bar at the bottom left shows "Done".