



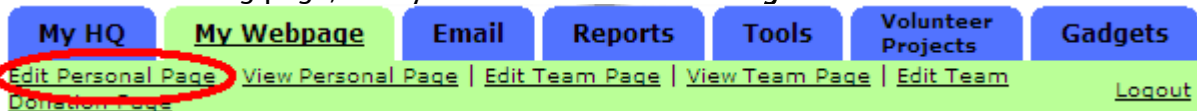
Log Into Kintera

1. After you have registered for the 2010 Donate Life Family Fun Run, you will have a login name and a password. Log into Kintera by clicking “Main Login” under the “My HQ” section of the left-hand menu.
2. Enter your login name and password and click “Continue.” This will take you to your main headquarters screen.

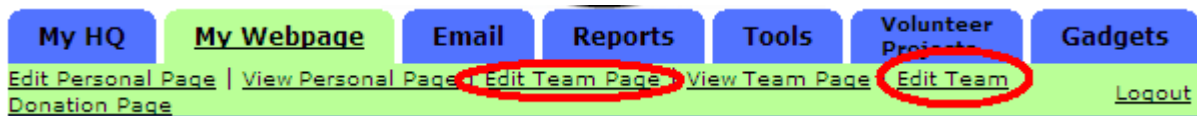


How to Customize Your Personal Fundraising Page

1. Every participant in the walk/run receives a personal fundraising page. To access yours, once you log in, click the tab that says “My Webpage.” If you are a team captain, meaning you created your team, you will have the option to customize not only your personal fundraising page, but also your team page. If you are a team member, any funds you raise on your personal fundraising page will automatically be counted toward your team’s goal. The customization of both personal and team fundraising pages is exactly the same. You be sure that if you’re trying to personalize a **PERSONAL** fundraising page, that you click “Edit Personal Page.”



If you are trying to edit a **TEAM** fundraising page, you will need to click “Edit Team Page.”



To edit your team’s general donation page, click “Edit Team Donation Page.”




2. Edit your header text to say what you'd like the top of your fundraising page to say.
3. Upload a new picture to be shown on your fundraising page, or choose an image the Living Legacy Foundation has already uploaded for you to use if you click "select an image from the library."
4. To upload a new picture, you will need to click "upload," and then find where you have saved the picture file to your computer by clicking the "Browse" button. Once you have found the picture file you would like to upload, click "Submit."
5. If you'd like to choose a theme for your homepage, you may chose one from the drop-down menu under where it says "Choose a theme."
6. You may also edit the caption that will be shown underneath the image, as well as the main text featured on your donation page.
7. Once you are finished editing your page, you may click the "preview" button to preview how your page will look, or click "submit" to save the changes you've made to your fundraising page.

Webpage image
You may use the default image or [select](#) an image from the library or [upload](#) your own.

Choose a theme
Customize your page with fun backgrounds.
Standard ▼

Preview webpage
View your page as others will see it!

Finish webpage
To complete your webpage or to save changes, click Submit.



Caption under image:

Edit the text:

Preview webpage
View your page as others will see it!

Finish webpage
To complete your webpage or to save changes, click Submit.

If you have any further questions about customizing your fundraising page, please do not hesitate to call Lauren Muskauski at 410-242-7000 x2005 and she will help you as best as she can with any questions you may have.