



## How to Manage Your Profile

On the main website, you will see a blank icon (or your photo if you inserted a photo) in the top right corner. Click it and select “Profile”



You will now see all of your race information, including your individual fundraising page and your team fundraising page (if you are on a team) general overview

**Main Account Information**

**John Doe**  
January 1, 1990  
2 Merwick Rd  
Princeton, NJ 08540  
US

john.doe@jd.com  
MFA Disabled  
OAuth2 Authorizations  
609-987-0099  
Emergency Contact – Jane Doe (6099870099)  
Giveaway Preference: Shirt – Unisex/Male S

**Upcoming Events** | Past Events | Results | Deferrals

**1 OCT 2023**  
9:00am EDT

**Eden Autism 5K & Fun Run/Walk**  
Princeton, NJ 08540 US  
Event: 5K  
Registrant: John Doe (Age 33)

Manage Registration  
Resend Confirmation  
Contact Race  
View Race Page

**Fundraising**

**1 OCT 2023**

**John Doe**  
Race: Eden Autism 5K & Fun Run/Walk  
Runner: John Doe  
Donation Period: April 19, 2023 - December 30, 2023  
<https://runsignup.com/Race/146500/Donate/skEuDsBCSmPuDnTP>

Edit Fundraiser  
View Donations  
Send Emails

**1 OCT 2023**

**Tester Team**  
Fundraising Team  
Race: Eden Autism 5K & Fun Run/Walk  
Runner: John Doe  
Donation Period: April 19, 2023 - December 30, 2023  
<https://runsignup.com/Race/146500/Donate/kx0ZrjZ11K8tBm7>

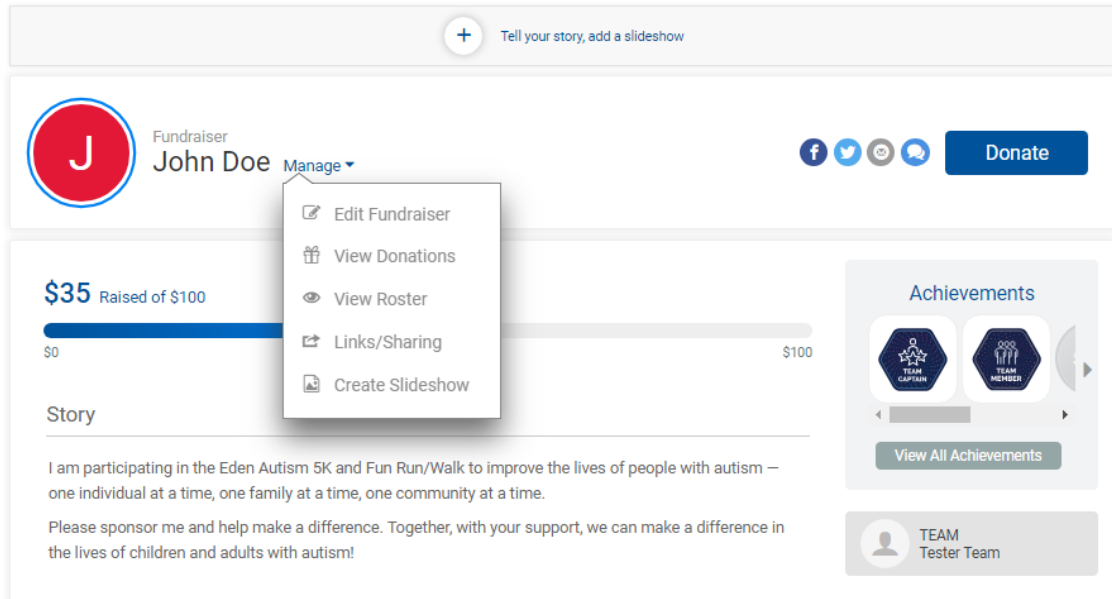
Edit Fundraiser  
View Donations  
Send Emails  
View Roster

There are multiple ways to interact with your personal fundraiser through this page:

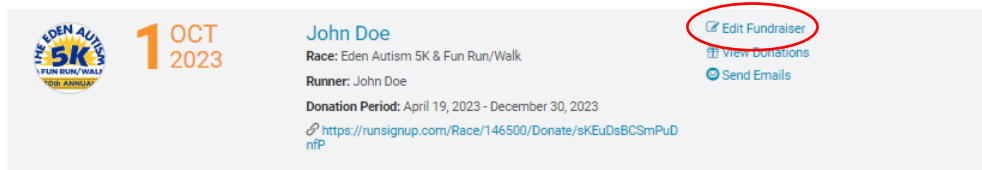
1. Clicking your name
2. Edit Fundraiser
3. View Donations
4. Send Emails

**Clicking on your name** will bring you to your fundraising page. Here you can manage your page by selecting “manage” next to your name and picking one of the options: Edit Fundraiser, View Donations, Links/Sharing, and Create Slideshow.

- Edit Fundraiser allows you to edit the information and photos shown on your page
- View Donations lets you see who has donated to your personal fundraiser
- Links/Sharing give you the links to be able to copy/paste to share
- Create Slideshow allows you to create a slideshow for people to view when they are on your page.

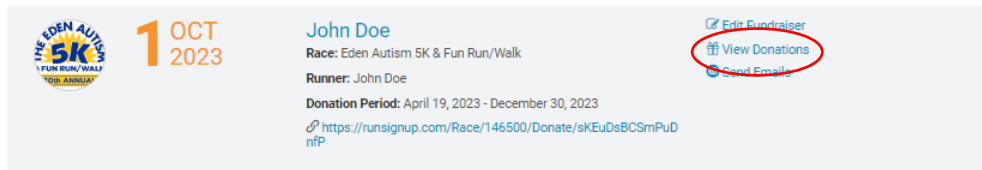


On your main profile overview page, clicking **Edit Fundraiser** will allow you to edit the information and photos shown on your page. If you are not on a team and would like to join a team, you can also join a team using this option at the bottom of the page.



The screenshot shows the "Become a Fundraiser" form. At the top, there is a blue circular logo with a hand icon. Below the logo is the title "Become a Fundraiser". The form has several sections: "Your Individual Fundraiser Name \*" with a text input field containing "John Doe"; "Your Fundraiser Goal" with a text input field containing "\$ 100"; "Tagline" with a text input field; "Create Your Custom Fundraiser URL" with a text input field containing "https://runsignup.com/"; "Personal Message Heading" with a text input field containing "Story"; and "Story" with a text area containing "I am participating in the Eden Autism 5K and Fun Run/Walk to improve the lives of people with autism — one individual at a time, one family at a time, one community at a time. Please sponsor me and help make a difference. Together, with your support, we can make a difference in the lives of children and adults with autism!". To the right of the form is a "Page Options" section with three checkboxes: "Show goal thermometer.", "Show scrolling list of donors.", and "Hide from public lists." Below the checkboxes is the text "Still visible via direct link.". At the bottom right, there is a "Choose your image" section with a blue circular icon containing a hand and the text "Choose your image" and "You can upload .png, .jpeg, .jpg, or .gif files."

On your main profile overview page, clicking **View Donations** will allow you to see all donors that have given to your personal fundraiser.



The card displays the fundraiser logo for 'THE EDEN AUTISM 5K FUN RUN/WALK 10th ANNIVERSARY' on the left. To its right is the date '1 OCT 2023'. The name 'John Doe' is prominently displayed. Below the name, the race name 'Eden Autism 5K & Fun Run/Walk' is listed, followed by the runner's name 'John Doe'. The donation period is 'April 19, 2023 - December 30, 2023'. A URL is provided: 'https://runsignup.com/Race/146500/Donate/sKEuDsBCSmPuDnF'. On the right side of the card, there are three action links: 'Edit Fundraiser', 'View Donations' (circled in red), and 'Send Emails'.

## Donations for Fundraiser: John Doe

Number of Donations: 0  
Total Donations: \$0.00

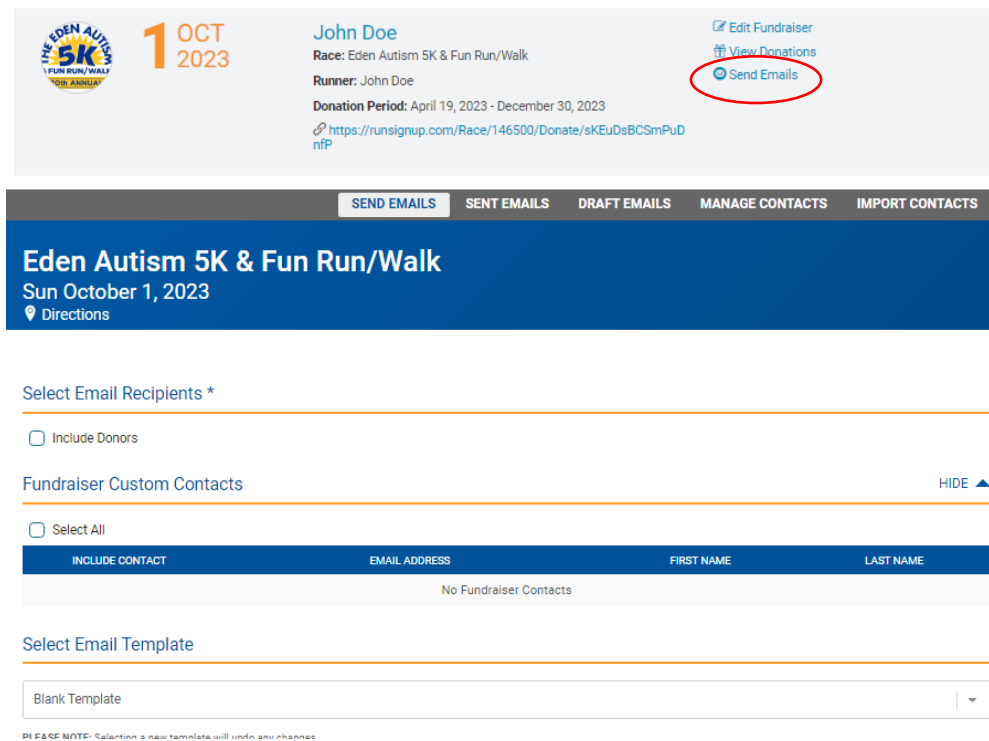
\$0  
OF \$100

AMOUNT PAID	DONATION AMOUNT	DONATION DATE	NAME	EMAIL	ADDRESS	ON BEHALF OF	DONATION LEVEL	FUNDRAISER
There are no donations to your fundraiser.								

Page 1 of 1

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On your main profile overview page, clicking **Send Emails** will allow you to send emails through our website. These can be contacts that you import, people who have donated to your fundraiser, or both. You will be able to see all previously sent emails, draft emails, and manage/import contacts as needed.



The interface shows the same fundraiser overview card as above, but with the 'Send Emails' link circled in red. Below the card is a navigation bar with tabs: 'SEND EMAILS' (selected), 'SENT EMAILS', 'DRAFT EMAILS', 'MANAGE CONTACTS', and 'IMPORT CONTACTS'. The main content area has a blue header with the fundraiser name 'Eden Autism 5K & Fun Run/Walk' and the date 'Sun October 1, 2023'. Below this is a section 'Select Email Recipients \*' with a checkbox for 'Include Donors'. Another section 'Fundraiser Custom Contacts' has a 'Select All' checkbox and a 'HIDE' button. Below that is a table with columns 'INCLUDE CONTACT', 'EMAIL ADDRESS', 'FIRST NAME', and 'LAST NAME', containing the text 'No Fundraiser Contacts'. At the bottom, there is a 'Select Email Template' section with a dropdown menu showing 'Blank Template'. A small note at the very bottom reads: 'PLEASE NOTE: Selecting a new template will undo any changes'.