

### Step 1 - Login

Go to the [www.ridetofighton.com](http://www.ridetofighton.com) website

Click on the Login button

The result will be the screen in Step 2



### Step 2 - Enter your credentials

Enter your user name

Enter your password

Click Submit

The result will be the screen in Step 3

A screenshot of a 'USER LOGIN' form. The title 'USER LOGIN' is at the top. Below it is the section 'Existing User'. There are two input fields: '\* User Name:' and '\* Password:', both with blue arrows pointing to them. Below the password field is a 'SUBMIT' button, which is highlighted with a red rectangle. To the right of the 'SUBMIT' button is a link: 'Log in using one of your preferred sites' with Facebook and Twitter icons. On the far right, under 'Login Assistance', are links for 'Forgot User Name?' and 'Forgot Password?'. A legend indicates '\* = Required Fields'.

### Step 3 - Participant Center

Click on number 1 in the interface, Set up your Personal Page  
The result will be the screen in Step 4

HomeEmailProgressPersonal Page

Overview

Your Fundraising Progress

\$250.00

I Have Raised

\$0.00

My Goal [\(change\)](#)

0%

Percent

75

Days Left

What to do next?

1

Set up your Personal Page

Customize your Personal Page with a story about why you are raising funds for this cause.

2

Add Contacts to Your Address Book

Add contacts to email from your personal Address Book on our site.

3

Send an Email

You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.

4

Thank your Donors

You have 1 unthanked donations. Thank your donors!

5

Set up your Personal Page

Your last Personal Page update was 58 days ago. Consider updating it now with new information.

6

Set a Goal

You have reached 0% of your goal. Can you set a higher goal?

## Step 4 - Edit Your Personal Fundraising Page

Below is the default personal page.

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### Edit Your Personal Fundraising Page [\(View Personal Page\)](#)

**Personal Page URL:** [\(URL Settings\)](#)  
[http://give.mlh.org/site/TR/Fundraising-AthleticEvent/RTFO15?px=1031182&pg=personal&fr\\_id=1071](http://give.mlh.org/site/TR/Fundraising-AthleticEvent/RTFO15?px=1031182&pg=personal&fr_id=1071)

This page is **Public**

Title

Welcome to My Personal Page

Body

Font family Font size

**B** *I* U ABC [List Icons] [Link Icon] [Image Icon]

Thank you for visiting my personal fundraising page!

On October 3, 2015, I will be cycling in the 2nd annual Ride to Fight On, benefiting West Cancer Center in Memphis, Tennessee. However, my race has already started-- the race toward my fundraising goal! I am asking for your help to achieve this aspiration!

We all know someone who has battled cancer, which affects 1 in 2 men and 1 in 3 women. I joined this cause not only for the physical challenge and love of cycling, but also because I am determined to make each day of a cancer patient's journey better than the day before. With the help of our generous event sponsors, the funds I raise will support Research and Education at West Cancer Center.

Will you join me as I take a stand together and Fight On to find a cure? There are various opportunities to participate in this event. You can choose to make a donation on my behalf, volunteer for this event, or sign up us as a virtual rider where you can raise funds as well!

Your on-line tax-deductible donation makes supporting West Cancer Center quick and easy. You can click the donate button below to donate online, or if you would prefer you can send your check to:

[Preview](#) [Save](#)

The Preview will open in a new window, but will not save your changes.

Content

Photos/Video

Components

As you can see, it is not very personal. We recommend that you change the following parts.

**Title** - Nicole's Fighting Fundraising Page, something to make it recognizable to people you know, and different from the other fundraising pages.

**Body** - Make the text personal to you. All you have to do is type what you wish. You can use the editor to perform simple formatting. Cutting and pasting from a text editor like MS-Word might or might not work.

While you do not have to reference the West Cancer Center, we ask that you do. It will let people know their support is going to a good cause.

You can preview your page, but be sure to save often!

### **Step 5 - Add a Photo or Video to Your Personal Fundraising Page**

We recommend you add a Photo or Video to your Personal Fundraising Page. This lets people connect to you and your message quickly.

You must choose either Photo or Video. Our system cannot do both.

You can choose up to 2 photos if you wish.

Click on the [Photos and Video](#) button shown in Step 4, [Edit Your Personal Page](#).  
The result will be the screen in Step 6

### **Step 6 - Upload Photos/Video**

Click on the Photos radio button

Click on Browse to locate a photo on your computer

Add a caption if you wish

Click on Save/Upload

**Photos/Video**

You may add either photos or a video to your page.

☒ Photos

No image

Images must be .gif, .jpg or .png files.  
Browse...

Caption

Save/Upload

No image

Images must be .gif, .jpg or .png files.  
Browse...

Caption

Save/Upload

*Note: Not all page layouts support two photos. You might need to change your page layout if you do not see your second photo.*

☐ Video

**Step 7 - Additional Components**

You can add a Progress Thermometer, a Fundraising Honor Roll, and a Blog. It is easy to do. Click on Components shown in step 4, and follow the instructions.

Good luck and Thank You for participating in Ride To Fight On.