Adding photos and videos

- Please be sure your photo is saved as a JPG, GIF or PNG file type.
- Files must be smaller than 4 megabytes.
- Only YouTube video links are supported.
- You can choose either a photo or a video link, but not both.

STEP - 1 login to your Participant Center

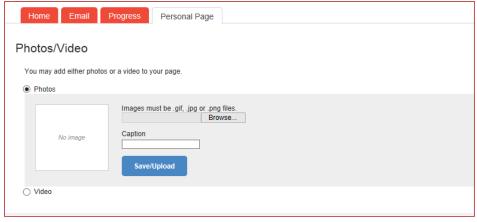
STEP - 2 click "Personal Page"

STEP - 3 click on "Photos/Video" on the right hand side under "Content."



For a PHOTO

- 1. Click the button next to Photo.
- 2. Click the Browse button.
- 3. Locate and select the file on your local computer or shared network resource
- 4. Click the Upload Image button.



How to Change the Photo If You Do Not Want It

- 1. Click the Remove Photo button in the Photo area.
- 2. Click the Browse button.
- 3. Locate and select the file on your local computer or shared network resource
- 4. Click the Upload a different image button.
- 5. Click into the Caption field and enter a phrase or sentence to display underneath the photo.
- 6. Click "Save/Upload" to save your changes to your photo and caption

For videos: Click on "Video" and paste in a YouTube URL.



- 1. Click the button next to Video
- 2. Enter a YouTube website address in the text entry field (e.g. https://youtu.be/-SIMOsTWa1k)
- 3. Click "Save."

STEP - 4 preview your changes

- 1. On the links on the right, click "Edit Your Personal Page"
- 2. Click "View Personal Page" or "Preview" to open a new tab (see red arrows below) with your Personal Page to review your changes on your site.

