How To Modify Your Personal Birdathon Page

1) Go to https://columbusaudubon.securesweet.com/admin.asp

2) Enter your username and password. Your username should be your first and last name, each capitalized, with no spaces, e.g., JaneDoe . This takes you to your personal administrative page.

3) On the menu below the picture, click on **Edit Your Page** (second option on the menu).

   a) To *change the text on your page*:

   Click on **Customize Your Page**. This brings up the text that users will see when they go to your page. You can modify this text as desired using the editor. (The editor is similar to standard computer editors like Micorsoft Word.)

   When you've made your modifications, be sure to click the **Save Changes** button at the bottom of the screen to save your work.

   b) To *make one or more photos available for your page*:

   Click on **Manage Photos**. This brings up the photo collection screen (note that there will be no photos until after you upload your first one).

   Click on **Upload New Images** on the right side of this page, which brings up the *Add New or Edit Your Photos* page.

   Click on the **Browse** button. This allows you to select a photo on your computer to upload for use on your Birdathon page. Note that photos must be in JPEG (or JPG) format.

   Once you have selected a photo, click on the **Open** button, then click on the **Submit** button to start the upload. Once your photo is uploaded, you will return to the *Your Photo Gallery* page where you will see the new photo.

   If you want to use one of the photos that you have uploaded as your profile picture, click on the **Use to Create Profile Pic** line next to that photo. Your profile picture will be displayed at the top of your Birdathon page when users see it.

   c) To *see how your Birdathon page will look* when users access it:

   Click on **View Your Page**. (When you are done viewing your page, click on the Back button on your browser to return to modifying the page.)