

EDIT PERSONAL WEBSITE

Your personal Avon website is a dynamic marketing tool available all day, every day to your Customers. You may customize and personalize your site by adjusting the layout, look, content and color scheme as often as you like.

To begin editing your site, follow these steps:

1. If you're on the **web office** home page, click **Edit My Website** in the personalization column.

OR

2. From any page within Web Office, click edit website under the personal website tab at the top of the page.

From the website editor page, you may choose color, layout and the information displayed in each of 5 customizable topic areas:

- **Contact Information** allows you to display your name, address, phone and/or email address as well as a small photo of yourself.
- **Upcoming Events** allows you to share event information with those who view your personalized website. There are plenty of reasons to post a list of events to your website: Remind your Customers about approaching order deadlines, remind your Representatives about the weekly training call, announce the next presentation you have scheduled, etc.
- **Corporate Ads/Corporate Ads 2** are Avon-defined product advertisements.
- **Featured Products** show products that you choose to highlight. Depending on the window selected to show featured products, you can display from 1-3 of the 6 available product options.
- **News & Announcements** is an area where you can enter a greeting, news or any announcement you want to present to those who visit your website. You can enter your own text or select from pre-written options.
- The **Pitch** area contains an Avon-provided image and message. You can select the specific marketing pitch you want visitors to your site to see.
- **Signup Now** allows you to promote the Avon Opportunity from your personal website.
- **Tips** allow you to present "Beauty Tips" that are Avon-defined and updated.
- **Welcome Message** allows you to provide a personalized welcome message on your website.

Replacing Photos

You can change the contact information and add/change a photo of yourself or an Avon-provided photo. This information will display at the top of your personal website. The photo must be in .JPG or .GIF format. Use a photo editing program to adjust the size of the photo to 73 x 85 pixels or smaller; with a resolution of 72 DPI.

To change your personal photo, follow these steps:

1. Click **edit personal site**.
2. On the website editor page, click **Edit** in the **Contact Information** area.
3. Click **Change your personal photo** to update your photo.
4. The **Upload a Photo** tab is selected by default. (If you wish, you may choose to upload an image from the image library by clicking the Image Library tab.)
5. Click **Browse** to find and upload your photo from your computer.
6. Click the name of the file you want.
7. Click **Open**
8. Click **Upload & Save**

To update your personal website click **Save & Publish**.
(You can also preview how your site will look before saving, by clicking **Preview Your Site**.)