Mobile Instructions:

Getting Started:

1. When you log in, you will see "Hi _____! You're managing 1 fundraising profiles. Choose a participant to switch to their fundraising dashboard"

2. Select your profile.

3. You are then on your fundraising dashboard. On this dashboard, underneath "Quick Start" you can send emails, share your profile to Facebook, add more registrants to your team, and see your donations.

4. Click on the GREY bar at the top of your screen that says "My Fundraising Tools."

5. You will then see your profile photo, which you can change and upload your own photo, if you click on the photo. This is YOUR profile photo, NOT your teams.

6. You will see a list underneath the photo, with the following options:
   a. Share my page (another way to share your profile on social media)
   b. My donations (where you can see who has donated to you)
   c. Resources (the team captain handbook is found here)
   d. My registration (where you can see your original registration information)
   e. Manage registrations (where you can look at who you have registered, make any edits you need, and add more registrants)
   f. My Recurring Gifts (Unless you have people on your team who are giving recurring gifts, do not worry about this)
   g. Our Team (this is where you go to edit your team's page and information shown on your team profile page)

==**** If you ever need to get back to your fundraising dashboard, press the 3 lines and "menu" button at the top left of the screen. Then, press the "View Dashboard" button. This gets you back to quick start. ****==

Editing your Team Page:

1. Click on the "Edit my Team Page Button toward the bottom of the grey toolbar.
   a. The different boxes on the page are call "widgets." To edit a widget, there is a little settings icon to the upper right of each box.
   b. Once you make changes on the page, be sure to press SAVE on the blinking green button to save your work.
   c. To edit the team profile photo from this view, just click on the default photo in the middle of the Buddy Walkers photo, and an option to "change your profile photo" will appear.

2. To edit your team goal, change your team name, or edit your team profile photo, please hit the menu button at the top left, then hit "view dashboard" at the top left. This will get you back to your fundraising dashboard.
    a. You then click the "my fundraising tools" GREY bar again, and scroll down to "our team."
    b. Click on the white buttons on this page to edit any of this information.
    c. Toward the bottom of this page, there is additional team information, and you can change your team's profile photo. To change the team profile photo, click on the photo, and an option to upload your own will appear.

How to send emails:

1. Head to your dashboard
2. Click the "send a fundraising email" button
3. Make an email title for you to keep track of what kind of emails you are sending.
4. Choose a template or create your own! We have these 3 templates ready for you to use.
    a. From any team member – ask others to support team. This can be sent by anyone, asking friends and family to join or donate to the team you are on.
    b. From Team Member – Message to anyone on your team. This is if you want to send the entire team important information (like when shirts are going to be in)
    c. From the team captain – a thank you to someone who donates to your team.
5. You can make your own emails through this portal as you wish, you do NOT have to use our templates.
6. You can pick from several options of when you would like to send it

Computer / Desktop Instructions

Getting Started:

1. When you log in, you will see "Hi _____! You're managing 1 fundraising profiles. Choose a participant to switch to their fundraising dashboard"

3. Select your profile.

4. You are then on your fundraising dashboard. On this dashboard, you can send emails, share your profile to Facebook, add more registrants to your team, and see your donations.

5. At the top left, you will see your avatar / profile photo. You can choose your own photo, or keep the default buddy walk photo. This is YOUR personal profile photo, not your teams.

6. Under the profile picture, in the grey bar, you have:
   o Share my page (another way to share your profile on social media)
   o My donations (where you can see who has donated to you)
   o Resources (the team captain handbook is found here)
   o My registration (where you can see your original registration information)
   o Manage registrations (where you can look at who you have registered, make any edits you need, and add more registrants)
   o My Recurring Gifts (Unless you have people on your team who are giving recurring gifts, do not worry about this)
   o Our Team (this is where you go to edit your team's page and information shown on your team profile page)

Editing your Team Page:

1. Click on the "Our Team" tab in the grey toolbar to the left.
   a. Here you can update your team name if you spelled something wrong, and you can update your team goal.
   b. Scrolling down, you can edit your team photo here. Just hover over the default photo, and press "change profile image" to upload your own photo.
   c. If you scroll down on this page, there is information or your team donations, as well as your team's badges.

2. To edit and personalize your team page, look at the grey bar again. There is an "Edit my Team Page" button in light grey. Click on that.
   a. The different boxes on the page are call "widgets." To edit a widget, there is a little settings icon to the upper right of each box.
   b. Once you make changes on the page, be sure to press SAVE on the blinking green button to save your work.

      c.   To edit the team profile photo from this view, just hover over the default photo and an option to "change your profile photo" will appear.

How to send emails:

1. Head to your dashboard
2. Click the "send a fundraising email" button
3. Make an email title for you to keep track of what kind of emails you are sending.
4. If you wish to choose a template, we have 3 options for you.
   a. From any team member – ask others to support team. This can be sent by anyone, asking friends and family to join or donate to the team you are on.
   b. From Team Member – Message to anyone on your team. This is if you want to send the entire team important information (like when shirts are going to be in)
   c. From the team captain – a thank you to someone who donates to your team.
5. You can make your own emails through this portal as you wish, you do NOT have to use our templates.
6. You can pick from several options of when you would like to send it

FAQ:

Team Page Vs. Personal Page – What's the difference?

Your team page is for your team. You can see all of the activity your team members do here.

As a team captain, you are going to be the ONLY person on your team with a personal page.