



## GUIDE TO MODIFY

### TEAM PAGE

**Step 1:** Click on "Team Page" tab

**Step 2:** In the "body section" you can change your text

**Step 3:** In the "photo section" you can change the image

**Note:** Image file size should not exceed 300 x 400 pixels (4 MB maximum)

**Step 4:** Click "Save"

**Step 5:** Go to top of page; click on "View Team Page"

**Step 6:** At this point you will see all of your changes

**Step 7:** If you would like to "share" your "Team Page" with friends and family,  
copy "Team Page URL" to your e-mail

## TEAM NAME

**Step 1:** To change Team name go to right side of the page to the team name box

**Step 2:** Click on "Edit"

**Step 3:** Change team name

**Step 4:** Click on "Update"

## TEAM PROGRESS

**Step 1:** Go back to the "Home" tab

**Step 2:** Go to right hand corner to click on "View your progress"

**Step 3:** Click on this tab

**Step 4:** You will automatically arrive on "Personal Report"

**Step 5:** Click on "Team" tab

**Step 6:** Go to "Team goal"

**Step 7:** Click on change; a pop-up box will appear

**Step 8:** You can then enter your new goal

**Step 9:** Click on submit

## DONATION LIST

**Step 1:** Go back to the “Home” tab

**Step 2:** Go to right hand corner to click on “View your progress”

**Step 3:** Click on this tab

**Step 4:** You will automatically arrive on “Personal Report”

**Step 5:** Click on “Team” tab

**Step 6:** Click on “View all team donations” under Team-Specific Donation History

**Step 7:** You can also download team donation list