



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”



2021 Virtual Challenge

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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

