

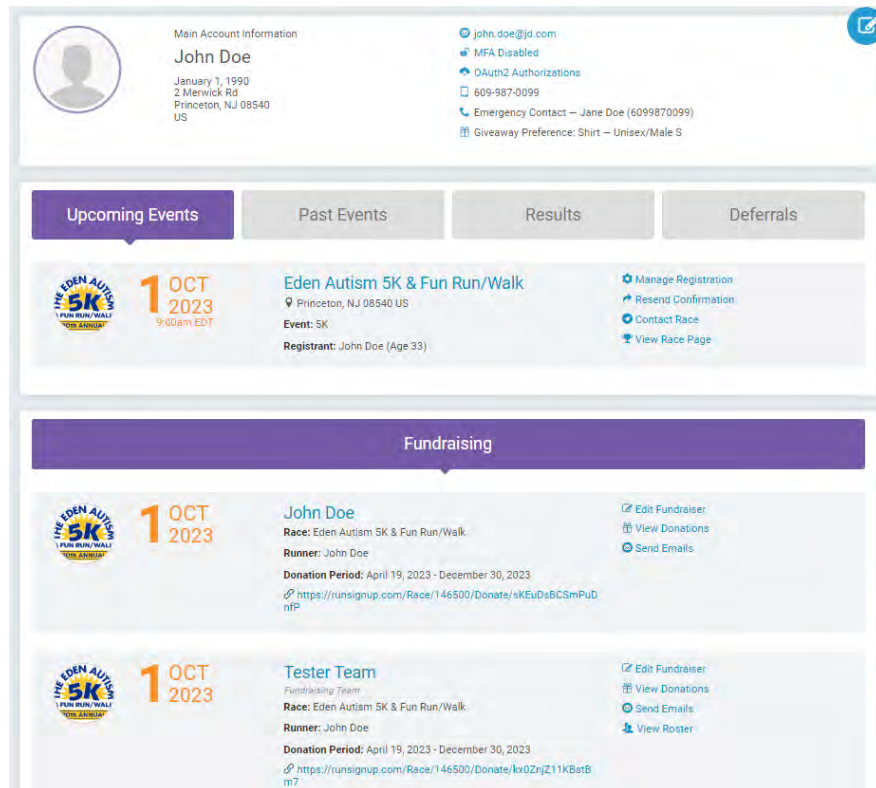


## How to Manage Your Team

On the main website, you will see a blank icon (or your photo if you inserted a photo) in the top right corner. Click it and select “Profile”

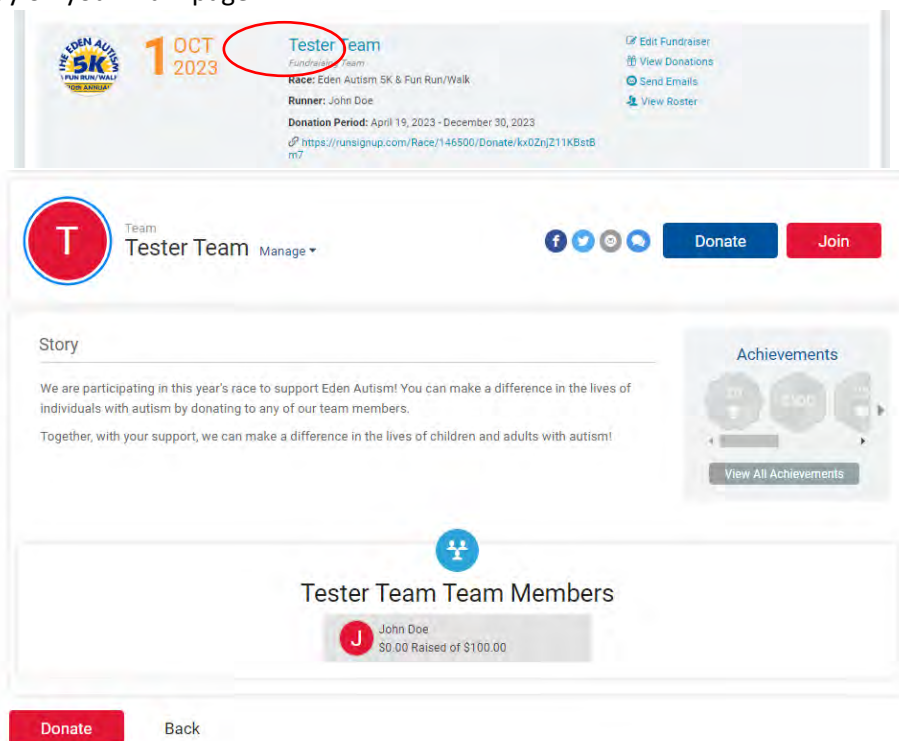


You will now see all of your race information, including your individual fundraising page and your team fundraising page general overview



There are multiple ways to interact with your team and its fundraising page:

1. If you select the title of your team, you will be brought to your donation page. You can select the “Manage” button to do things such as edit your team, view donations, view your roster, generate/copy links to your team page, and create a slideshow to display on your main page.



2. If you click on “Edit Fundraiser” on your profile page, you will be able to edit the information shown on your team page. This includes creating a custom URL, showing/hiding donors and lists, uploading images, and assigning co-captains.

The screenshot shows the 'Become a Fundraiser' form. The form includes fields for 'Your Team Name' (Tester Team), 'Your Fundraiser Goal' (\$ 500), 'Tagline', 'Create Your Custom Fundraiser URL' (https://runsignup.com/), 'Personal Message Heading' (Story), 'Password', and 'Choose your image'. There are also checkboxes for 'Page Options' (Show goal thermometer, Show scrolling list of donors, Hide from public lists, Still visible via direct link) and a rich text editor for the 'Personal Message to Display on Your Fundraiser Page'.

3. If you select “View Donations” on your profile page you will be able to view all donations made to your fundraising team as well as export the information if needed.

The screenshot shows the 'View Donations' page for the 'Tester Team' fundraiser. At the top, there is a header with the event logo 'THE EDEN AUTISM 5K FUN RUN/WALK', the date '1 OCT 2023', and the team name 'Tester Team'. Below this, there is a summary of the fundraiser: 'Race: Eden Autism 5K & Fun Run/Walk', 'Runner: John Doe', 'Donation Period: April 19, 2023 - December 30, 2023', and a link to the fundraiser page. On the right side, there are four links: 'Edit Fundraiser', 'View Donations' (circled in red), 'Send Emails', and 'View Roster'. Below the header, there is a blue banner with the text 'Eden Autism 5K & Fun Run/Walk', 'Sun October 1, 2023', and 'Directions'. Underneath the banner, there is a section titled 'Donations for Fundraiser: Tester Team' with a circular progress indicator showing '\$0 OF \$500'. Below this, there is a table with columns: 'AMOUNT PAID', 'DONATION AMOUNT', 'DONATION DATE', 'NAME', 'EMAIL', 'ADDRESS', 'ON BEHALF OF', 'DONATION LEVEL', and 'FUNDRAISER'. The table is currently empty, with a message 'There are no donations to your fundraiser.' and a 'Page 1 of 1' indicator. At the bottom, there are links to 'Download as CSV', 'Download as Excel File (XLSX)', and 'Print'.

4. If you select “Send Emails” on your profile page, you will be able to send an email out to all your fundraiser contacts (your team, your donors, or both!) using the website. You can also see sent emails, import contacts, and manage your contacts.


The screenshot shows the 'Send Emails' page for the 'Tester Team' fundraiser. At the top, there is a header with the event logo 'THE EDEN AUTISM 5K FUN RUN/WALK', the date '1 OCT 2023', and the team name 'Tester Team'. Below this, there is a summary of the fundraiser: 'Race: Eden Autism 5K & Fun Run/Walk', 'Runner: John Doe', 'Donation Period: April 19, 2023 - December 30, 2023', and a link to the fundraiser page. On the right side, there are four links: 'Edit Fundraiser', 'View Donations', 'Send Emails' (circled in red), and 'View Roster'. Below the header, there is a blue banner with the text 'Eden Autism 5K & Fun Run/Walk', 'Sun October 1, 2023', and 'Directions'. Underneath the banner, there is a section titled 'Send Emails' with a 'SEND EMAILS' button. Below this, there is a section titled 'Select Email Recipients \*' with a checkbox for 'Include Donors'. Below this, there is a section titled 'Fundraiser Custom Contacts' with a 'HIDE' button and a checkbox for 'Select All'. Below this, there is a table with columns: 'INCLUDE CONTACT', 'EMAIL ADDRESS', 'FIRST NAME', and 'LAST NAME'. The table is currently empty, with a message 'No Fundraiser Contacts'. Below the table, there is a section titled 'Select Email Template' with a dropdown menu showing 'Blank Template'.

5. If you select “View Roster”, you will be able to view all members of your team and their information. You can also export this information if needed.

The screenshot shows the 'View Roster' page for the 'Tester Team' fundraiser. At the top, there is a header with the event logo 'THE EDEN AUTISM 5K FUN RUN/WALK', the date '1 OCT 2023', and the team name 'Tester Team'. Below this, there is a summary of the fundraiser: 'Race: Eden Autism 5K & Fun Run/Walk', 'Runner: John Doe', 'Donation Period: April 19, 2023 - December 30, 2023', and a link to the fundraiser page. On the right side, there are four links: 'Edit Fundraiser', 'View Donations', 'Send Emails', and 'View Roster' (circled in red).

Fundraiser Roster: Tester Team

NAME	DETAILS	CONTACT	REGISTRATION DETAILS
John Doe	Gender: Male	Email: john.doe@jd.com  Phone: 609-987-0099  Location: Princeton, NJ US 08540	Registration ID: #73510038  Registration Date: 08/23/2023 11:30am EDT  Event: 5K

 Download All as CSV