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.

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.

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.

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.

Eden Autism 5K & Fun Run/Walk
Sun October 1, 2023
📍 Directions

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

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NAME	DETAILS	CONTACT	REGISTRATION DETAILS