




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

Main Account Information


 **John Doe**
January 1, 1990
2 Merwick Rd.
Princeton, NJ 08540
US


john.doe@jd.com
MFA Disabled
OAuth2 Authorizations
609-987-0099
Emergency Contact – Jane Doe (6099870099)
Giveaway Preference: Shirt – Unisex/Male S

Upcoming Events | Past Events | Results | Deferrals

 **1 OCT 2023** 9:00am EDT
Eden Autism 5K & Fun Run/Walk
Princeton, NJ 08540 US
Event: 5K
Registrant: John Doe (Age 33)

Fundraising

 **1 OCT 2023**
John Doe
Race: Eden Autism 5K & Fun Run/Walk
Runner: John Doe
Donation Period: April 19, 2023 - December 30, 2023
<https://runsignup.com/Race/146500/Donate/skEuDsBCSmPuDnTP>

 **1 OCT 2023**
Tester Team
Fundraising Team
Race: Eden Autism 5K & Fun Run/Walk
Runner: John Doe
Donation Period: April 19, 2023 - December 30, 2023
<https://runsignup.com/Race/146500/Donate/kx0ZrjZ11K8tBm7>

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.

The screenshot shows the top section of a RunSignup team page. On the left is the 'THE EDEN AUTISM 5K FUN RUN/WALK' logo. Next to it is the date '1 OCT 2023'. The team name 'Tester Team' is circled in red. Below the name are details: 'Race: Eden Autism 5K & Fun Run/Walk', 'Runner: John Doe', and 'Donation Period: April 19, 2023 - December 30, 2023'. On the right, there are links: 'Edit Fundraiser', 'View Donations', 'Send Emails', and 'View Roster'. Below this is a 'Team' section with a 'T' in a red circle, the name 'Tester Team', and a 'Manage' dropdown. Social media icons and 'Donate' and 'Join' buttons are also present. A 'Story' section contains text about supporting Eden Autism. To the right is an 'Achievements' section with a progress bar showing 20, \$500, and 25, and a 'View All Achievements' button. Below is a 'Tester Team Team Members' section with a member card for 'John Doe' showing '\$0.00 Raised of \$100.00'. At the bottom are 'Donate' and 'Back' buttons.

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 'Edit Fundraiser' page. At the top, the team name 'Tester Team' is circled in red. The page title is 'Become a Fundraiser'. It contains several form fields: 'Your Team Name *' (filled with 'Tester Team'), 'Your Fundraiser Goal' (filled with '\$ 500'), 'Tagline', 'Create Your Custom Fundraiser URL' (filled with 'https://runsignup.com/'), 'Personal Message Heading', 'Story', and 'Password'. There are 'Page Options' checkboxes: 'Show goal thermometer', 'Show scrolling list of donors', and 'Hide from public lists'. A 'Choose your image' section allows uploading .png, .jpeg, .jpg, or .gif files. Below the form is a rich text editor with a toolbar and the same text as the story in the previous screenshot. At the bottom is a 'Fundraiser Captains' section with instructions on how to allow others to manage the fundraiser.

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 fundraiser profile for 'Eden Autism 5K & Fun Run/Walk' on Sun October 1, 2023. The profile includes the team name 'Tester Team', race details, and runner information. A navigation menu on the right contains 'Edit Fundraiser', 'View Donations', 'Send Emails', and 'View Roster'. The 'View Donations' button is circled in red. Below the profile is a blue banner with the event name and date, and a 'Directions' link. The main content area is titled 'Donations for Fundraiser: Tester Team' and shows 'Number of Donations: 0' and 'Total Donations: \$0.00'. A circular progress indicator shows '\$0 OF \$500'. Below this is a table with columns: AMOUNT PAID, DONATION AMOUNT, DONATION DATE, NAME, EMAIL, ADDRESS, ON BEHALF OF, DONATION LEVEL, and FUNDRAISER. The table is empty with the message 'There are no donations to your fundraiser.' and 'Page 1 of 1'. At the bottom, there are links for '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.

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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 fundraiser profile for 'Eden Autism 5K & Fun Run/Walk' on Sun October 1, 2023. The profile includes the team name 'Tester Team', race details, and runner information. A navigation menu on the right contains 'Edit Fundraiser', 'View Donations', 'Send Emails', and 'View Roster'. The 'View Roster' button is circled in red.

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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