

# Personal Fundraiser Page

## Step-By-Step How To Guide

### To Edit the Team Page

From the Personal Fundraiser Page:

1. Click “Log In” on the left hand side.
2. Enter the Username that you set up the account with.
3. Enter the Password you set up.
4. Click “Login”

You are now in your account for the page.

5. Click “TEAM My Team” on the right hand side.
6. Click “Design The Team Donor Page”

First you should add a picture of your team or group.

7. Hover your mouse over the current image and then click the “Edit Photo” button.
8. Now click “Choose File” and search within your computer for the photo you would like to use.
9. Click “Upload” and your picture should be displayed on the edit page.

Now you should edit the text to make the story fit for your team. Explain what it means to the group, why it’s important to them, or what they are learning.

10. Hover your mouse over the text in the page and click “Edit Fundraising Story”.  
You can use all the tools at the top of the text, like bold, italics, and different fonts and sizes.
11. Click “Save”

If you like, you can even change the look of the goal thermometer on the right. Hover your mouse over it and click “Edit Progress Graphic”. Change it to the one you like and then click “Save”.

Done.

Now it will be displayed as you have changed it. This can be done anytime, as many times as you like.