



Hey Team Captain!

We are so grateful to have a supporter like *you* on this journey with us and we are ready to help you have a successful campaign!

Thank you for creating your team page. After you edit your personal Fundraising Page, you will need to edit your Team Page. It's really easy and we've already done a lot of the work for you!

To edit your Team Page:

1. Log in to your [Fundraiser Portal](#) from any computer or mobile device.
2. Click the "Edit Page" button on the tool bar above this message.
3. Click the "Team Page" tab on towards the top of the page.
4. Click the "Edit Page" button on the tool bar.
5. From here, you will be able to edit your team's "Page Settings", "My Story", "Cover Photo", and "Current Profile Photo".
6. **Make sure to edit the My Story section.** There will be an "Skate-a-thon Template" for individuals, families, and supporters and a "Rock the Clock Template" for 24-Hour Rock the Clock teams. Edit the correct template for your campaign type and delete the other template. *If you don't edit this section, both templates will show up on your page!*
7. Change your team's Profile Photo and Cover Photo by clicking "Change" and uploading a new photo from your computer or Facebook.
8. All done editing your Team Page!

You will be able to come back and edit your Personal and Team Pages, fundraising goal, post updates to your campaign page, keep track of team members, and easily promote your campaigns through the [Fundraiser Portal](#).

Please feel free to reach out to me at amber@parkinsonsnebraska.org with any questions about your Team Page!