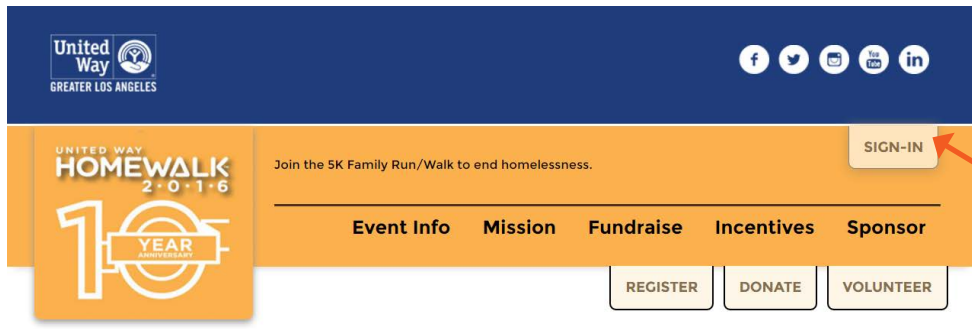


Your Team Captain Dashboard: Log In



Step 1!

Click on Sign-In to login to your **Team Captain Dashboard**

Step 2!

Enter your email address and password that you chose when you registered.

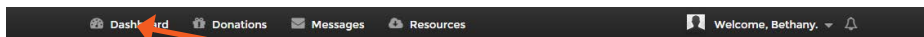
Account Login

Email Address:

Password:

LOGIN

[Forgot Password?](#)



HomeWalk 2016

11/19/2016 Los Angeles, CA / Team: [Sprinters](#) Captain: You

YOUR FUNDRAISING

YOUR TEAM FUNDRAISING



Ask Friends to Donate

Email is the #1 way people ask for donations on the web. Import contacts from your webmail, create a message and send to your friends!

CREATE A MESSAGE

Your Fundraising

- [View Your Page](#)
- [Edit Your Page](#)
- [Make a Donation](#)
- [View Donations Received](#)
- [Register Another Participant](#)

Ask Friends to Donate



Event Information

- [View Event Page](#)
- [Print Event Info](#)
- [Download Resources](#)

Your Stats

1/1

Team Rank

2/3

Overall Rank

0

Donor Emails Sent

1

Donations Received

\$25.00

Largest Donation

\$25.00

Average Donation

Step 3!

Welcome to your **Team Fundraising Dashboard!**
(Clicking **Dashboard** will take you back to this page from any screen.)

The default setting will let you edit your personal fundraising page to add photos and your story.

You can view your personal fundraising and team fundraising from this area.

Team Captain Dashboard: Sending Emails



Send Emails: Step 1

Click on Messages to get to your email

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Send Emails: Step 2

You can add contacts from your personal address book or compose a message and add contacts on this page!



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11/19/2016 Los Angeles, CA



1 Choose a message type*

Ask a Friend to Donate

2 Recipients*

Select from Contacts [Import from Webmail or CSV](#)

Please note: you may separate email addresses by comma, semicolon, or one address per line.

3 Subject*

Support test test in the HomeWalk 2016 event

4 Message*

Styles **B I** [Link] [Image] [Video] [Table] [Code] [Quote] [Undo] [Redo]

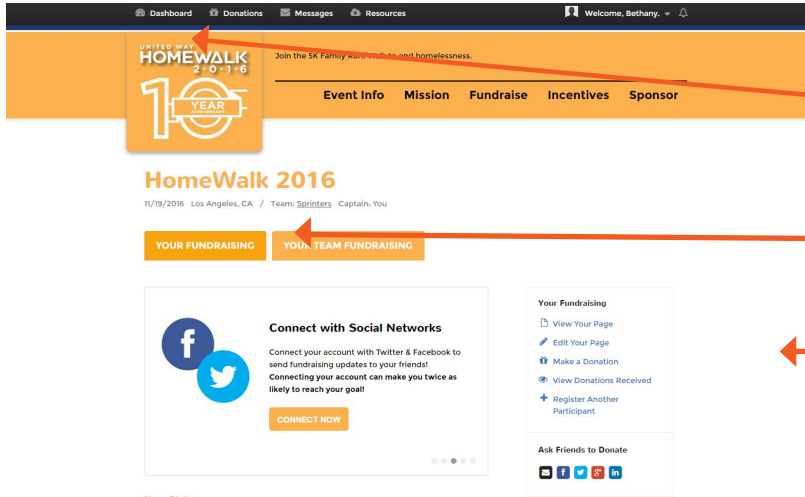
We'll include fundraising page links in your message.

Send Emails: Step 3

Write your email! You can choose to send a test to yourself, save the draft for later, or send your message to your contact list now!

SEND MESSAGE SAVE DRAFT SEND TEST MESSAGE TO MYSELF

Team Captain Dashboard: Updating Your Page



Update Your Page: Step 1

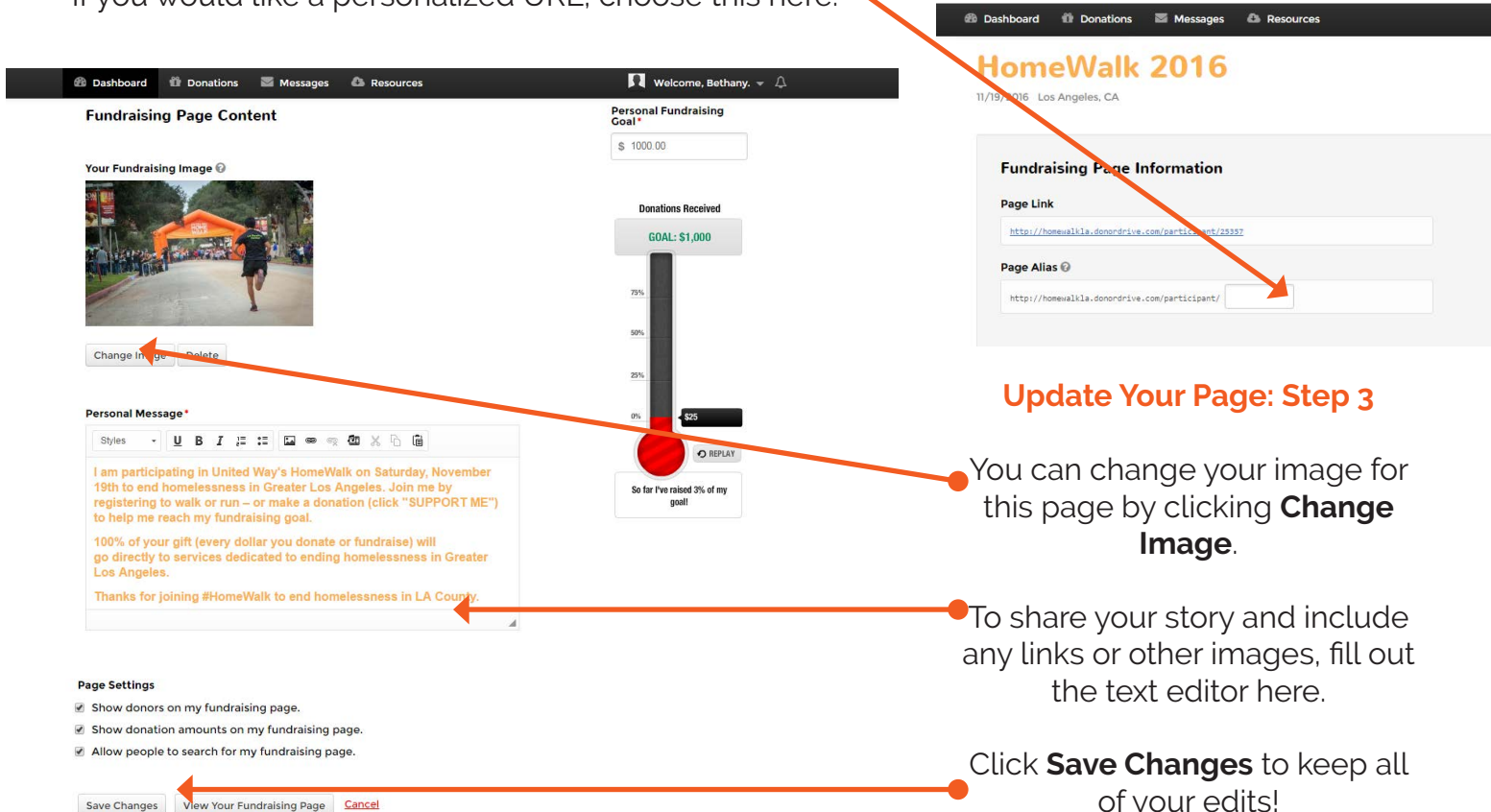
Clicking **Dashboard** will bring you back to this page. Click on **Your Fundraising** to see your individual page.

Click **Edit Your Page** to edit.

To edit your **Team Page**, follow the steps below but click on **Your Team Fundraising** first.

Update Your Page: Step 2

If you would like a personalized URL, choose this here.



Update Your Page: Step 3

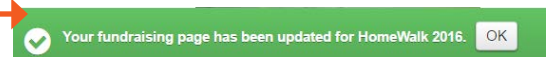
You can change your image for this page by clicking **Change Image**.

To share your story and include any links or other images, fill out the text editor here.

Click **Save Changes** to keep all of your edits!

Update Your Page: Step 4

Once you save your edits, you will see this confirmation.



Team Captain Dashboard: Donations & Thank You's

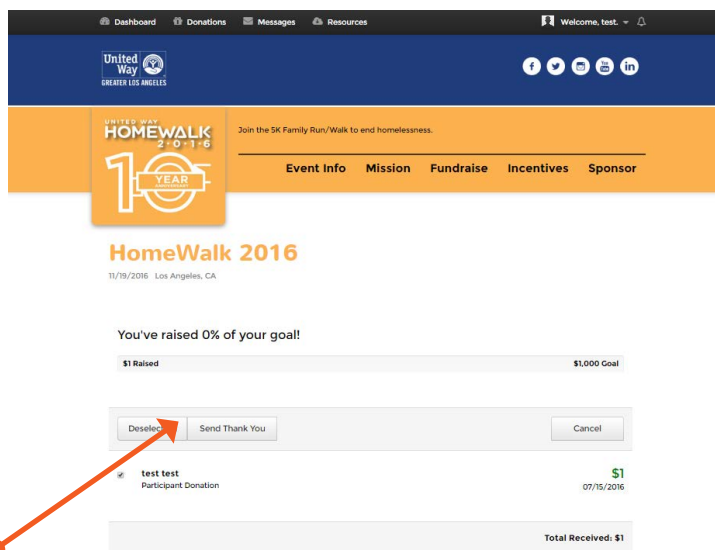
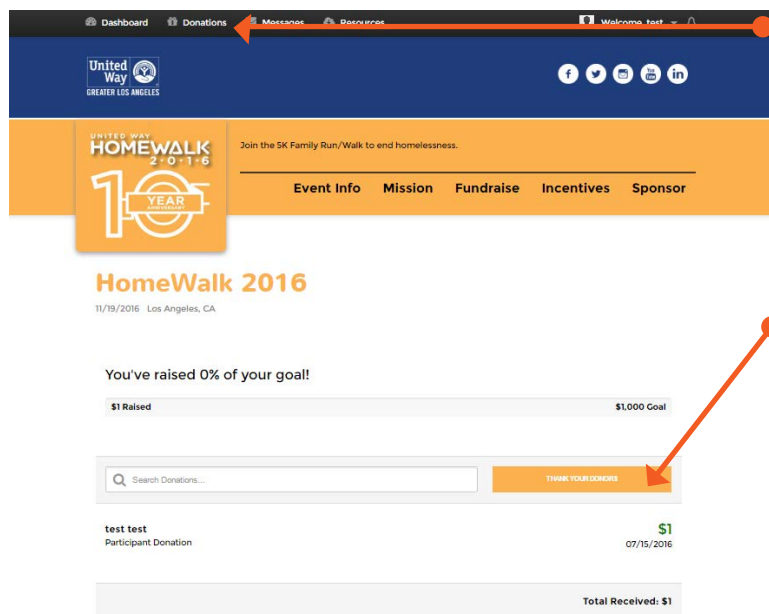
Donations & Thank You's: Step 1

Clicking **Donations** will bring you to this page.

This will allow you to see any donations you have received to you or to the team.

To send a specific thank you, use the search tool to find your donor.

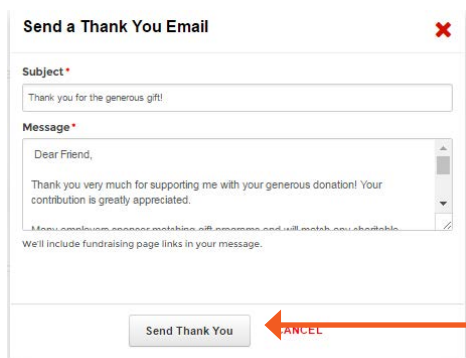
To send to a list, click **Thank Your Donors**.



Donations & Thank You's: Step 2

You can also choose certain donors or **Select All** to send a thank you email to your entire donor list after you have selected **Thank Your Donors** from Step 1.

When you are ready to send a Thank You, click **Send Thank You**.



Donations & Thank You's: Step 3

A pre-written message is ready for you to use or you can choose to customize your thank you to your donors.

Once you are happy with your note, click **Send Thank You** from the pop up and your message will be sent!