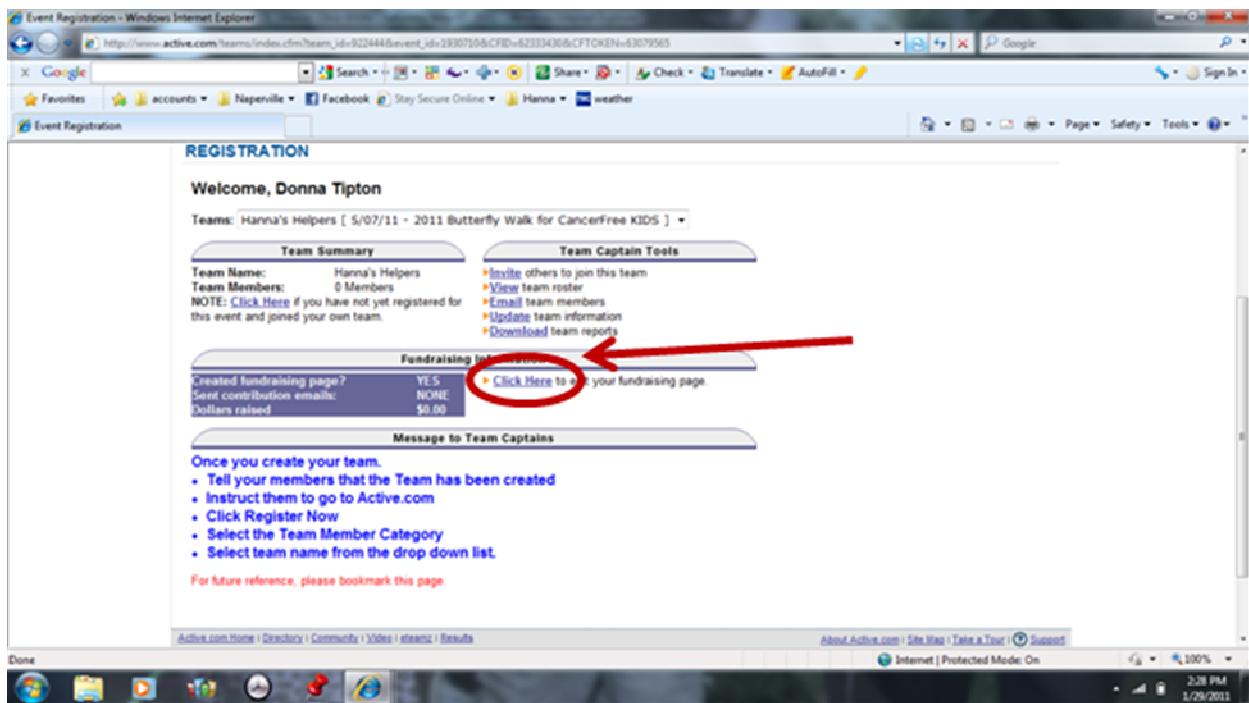
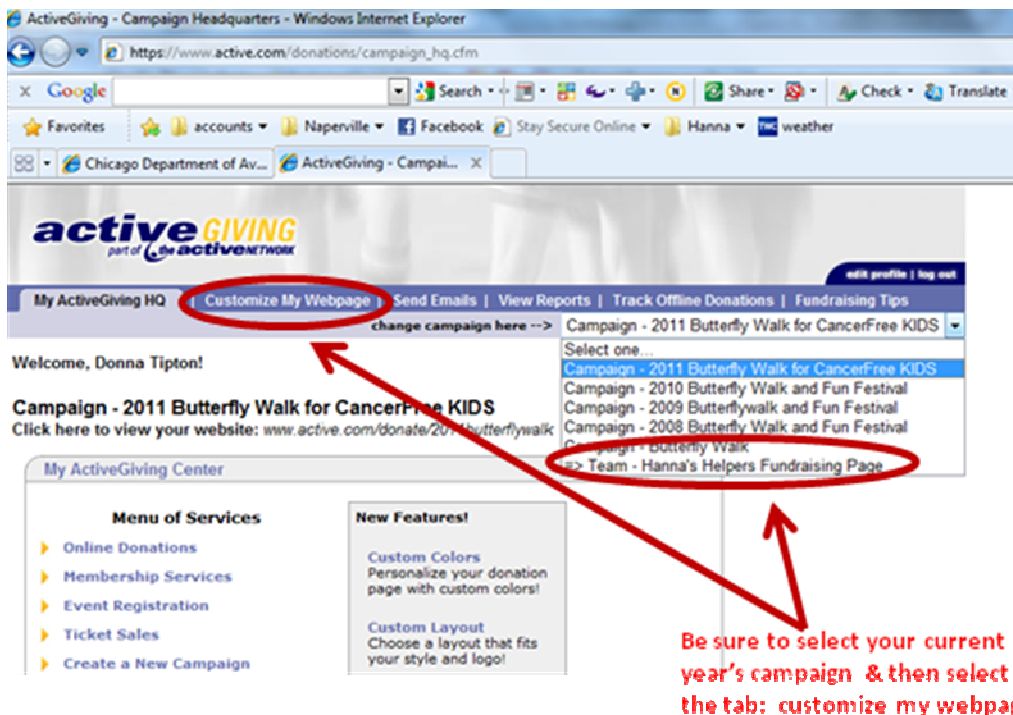


Once you have created a team in Active, you will receive a confirmation email directly from Active. Included in that email, you will receive this link: <https://www.active.com/teams/index.cfm> which is your access to your Active team tools. When you follow this link, you will be asked to log in to your active account and then you will be brought to this screen:



As you can see, you will have several tools available to you to see your team roster, email your members, etc. But here is also where you can go to customize your team's fundraising page. Once you "click here", you will be brought to Active Giving & your campaign center:



Customize your webpage:

Title: You should only type in your team name here.
This is what is going to be listed on the drop down menu on the Butterfly Walk fundraising page.

Web address: You should type your team name in the space provided

Are you Creating a Team Fundraiser, click [Yes](#) and hit [Continue](#)

Tagline: Our examples are: “Helping Children, one step at a time.”
“Help All Children Heal”
This message can be as simple as:
“Walking in memory of”
“Walking in honor of”

Welcome Message:
This is where you want to share your inspirational story about your loved one. You can type it in Microsoft word or other word processing program and then copy and paste it in here.

Create your web address:
Be sure to erase what Active has pre-populated here and enter your team name. For example my team web address is was:
<http://www.active.com/donate/2012butterflywalk/DTipton68> and now is
<http://www.active.com/donate/2012butterflywalk/hannashelpers>

Select an Image:
This is where you can add a picture of your loved one
Click [Upload Image](#), Click [Browse](#)
Find the file you want to add, highlight it and click [Open](#), Click [Upload](#)

Set a Goal: Enter in your team goal amount. This should be consistent with what you entered when you created a team.

Standard Display Formats:
Show total Donations Collected: Click [Yes](#)
Show Top 5 Contributors: Click [No](#)
Show link to Member Fundraisers Click [Yes](#)
Show top 5 Member Fundraisers Click [No](#)

Enhanced Display Formats:
Display All Contributors as a scrolling list: Click [Yes](#)
Order by: Click [Name](#)
Display all Member Fundraisers as a scrolling list: Click [Yes](#)
Order by: Click [Name](#)

Click: [Save and Exit](#)

How to log back in to your account

Please bookmark the address for your Active team access point:

<https://www.active.com/teams/index.cfm>

After you login, if you had a website last year, you will need to make sure your current year team is listed on the team line. Then you can go to the middle of the page and select [click here](#) to edit your fundraising page. You will be brought to the Active giving page. Look in the top right corner of the page to select the current year to edit. You will be able to toggle between the fundraising pages by using the drop down menu: [change campaign here](#) →

To edit your website, Click on [Customize my website](#)

To edit your profile, Click on [edit profile](#) (this is on the top right hand side of the title bar)