

Campaign Coordinator - Move an Individual to Team

1. Go to: <http://www.active.com/donations>
2. Login with your Username & Password
3. Click on “Campaign Center” once logged in
4. Under “Menu of Services” click on “Fundraising Management”
5. You will see these sub headers:
 - > Manage Fundraisers
 - > Create a Fundraising Page
 - > Set Fundraiser Defaults
 - > Find Registrants (only if you have Online Registration connected to your online Donation Page)
 - > Return to ActiveGiving HQ
6. Click on “Manage Fundraisers”
7. Click on the name of the fundraiser that you would like to move to a team
8. Scroll down to the bottom of the page and select the team from the drop down box (see below). **NOTE:** the drop down shows the URL of the team page, if you do not know the team URL you can look it up in your Fundraising Management section under **URL Key**.

Team Fundraising

Allow others to join your team/group and fundraise as a team. Monies are tracked and credited to both the individual and team accounts.

Are you creating a team fundraiser? Yes No

Assign this fundraiser to the following team:

9. Click “Save”