



Managing your Group Fundraising Page and Communications

Edit your Group Fundraising Page

1. Log in to www.chadheartsinaction.org and then click “PARTICIPANT CENTER” in the upper right-hand corner.
2. Scroll down to where it says “My Team” on the left (next to “Me”). Click on this.
3. Scroll down to where it says “Team Page” on the right. Click the blue button that says “Edit Content.”
4. Use the text box on this page to change the text on your team fundraising page. Save your changes.
5. Select the blue “Update Media” button under where your team fundraising page text displays in your participant center.
6. Choose a new photo from your files to upload and select “Save/Upload.” Your photo cannot be larger than 300 x 400 or 4MB.

Change your Group Fundraising Goal

1. Log in to www.chadheartsinaction.org and then click “PARTICIPANT CENTER” in the upper right-hand corner
2. Scroll down to where it says “My Team” on the left (next to “Me”). Click on this.
3. Scroll down to where it says “Team Fundraising Progress” on the left.
4. Select the blue button that says “Edit Goal.”
5. Enter your team’s new fundraising goal and click “Save.”

Share your Group Fundraising Page

1. Visit www.chadheartsinaction.org and search for your team name on the homepage under “SEARCH TEAMS.”
2. Select your team’s name. This will bring you to your team fundraising page.
3. From there, you can either copy the link in the search bar at the top of the page and share that or click on one of the icons under the word “SHARE” on the bottom right-hand side of your team fundraising page to share your team’s page through email or social media.



Send an Email to Potential Donors through your Participant Center

1. Log in to www.chadheartsinaction.org and then click "PARTICIPANT CENTER" in the upper right-hand corner.
2. Select the "Email" tab on the left (next to "Home").
3. Enter your email recipients in the box that says "Recipients."
4. Select an email template from the dropdown list where it says "Use a template."
5. Enter your email text.
6. When finished, select the blue "Preview & Send" button.

Send an Email to Your Group through your Participant Center

1. Log in to www.chadheartsinaction.org and then click "PARTICIPANT CENTER" in the upper right-hand corner.
2. Select the "Email" tab on the left (next to "Home").
3. On the left-hand side, you will see a list of email groups under "Contact." Select "Teammates."
4. Select the blue button that says "Email group."
5. Select an email template from the dropdown list where it says "Use a template."
6. Enter your email text.
7. When finished, select the blue "Preview & Send" button.

Change your Fundraising Page URL

1. Log in to www.chadheartsinaction.org and then click "PARTICIPANT CENTER" in the upper right-hand corner.
2. Scroll down to where it says "My Team" on the left (next to "Me"). Click on this.
3. Click "URL settings" next to "Team Page URL."
4. Type a unique identifier, such as the name of your team, into the text box to create a personalized link (this way your team will have a shorter and more memorable URL to share).

Questions? Contact chadhia@hitchcock.org or call 603-308-2230.