

How to hide fundraising or team page

For times when you want to limit access to a fundraiser's/team's page, you can change page access per fundraising page. The different page access options are:

- 1) **Public:** appears in lists and search results throughout the site.
- 2) **Delisted:** hidden from lists and search results, accessible only with the page link.
- 3) **Inactive:** hidden from the website entirely, accessible only by the fundraiser and administrators. Additionally, email tools are disabled.
- 4) **Pending:** this is essentially the same as "Inactive", with the exception that the fundraiser is able to activate their page by clicking a link on their fundraising page.

Change a fundraiser's page access by following these steps:

- 1) Go to admin panel -> People -> Registrant tab
- 2) Click/Dbi-click on the registrant you want to update. This will display a pop-up display.
- 3) Click Edit button on the pop-up to start making the changes.
- 4) Scroll down to "Is Fundraiser" section and select either delisted or inactive from the "Page Access" dropdown.
- 5) Click on the Save button in the bottom of the pop-up to save the changes.

Change a team's page access by following these steps:

- 1) Go to admin panel -> People -> Team tab
- 2) Click/Dbi-click on the team you want to update. This will display a pop-up display.
- 3) Click Edit button on the pop-up to start making the changes.
- 4) Select either delisted or inactive from the "Page Access" dropdown.
- 5) Click on the Save button in the bottom of the pop-up to save the changes.

