

# How to add or edit a team (instructions for administrators)

Administrators can add and edit teams, including adding members, from within the admin panel. To do so, follow these steps:

1. Log in to your campaign admin panel (yoursite.com/admin)
2. Click "People" in the left sidebar
3. Click "Teams"
4. **To add a new team**, click "Add" at the top of the window  
**To edit an existing team**, locate and select the desired team, and click "Edit" at the top of the window
5. Enter team information (name, captain/s, description, goal, fundraising page URL, image)
6. Click "Save"

To **add members to a team**, follow these steps:

1. Click "Registrants" in the sidebar
2. Locate and select the registrant you'd like to add
3. Click "Edit" at the top of the resulting window
4. Under "Team Info", select "In Team," then select the team you'd like to place them into
5. Click "Save"

To **set or change team captains**, follow these steps:

1. Ensure the desired fundraiser is a member of the desired team (if not, follow the second set of instructions above)
2. Follow through step 4 in the first set of instructions above to edit the desired team
3. Under "Team Captains", select the desired member from the dropdown — there can be multiple captains in a single team
4. Click "Save"

Add member to a team

### Registrant: Sherlock Holmes

Cancel | Recent Activity | Recent Email Activity

walk?:

Field 4:

Is Fundraiser

Goal:

Amount Raised: \$0.00

Recommitment

State:

Custom Url:

Campaign Name:

Hide Fundraising

Page?

Team Info

Captain? Yes

In Team?

Team:

Email Stats:

Upload Profile Image:

Quicklinks

- (4305)
- Dalston Derps (2350)
- dfgdfgdf (2139)
- DJ Brian (12977)
- Doyle's Dudes (6450)**
- EverythingisAwesom (10446)

### Team: Doyle's Dudes

Cancel | Recent Activity | Recer

Team ID: 6450

Team Name:

Team Captains:

Description:

Test Field:

Goal:

Amount Raised: \$0.00

Custom Url:

Hide Fundraising

Page?

All Members To Receive

Emails?

Fundraiser Count: 2

Total Members Count: 2

Maximum Attendees

Override:

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