

How to hide a personal or team fundraising 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 available 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.

To update a fundraising page's access, follow these steps:

1. Log into the Admin at admin.rallybound.com
2. Navigate to the campaign on which the relevant fundraising page resides
3. Click the "People" tab
4. Click "Registrants" in the left sidebar
5. Double-click on the registrant whose page you want to update.
6. In the ensuing popup, click "Edit".
7. Scroll down to the "Fundraiser" section and select an option from the "Page Access" dropdown.
8. Click "Save"

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

1. Log into the Admin at admin.rallybound.com
2. Navigate to the campaign on which the relevant fundraising page resides
3. Click the "People" tab
4. Click "Teams" in the left sidebar
5. Double-click on the team whose page you want to update.
6. In the ensuing popup, click "Edit".
7. Select an option from the "Page Access" dropdown.
8. Click "Save"

