march of dimes
march for babies℠

I'm my team's online administrator – *now what?'*

(or, how to manage your team page step-by-step)

1. Go to www.marchforbabies.org
2. LOGIN with your username and password. One login takes you to your team page and your personal page.
3. Select the name of the team you would like to manage from the list on the left side of the screen. (If you are managing more that one team, they will all be listed.)
4. Go to the YOUR TEAM PAGE tab to customize the way your team page looks, then click on the "edit page" tab. You can edit several features, many just by choosing a "yes" or "no" radio button; you can also change the photo and the fundraising message that's displayed on your team page
5. To change the photo:
   a. Prepare your photo in advance. The file size of your photo must be under 250k. You can reduce the file size of your photo by cropping the photo or changing the resolution to 72 dpi. This resolution is fine for web display
   b. Save the photo
   c. In the photo area of your edit page screen, click the "browse" button. Select the photo you want to display. You will not see the new photo until you click "save my changes" at the bottom of the page
   d. You can add a caption by typing in the box under the photo
6. To change the fundraising copy on the page: highlight the current text and delete, then type your message
7. You can choose to hide a person from display on the team page. You will still see them listed on the team reports. Team members can choose to hide their name from display, too
8. **When you've made all of your changes, click "save my changes" at the bottom of the page**
9. The **YOUR TEAM REPORTS** tab displays basic team results as they are recorded in the local March for Babies database. This allows online and offline activity to be displayed on one report. Click on the "view all totals" tab for an overview. Click on the "view participant totals" to see the list of your team members and their fundraising progress
10. The **YOUR TEAM DONATIONS** tab shows online donations (credit/debit card and PayPal) that are made directly to your team. Further down the page is the place for you to add your team's offline money: amounts raised through Blue Jeans Days or Beanies sales or sponsorship (if applicable). Simply click the "add cash/checks" button and enter the information. Be sure to click "yes" next to "received" when you have the money. Adding the cash/checks for your team updates the team's fundraising progress bar so it will more accuately reflect your team total
11. If you have technical questions, you can contact the March of Dimes help desk at ofthelp@marchofdimes.com or (888) 274-3711
12. Contact your local March of Dimes staff person with questions about your team or to change your team administrator