

Set Up a Church Team

If you haven't register yet:

1. Go to CompassCareWalk.com and click "Register".
2. Choose "Join or Start a Team," then click "Start a New Team".
3. Enter a team name and fundraising goal.
4. Click "Save My Team" and complete the registration process.

If you've already registered:

1. Go to CompassCareWalk.com and log in.
2. Click on "Join a Team" in the right sidebar.
3. Click the "+ Create a Team" button.
4. Enter a team name and fundraising goal.
5. Click "Create" to establish your new team.

You are now the "Captain" of your team.

Utilizing Your Team Dashboard

To access your team dashboard, go to your fundraising center and click the "Our Team" button in the right sidebar. This button will take you to your team fundraising dashboard, where you'll see totals for your entire team's efforts (vs. your personal dashboard where you see just what you've individually raised).

You'll see a recruitment goal tool where you can enter the number of team members you're aiming for. A goal must be set before this will appear on your public-facing team fundraising page.

Your Team's Recruitment Goal

Set a goal to recruit new fundraisers to your team.
Recruiting more people can help you raise more money so you can reach your fundraising goal faster!

1 registered 0 goal

0%

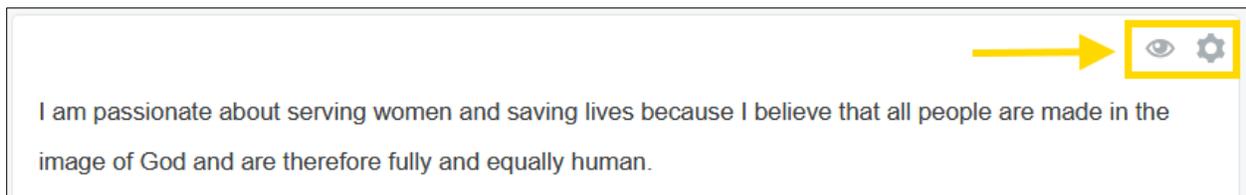
[Update Our Recruitment Goal](#)

Editing Your Team Page

The **Edit My Team Page** button will take you to the content management system, allowing you to customize the look of your fundraising page. If you're unable to edit or move certain widgets, likely, CompassCare has not enabled this functionality.

After you click the **Edit My Team Page** button, you'll see several boxes that allow you to customize your page. These boxes are called widgets.

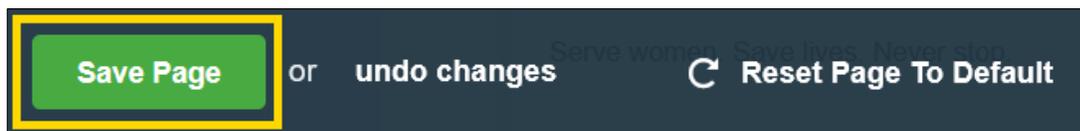
To edit a widget on your page, click on the gear icon  in the top right-hand corner of the widget. Each widget will provide a variety of options allowing you to edit the look and feel, along with the content, that's displayed. After making your changes, click the **Update** button. Make sure to click **Save Page** when you're done.



To hide a widget on your page, click on the eye-shaped icon  in the top right-hand corner of the widget you wish to hide.

You can also update the goal located under the thermometer in the same way it's done in the personal fundraising dashboard area.

Make sure to click the **Save Page** button when you're finished.



Undo changes will undo anything that you've not yet saved, and **Reset Page to Default** will take the page back to the default settings defined by the admin.