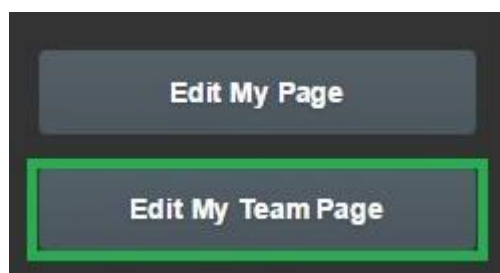




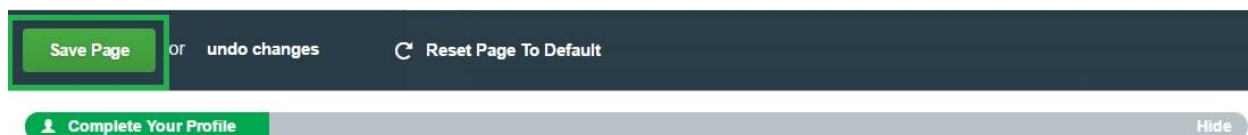
## Team Leader Fundraising Page Setup

*(NOTE: This guide is only for Team Leaders that are creating a team profile)*

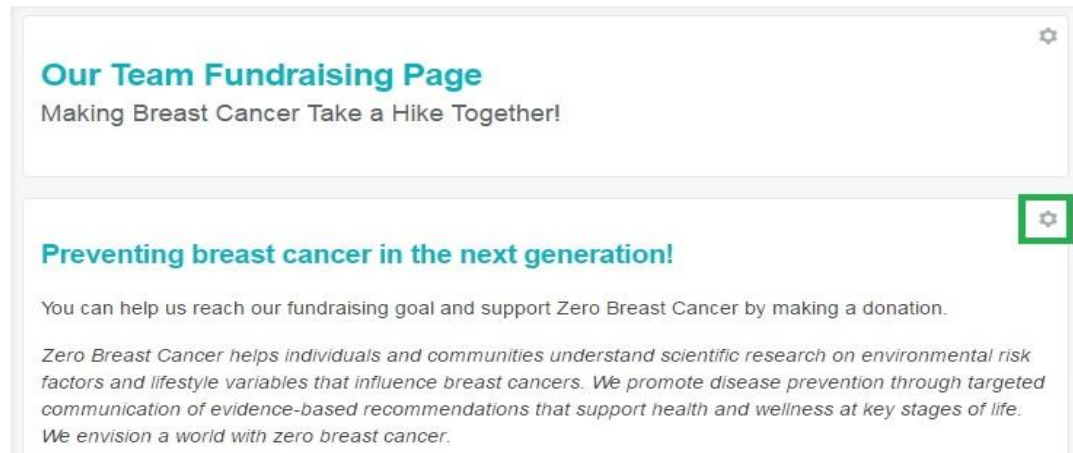
1. After creating your personal profile (see the Personal Fundraising Page Setup guide for any help with this), click on “Edit My Team Page” on the bottom left of the screen under your photo:



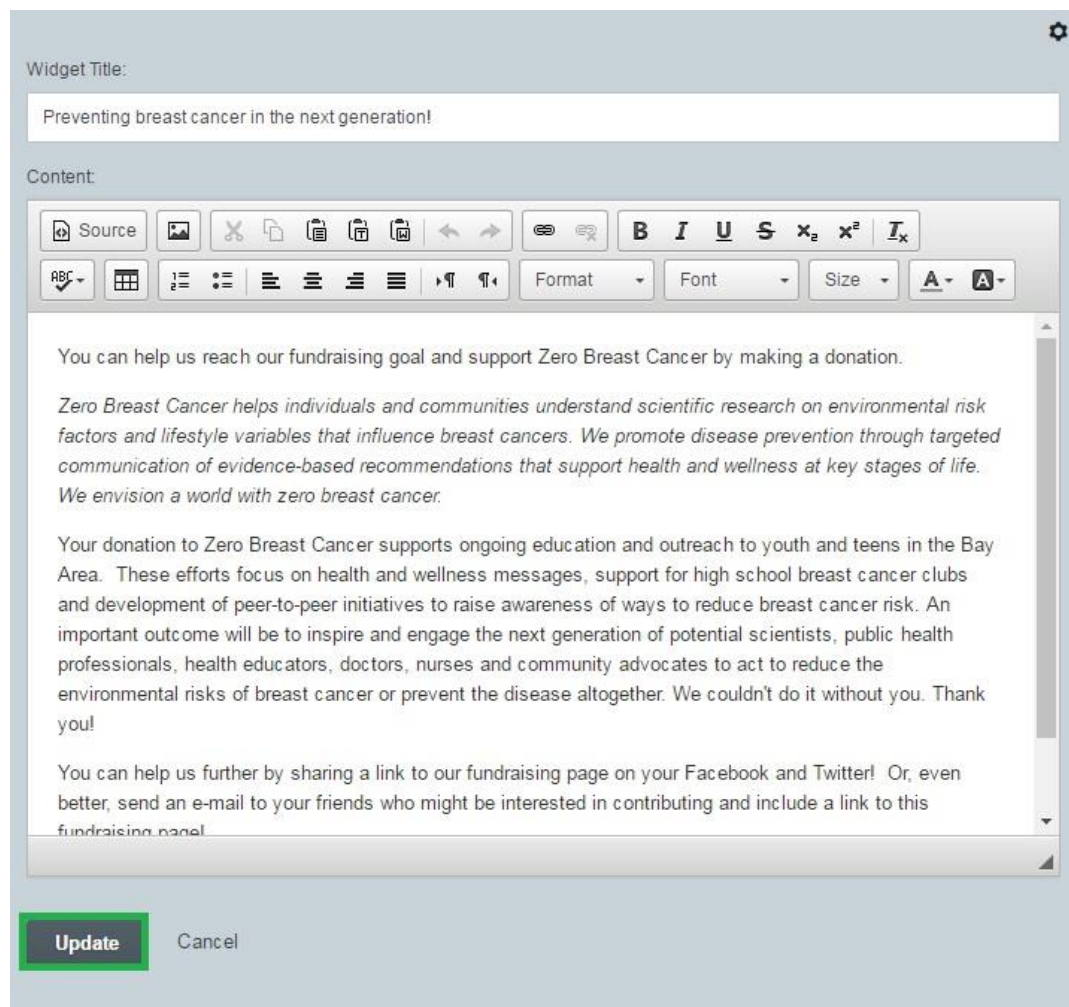
2. You will now see your team’s entire profile. In particular, *note the gear icon ( ⚙ ) that will appear as you go forward, as this is the image you click when you want to make edits*. As you can see, we have already provided you with a small paragraph regarding ZBC and how to donate, **but you are welcome to edit this any way you wish! Feel free to get personal as to why participating is so meaningful to you and your team.**
  - If you **DO NOT** want edits and will leave the content as is, select “Save Page on the Bottom Left above the progress bar:



- If you **DO** want to make edits, click the Gear Logo on the right corner of the text box as shown below:



You will then see your text, where you can type anything you want! After you are finished, click “Update” to finalize your edits:



5. Once everything is set, click “Save Page” on the bottom left of the screen:



6. To add members to your team, go back to your main control panel by clicking your name on the top right of the screen. Scroll down to see a box of options, including the ability to directly email, Facebook, or Tweet your friends!



**Your team page is now set up and you are all ready to begin fundraising!**