

Team Captain: Accessing Your Team Center

Your team center lets you monitor your team, contact team members, see who has joined your team, and lets you update your team information.

1. Log into your team center by going to www.active.com/teams and entering your username & password
2. To view your team roster: click “view team roster” link
 - This will show you a list of name, emails & registration date of all of your team members
3. To download a team report:
 - Click the “download team report” link
 - Pop up box will appear asking you to save file
 - Switch the file save as type to “all files”
 - Name the file anything you want and put .csv at the end of it (ie: download.csv)
 - Click save
 - The file will open, or find the file on your computer & open it
 - You are done – you will now have a report that includes all of your team members’ information
4. To email your team members: click “email team members”
 - Checkbox the team members you want to email
 - Scroll down to the bottom of the page and fill out the email message
 - Click “send email”
5. To update your team name & information: click “update team information”
 - You can update your team name
 - Press “save”
6. To get into your team fundraising page: click the link next to the purple box that says “click here to edit your fundraising page”