



TeamRaiser for Team Captains

How To:

Username and password

Logging into your participant center

Editing your team's fundraising goal

Editing your team's fundraising page

Username and Password

If you have already successfully logged into TeamRaiser (massaudubon.org/birdathon), skip this section.

Bird-a-thon 2020 fundraising pages have been created for all team captains. Employee team captains were registered on the 2020 fundraising website with their massaudubon.org email accounts (with a few exceptions.)

If you participated last year, your password is the same for this year (it is also the same as your OPR login information, if you use OPR).

If you do not use OPR and you did not participate last year, you will need to set/reset a password. Visit massaudubon.org/birdathon. On the top right of the screen, click "forgot your username/password".

[Forgot your username/password?](#)

You will be brought to the Mass Audubon account log in page. Click the Forgot Password link on the right.

Login Assistance

[Forgot User Name?](#)

[Forgot Password?](#)

Enter your username (which, in most cases IS your email address) and your email address and click Submit. You will receive an email with directions on setting/resetting a password.

Account Information

* = Required Fields

* User Name:

* Email:

Logging In

To log in, visit massaudubon.org/birdathon. Enter your username and password in the orange boxes in the top right and click Login.

In the top right of the screen, text should now read Welcome [your name]. To visit your Participant Center, click the Participant Center button.

Welcome Emily!

LOG OUT

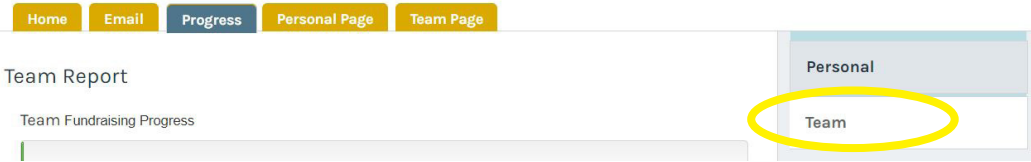
PARTICIPANT CENTER

Editing Your Team's Fundraising Goal

1. Click on the orange Progress tab in your Participant Center.

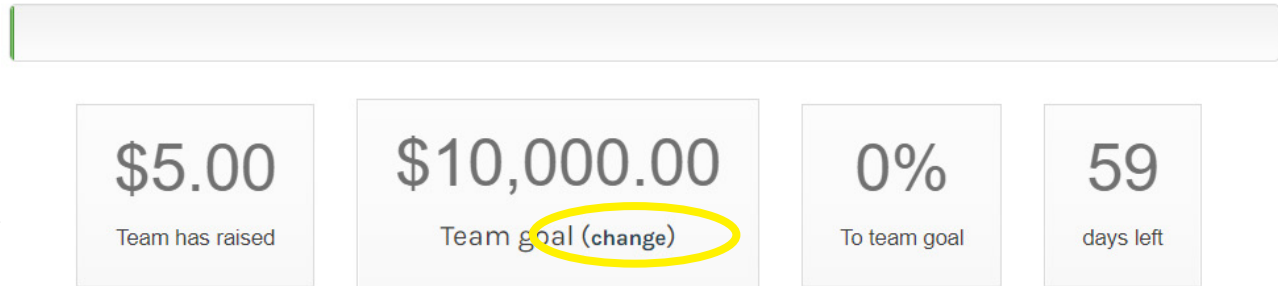


2. On the right-hand side of the Progress page, toggle to the Team Progress page.



3. Click the Change link in the team goal box. Enter your new goal in the box that pops up and click Submit. Your team goal is now changed.

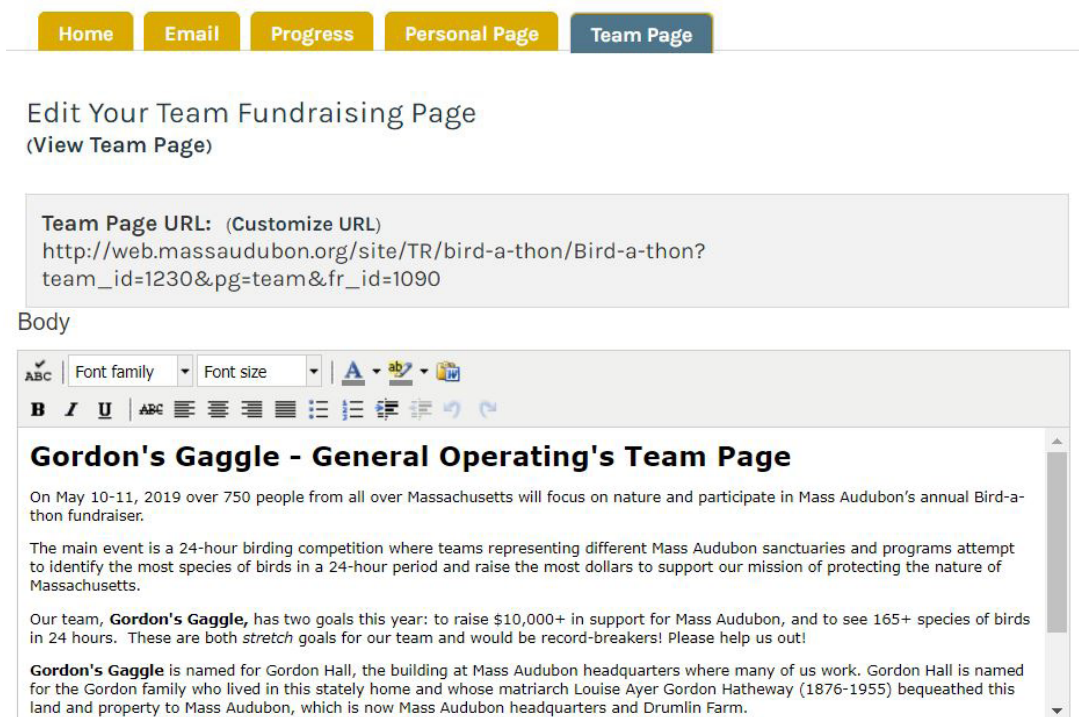
Team Fundraising Progress



Personalizing Your Team's Fundraising Page

1. Click the orange Team Page tab in your Participant Center.

2. You are now on the Edit Your Team Fundraising Page screen.



Home | Email | Progress | Personal Page | **Team Page**

Edit Your Team Fundraising Page

(View Team Page)

Team Page URL: (Customize URL)
http://web.massaudubon.org/site/TR/bird-a-thon/Bird-a-thon?team_id=1230&pg=team&fr_id=1090

Body

ABC | Font family | Font size | A | ab |

B | *I* | U | ABC | [List Icons] | [Link Icon] | [Undo/Redo Icons]

Gordon's Gaggle - General Operating's Team Page

On May 10-11, 2019 over 750 people from all over Massachusetts will focus on nature and participate in Mass Audubon's annual Bird-a-thon fundraiser.

The main event is a 24-hour birding competition where teams representing different Mass Audubon sanctuaries and programs attempt to identify the most species of birds in a 24-hour period and raise the most dollars to support our mission of protecting the nature of Massachusetts.

Our team, **Gordon's Gaggle**, has two goals this year: to raise \$10,000+ in support for Mass Audubon, and to see 165+ species of birds in 24 hours. These are both *stretch* goals for our team and would be record-breakers! Please help us out!

Gordon's Gaggle is named for Gordon Hall, the building at Mass Audubon headquarters where many of us work. Gordon Hall is named for the Gordon family who lived in this stately home and whose matriarch Louise Ayer Gordon Hatheway (1876-1955) bequeathed this land and property to Mass Audubon, which is now Mass Audubon headquarters and Drumlin Farm.

3. You can edit your team's display name by clicking the Edit link on the right-hand side under your team name. However, we recommend that you keep your team name your sanctuary or program name as to not confuse donors.

4. You can edit your team page's URL, which can be used by supporters to navigate to your team's fundraising page. To do so, click the Customize URL link. When you click this link, an editable field will appear allowing you to change the last section of your team page's URL. When finished, click Save. You can copy and paste the resulting URL into any emails you send to link people to your team's page. (Note: if you are using the email tool within TeamRaiser, links to your personal fundraising page and your team's fundraising page are automatically included.)

5. Under Body, you can edit the existing text or write something entirely new. Use the toolbox directly above the editable body field to change font, font size, font color, add bullet points, etc. We suggest you use this space to communicate why supporting YOUR team is important. To add a hyperlink, select the text you would like to turn into a link and press Ctrl+k to bring up the hyperlink box.

6. Be sure to SAVE your changes when you make edits to your body text by clicking the green Save button at the bottom of the page! TeamRaise does not automatically save edits.



7. You can replace the default team page picture by clicking Choose File under the Photo section of the Edit Your Team Fundraising Page screen. Select a picture from your computer files- we recommend a picture of your team or any picture you feel represents your sanctuary or program. You can enter a caption for the picture by clicking in the editable caption field. When finished, click the Save/Upload button.

Photo

Enter the name of the file on your computer or use the Browse button to select the file. Images must be .gif, .jpg, or .png files. Recommended image size is 300 x 400 pixels. The maximum acceptable file size is 4 MB.

Choose File No file chosen

Caption

Save/Upload or remove photo

8. Preview your page by clicking the Preview link on the bottom of the page, to the left of the Save button.



9. View your live team page by clicking the View Team Page link in parentheses towards the top of the window. This is what people will see when they navigate to your team's fundraising page.

[Edit Your Team Fundraising Page](#)
([View Team Page](#))