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# How to Customize Your Team Page

# Login

Go to your NAMIWalks website and click the LOGIN button at the top right hand side of your screen. Login with your username and password.



# Step 1:

Click the Team Page icon on the top left.



# Step 2:

You're now able to edit your page by clicking the pencil icons found through out.



# Step 3:

Add a photo! Click the pencil on the right side of the default profile photo in Step 2 to edit the photo on your team page. Click **Upload An Image**, select an image of your choice and click the **Save** button.



### Step 4:

Change your team name! If you'd like to change your display name, click the pencil on the right side. Edit your name and then click **Update Team Name**.



# Step 5:

Set your team goal! To set or make changes to your team's goal, click the pencil on the goal bar on the right side of the page. Choose a new goal and click **Update Goal**. Reminder: You can keep changing your team's goal as you exceed it!



## Step 6:

Tell your team's story! To personalize your team's story, scroll down and click the pencil on the right side of the **Our Story** section. Click **Update Story** to save.





### Step 7:

Once you are finished customizing your team page, bookmark it. Throughout the Walk Season continue to edit and update the webpage. Utilize your team web page to keep your team members motivated and informed, as well as to collect online donations.

