



EVERYDAY HERO MANAGING YOUR TEAM

SIGN IN TO YOUR ACCOUNT

Visit the Everyday Hero Log In screen.

<https://everydayhero.com/au/sign-in>

This is where you enter the details of your Everyday Hero account to access your personal and team Supporter Pages. You will land on your Individual Supporter Page.

NB: If you have more than one Supporter Page in your Everyday Hero Account you will be required to select the page you would like to visit.

Log In
USING EMAIL

Email

Password

[Forgot your password?](#)
[Log In](#)

Notice to Supporters who registered prior to April 2013:
 We are in the process of transitioning to a new version of our platform. If you created a supporter account before April 2013 you may be using the previous version. [Please log in to the previous version here.](#)

ACCESSING YOUR TEAM PAGE

Your Team Page is visible on the right hand side of your Individual Page.

To visit the Team page click **'Visit Team'**.

The screenshot shows a supporter page for 'OLIVER'. At the top, there's a progress bar with '\$700 MY GOAL', '\$0 GIVEN', and '\$700 STILL NEEDED', along with 'Give Now' and 'Share' buttons. Below this is a section titled '4 SMALL ACTIONS THAT MAKE A BIG DIFFERENCE' with instructions to upload a photo, add a personal story, post an update, and share the link. A URL is provided: <https://teamguidetest.edheroz.com/au/oliver>. On the right side, there's a profile picture of Oliver, an 'Edit this Supporter Page' button, and a section for 'OFFLINE DONATIONS' with a 'Download pledge form' link. Below that is a 'MY FUNDRAISING TEAM' section with a 'Visit Team' button.



EDITING YOUR TEAM PAGE

Once on your Team Page you will need to ensure that you have set up your team page ready for sharing. To do this, click 'Edit this Team Page'.

The screenshot shows a fundraising team page for 'Summer Supporters'. At the top, there's a banner with a sun and a daisy flower. Below the banner, it displays '\$700 OUR GOAL', '\$0 GIVEN', and '\$700 STILL NEEDED', along with a 'Share' button. The 'OUR STORY' section contains a paragraph about the team's purpose. To the right, there's a profile card for 'MY FUNDRAISING TEAM' with an 'Edit this Team Page' button. Below the story, there's a 'Team Members' section with three member photos and buttons for 'Add Page to Team' and 'Invite Members'. On the right side, there's a 'TEAM' section with a 'Transfer team leadership' button, a 'CHARITY' section for 'XYZ CHARITY' with a 'Continue Reading' link, and a 'LEADERBOARDS' section.

MAKE SURE YOU:

Set Team Page Goal (\$) - What is the donation target you would like to raise?

Set Team Page URL - This is the URL of your team page.

Warning: All bookmarks and any links to your page that you have shared with others will break if you change this.

Edit your Team Story - Tell your teams story.

Set the Team Page Photo - This photo appears in the top right of your team page

The 'Page Options' form is used to configure the team page. It includes the following fields:

- Page Title** (Required): My Fundraising Team
- Goal (\$)** (Required): 700.00
- URL** (Required): my-fundraising-team
- Story**: https://teamguidetest.edheroz.com/au/my-fundraising-team
- Page Photo**: Upload



INVITING TEAM MEMBERS

From the Team Page click on **'Invite Members'** to invite additional supporters to your Team.

A pop up window will appear allowing you to enter the email addresses and personalise a message to your team member invitees.

Each invitee will then receive an email with a link to complete their registration, and be 'Auto-joined' to the team..

MANAGING INVITATIONS AND TEAM MEMBERS

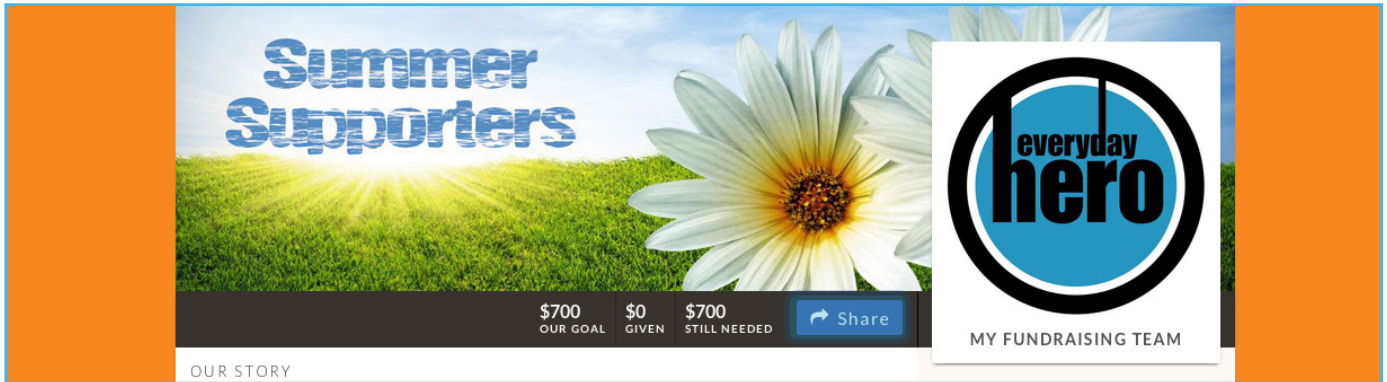
To manage you team members click **'Show All Members and Invites'** from the Team Page.

You will be presented with a list of all current members and pending invites. From this page you are able to remove members, resend invitations and transfer team leadership.



SHARING YOUR TEAM PAGE

To share your team page with friends, family and colleagues simple click **'Share'** from the team page.



A drop down menu will appear allowing you to:

- Share on Twitter

Allows your team page to be shared with your followers including a personalised message.

- Share on Facebook

Allows your team page to be shared onto Facebook. It is a great idea to use a combination of different sharing methods to maximize your fundraising. These include sharing on your timeline, a friend's timeline, in a group, on a page you manage or in a private message.

- Share via Email

A pop up window will appear allowing you to enter the email addresses of those you wish to share the team page with.

- Copy Team Page URL

Copies the URL of your team page to clipboard allowing it to be shared in messages and included in email footers.

Tip: Copy the Team Page URL from your mobile browser and share via text message to friends, family and colleagues.

