

Plongeurs  
dans la course



Splash & Dash



[splashanddash.ca](http://splashanddash.ca)



Présenté par | Presented by  
22<sup>e</sup> édition | 22<sup>nd</sup> Edition

## GUIDE TO MODIFY

### TEAM PAGE

**Step 1:** Click on “Team Page” tab

**Step 2:** In the “body section” you can change your text

**Step 3:** In the “photo section” you can change the image

**Note:** Image file size should not exceed 300 x 400 pixels (4 MB maximum)

**Step 4:** Click “Save”

**Step 5:** Go to top of page; click on “View Team Page”

**Step 6:** At this point you will see all of your changes

**Step 7:** If you would like to “share” your “Team Page” with friends and family, copy “Team Page URL” to your e-mail

### TEAM NAME

**Step 1:** To change Team name go to right side of the page to the team name box

**Step 2:** Click on “Edit”

**Step 3:** Change team name

**Step 4:** Click on “Update”

Plongez  
dans la course



Splash & Dash



[splashanddash.ca](http://splashanddash.ca)



Présenté par | Presented by  
22<sup>e</sup> édition | 22<sup>nd</sup> Edition

## TEAM PROGRESS

- Step 1:** Go back to the “Home” tab
- Step 2:** Go to right hand corner to click on “View your progress”
- Step 3:** Click on this tab
- Step 4:** You will automatically arrive on “Personal Report”
- Step 5:** Click on “Team” tab
- Step 6:** Go to “Team goal”
- Step 7:** Click on change; a pop-up box will appear
- Step 8:** You can then enter your new goal
- Step 9:** Click on submit

## DONATION LIST

- Step 1:** Go back to the “Home” tab
- Step 2:** Go to right hand corner to click on “View your progress”
- Step 3:** Click on this tab
- Step 4:** You will automatically arrive on “Personal Report”
- Step 5:** Click on “Team” tab
- Step 6:** Click on “View all team donations” under Team-Specific Donation History
- Step 7:** You can also download team donation list