**Step-by-Step Guide to Setting up Your Cleanup Group Page**

As a registered Group Leader for the Source to Sea Cleanup, you have a variety of tools at your fingertips to help you organize your Cleanup!

**My Fundraising Dashboard = Your dashboard for all Cleanup operations!**

Remember: Qgiv’s language is FUNdraising; we are working within that system to also set up your group info. In short, your **Fundraising Dashboard** is the hub for managing your **Cleanup group** and [optional] fundraising activities.

1. Add your **Personal Avatar** (see top left corner of page below)

By default, the avatar contains the CRC logo. To upload an image, hover over the current default and click the **Change Profile** **Image** area. *The avatar will be used wherever your name appears (ie: as Group Leader on our Event home page).*

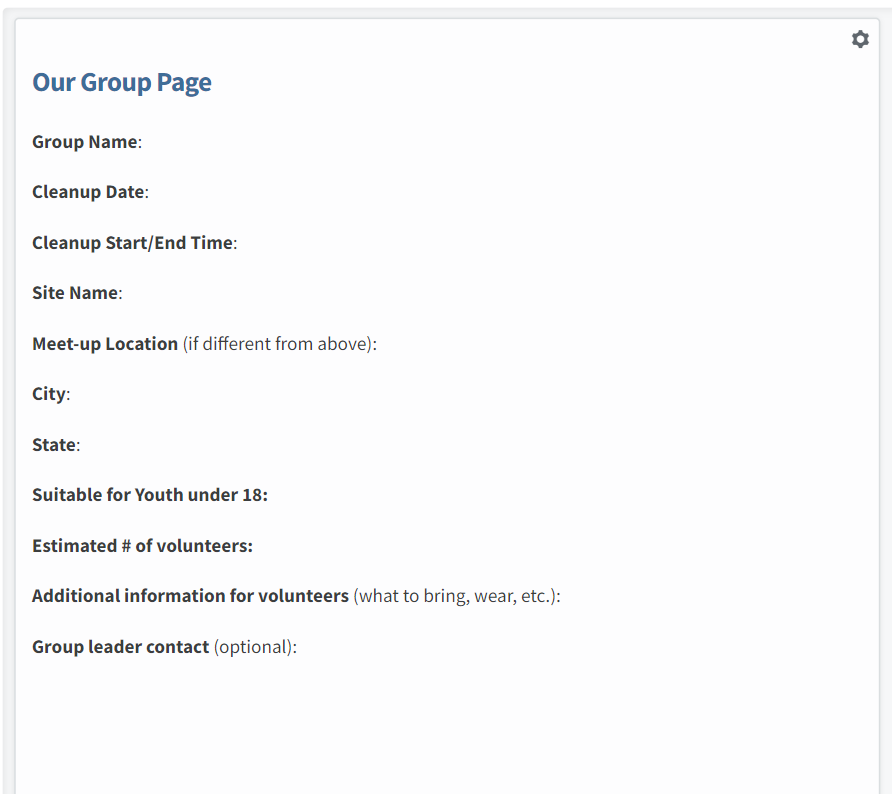
1. Click **EDIT MY TEAM PAGE**. This is where your Cleanup details will be visible to the public!

Graphical user interface, website

Description automatically generated



* **Open the “widget” by selecting the gear icon at upper right.**Type your Cleanup details in the spaces next to each header. You’ll have the option to include a map of your Cleanup site (instructions below).

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Make sure to click the **Save Page** button at the bottom of your screen when you’re finished. **Undo changes** will undo anything that you’ve not yet saved, and **Reset Page to Default** will take the page back to the default settings defined by the admin.



**OPTIONAL: Embed a map**

1. Search for your site location in Google Maps.
2. In the location pane on the left side of the screen, click the Share button.
3. In the share button, click **Embed a map**, then **Copy HTML**.
4. Go back to your Group Page. Paste the HTML code into the bottom space of the page (delete the sample).
5. **Click the Update button to save your changes** (in the grey space under this text).
6. **Be sure to SAVE PAGE** (green button at the bottom of your page).

Logo

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* **Add a Group avatar to your Team page**

Just as you added a personal avatar to the Dashboard, you may choose to add an image to use for your Group. This will show up on your group page (we’d love to see an image replace the large CRC logo!):

To upload an image, hover over the current default and click the **Change Profile** **Image** area. *The avatar will be used wherever your name appears (ie: as Group Leader on our Event home page).*

Make sure to click the **Save Page** button at the bottom of your screen EACH TIME YOU COMPLETE A STEP!



**Your page is now ready for your volunteers!**

You’ll find additional instructions in the Resources section of your Dashboard.

**THANK YOU!**

**QUESTIONS? We’re here to help:**

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