

How to update a Fundraiser's Information?

Category: Fundraisers

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Reading Time: 2 min

Need to update or manage a participant's details?

You can quickly edit a participant's profile, including name, team/group, fundraising goal, and more.

Go to **Site Builder** → **Features** → **Fundraising** → **Fundraisers**.

myfunrun

Starfield School - Basic
MyFunRun
<https://myfunrun.com/demo-website-basic>

Fundraisers
Manage the fundraisers of your website.

Settings Actions Download

Features > Fundraising > Fundraisers

Displaying fundraisers
Choose what page you want to display your fundraisers on **Site builder > Pages** and use the respective block to display them.

Actions Guide
Use the icons below to manage your members. Here's what each button does:
🕒 To view history, click the history icon.
✎ To manage member details, click the manage icon.
🗑 To delete a member, click the delete icon.
✅ To approve/unapprove a member, click the approve icon.

+ New Fundraiser


























Group	Fundraisers
Total	8
Grade	2
Class	2

Modify Approve Unapprove Archive

Filter Fundraisers

Show 100 entries

Search:

	Actions	ID	Name	Status	Rewards Level	Team	Raised (Entered)	Registered
<input type="checkbox"/>	    	503015	Jason Washinton	Approved		Grade A - Class 2	\$0.00	July 31
<input type="checkbox"/>	    	502916	Steven Bounill	Approved		Grade A - Class 1	\$0.00	July 30
<input type="checkbox"/>	    	502914	Bulborn Smith	Approved		Grade A - Class 1	\$35.00	July 30
<input type="checkbox"/>	    	502912	Jean Talhado	Approved		Grade A - Class 2	\$50.00	July 30
<input type="checkbox"/>	    	502911	Alex Seba	Approved		Grade A - Class 2	\$20.00	July 30

Edit

Locate the participant or fundraiser you want to edit and click the **Edit** pencil button next to their profile.

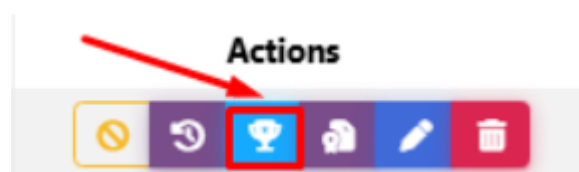
Update the desired information (name, team/group, etc.).

Depending on your needs and settings, you will be presented with multiple customization options, and you can also edit a specific goal for specific fundraisers.

Save your changes by clicking on the blue **Confirm** button.

Rewards

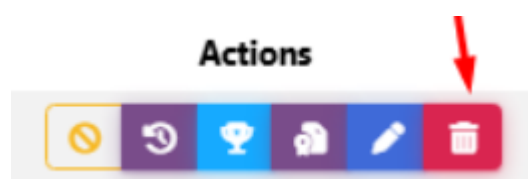
Click on the blue trophy icon to assign and track rewards for each fundraiser.



Archive

To archive a fundraiser, you can click the **bin icon** next to the fundraiser you want to archive.

You can only archive fundraisers that have not received any funds yet. If you need to archive a fundraiser that has received a donation, you need to transfer that participant's funds to another group or fundraiser before the fundraiser can be archived.



Keep in mind: You can only archive fundraisers that have not received any donations yet. If you need to archive a fundraiser that has received a donation, you need to transfer that

participant's funds to another group or fundraiser before the fundraiser can be archived.