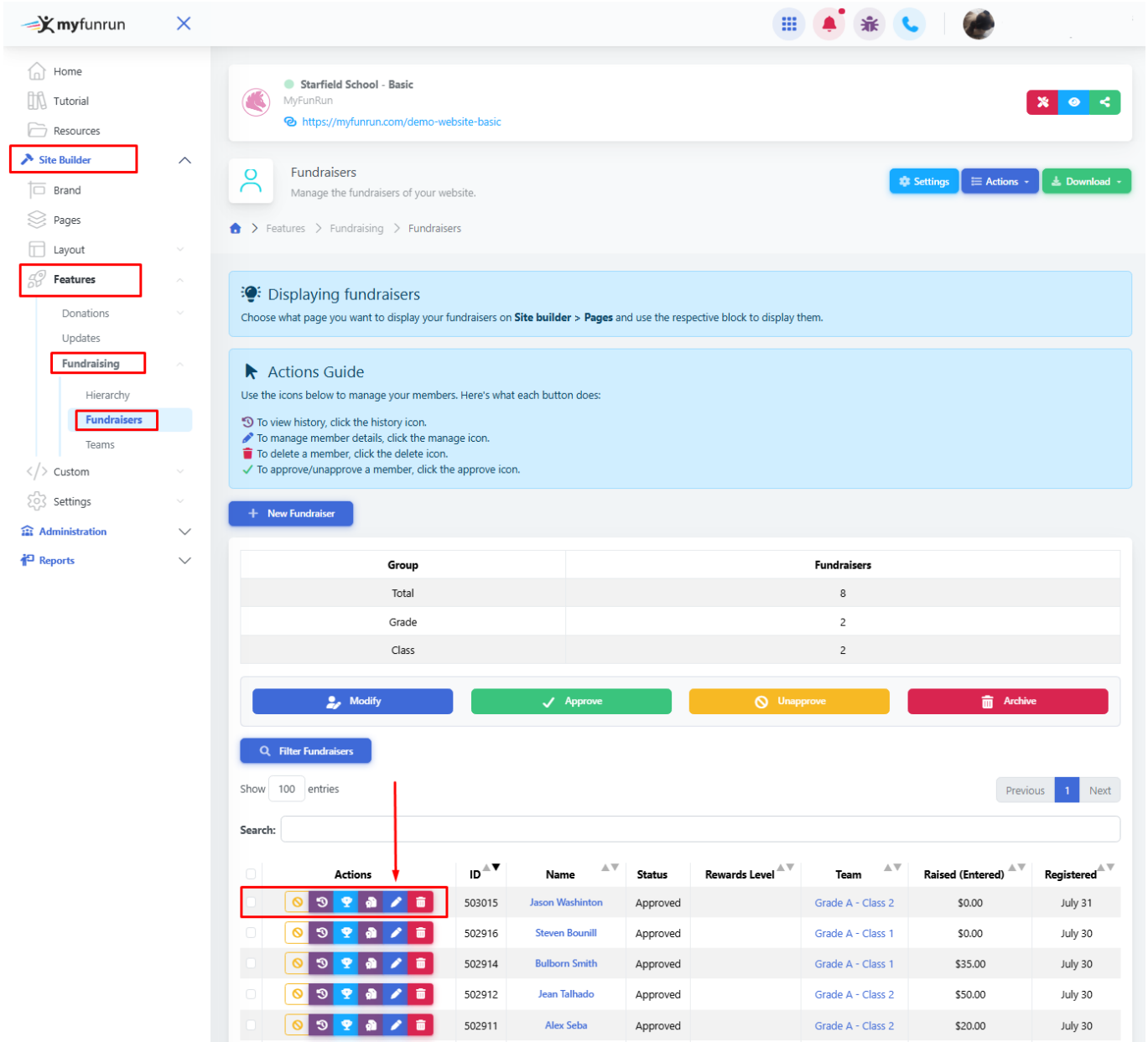
How to update a Fundraiser's Information?

Category: Fundraisers
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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**.



Edit

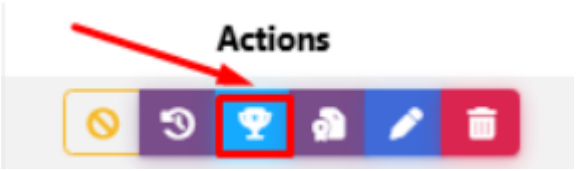
Locate the participant or fundraiser you want to edit and click the **Edit** pencil button next to their profile.
Update the desired information (name, team/group, etc.).

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.