

How to update a Fundraiser's Information?

Category: Fundraisers

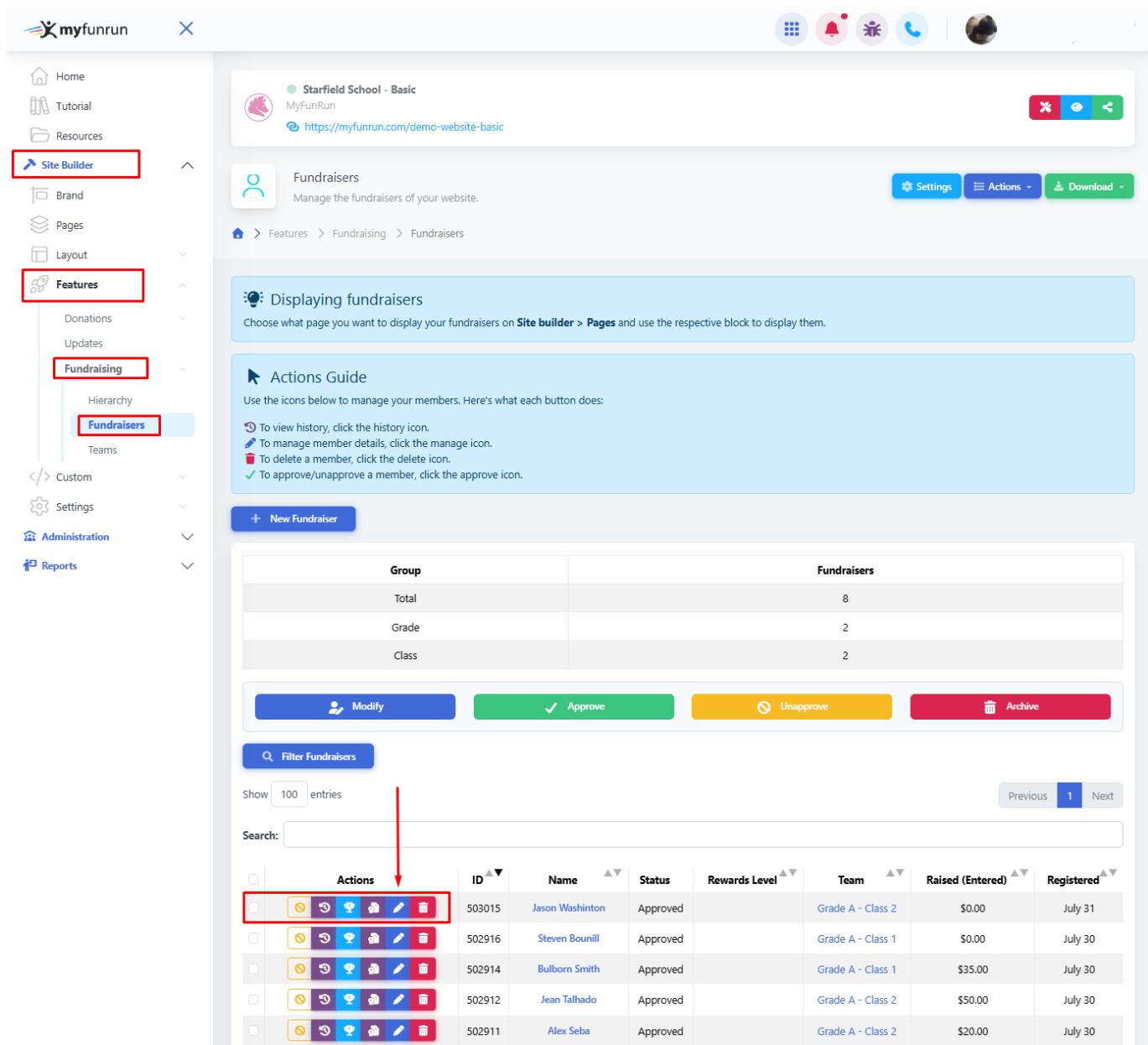
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Reading Time: 2 min

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**.



The screenshot shows the MyFunRun Site Builder interface. The left sidebar is titled 'Site Builder' and contains sections for Home, Tutorial, Resources, Features (which is currently selected and highlighted with a red box), Brand, Pages, Layout, Fundraising (which is also highlighted with a red box), and Reports. Under Fundraising, there are sub-options for Donations, Updates, Hierarchy, and Fundraisers (which is selected and highlighted with a red box). The main content area shows a summary of fundraisers: Total (8), Grade (2), and Class (2). Below this is an 'Actions Guide' with instructions for using icons to view history, manage members, delete members, and approve/unapprove members. A 'New Fundraiser' button is available. The main table lists five fundraisers with columns for ID, Name, Status, Rewards Level, Team, Raised (Entered), and Registered. Each row has an 'Actions' column with icons for modifying, approving, unapproving, and deleting the fundraiser. A red arrow points to the 'Actions' column of the first row.

	Group	Fundraisers				
Total		8				
Grade		2				
Class		2				

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.

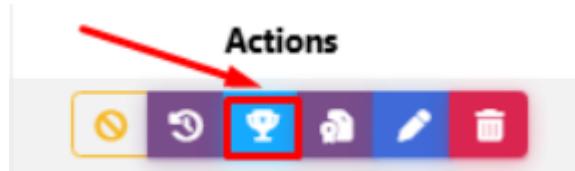
Update the desired information (name, team/group, etc.).

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

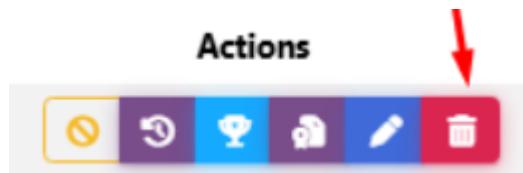
Click on the blue trophy icon to assign and track rewards for each fundraiser.



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.