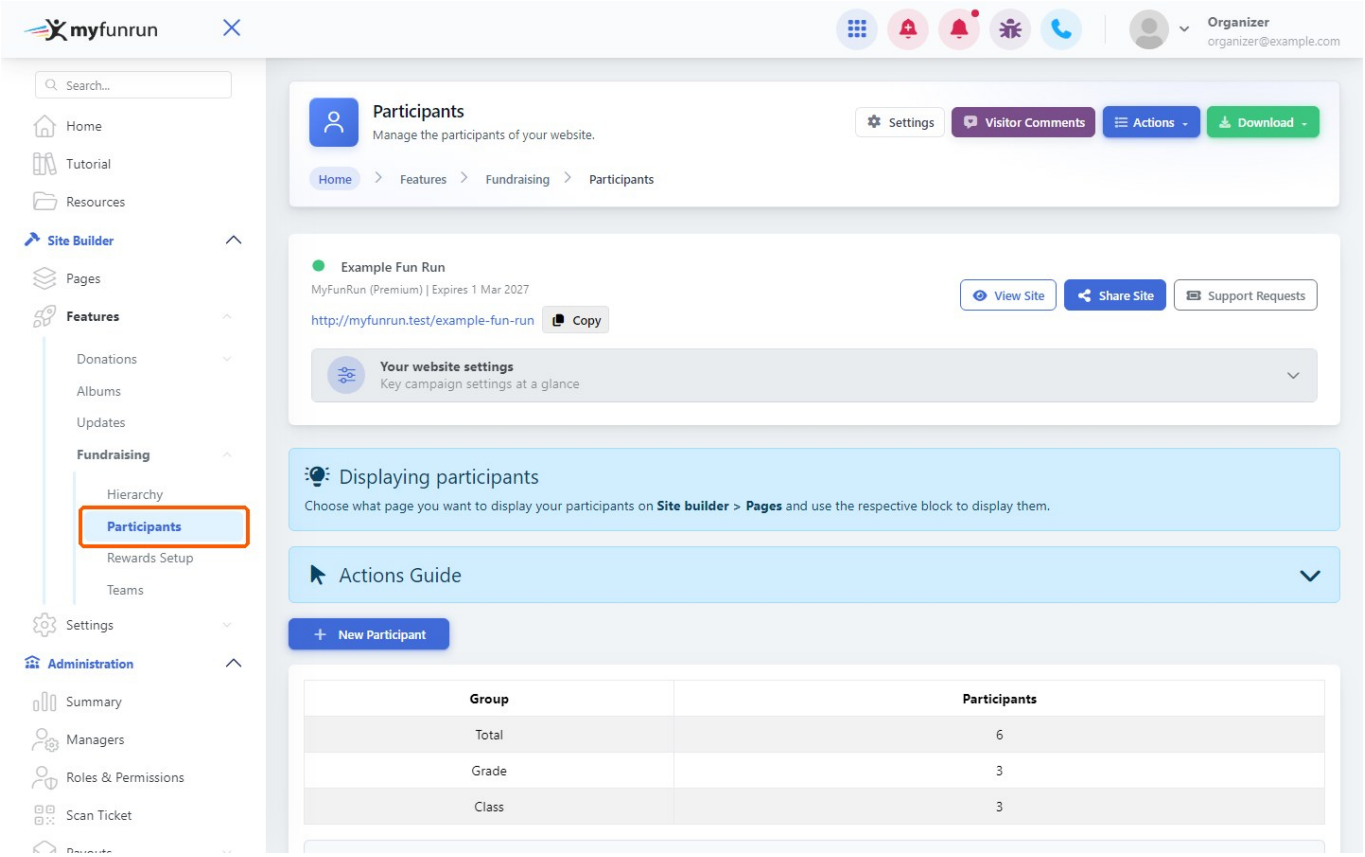
Managing Multiple Fundraisers

Category: Fundraisers
Published: Oct 29, 2025
Reading Time: 2 min

To change the goal, team, description or other profile details of many participants at the same time, select them in the Participants list and use the **Modify** button. The changes are applied to every participant you selected.

Step 1: Open the Participants list

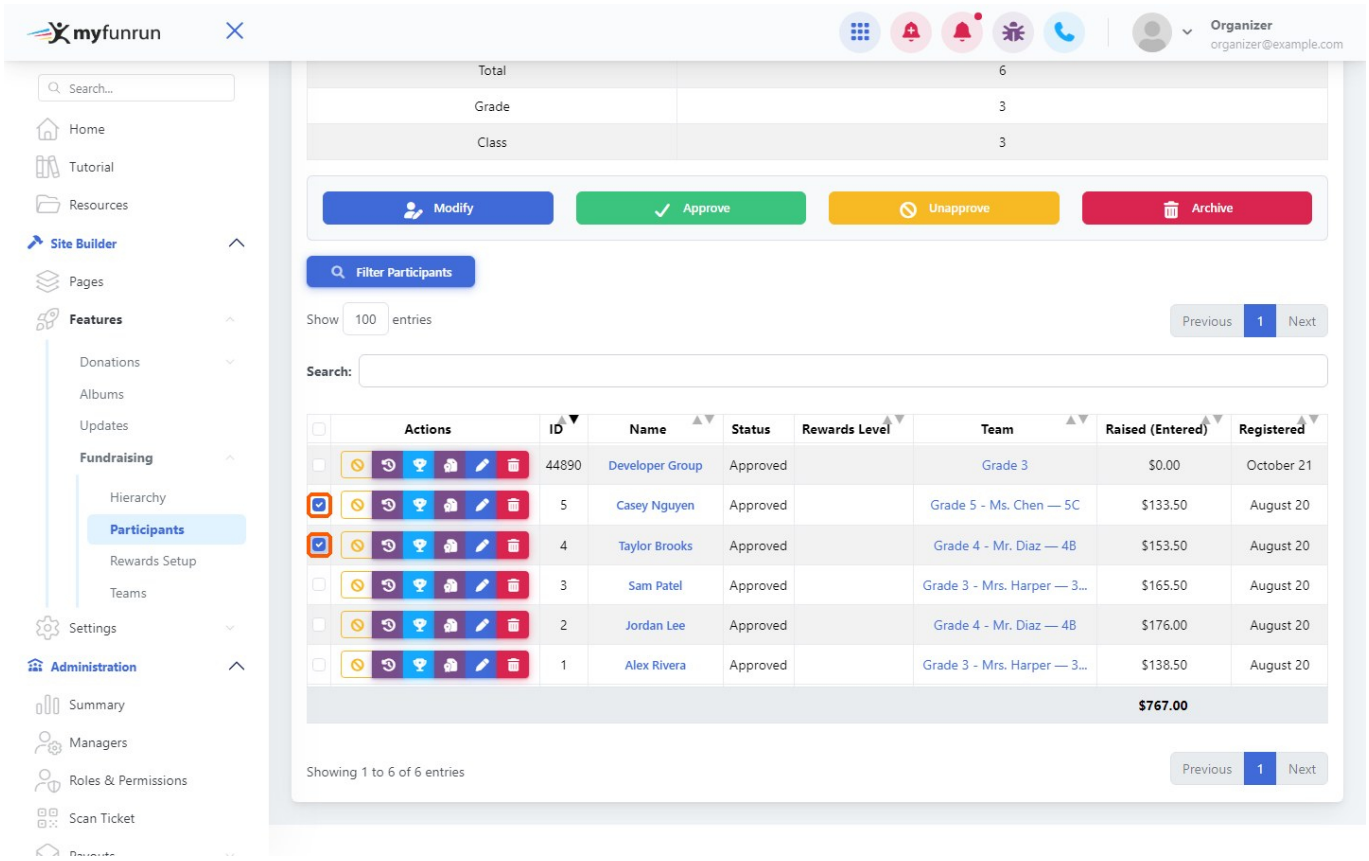
In the menu, go to **Site Builder → Features → Fundraising → Participants**.



Click Participants.

Step 2: Select the participants you want to change

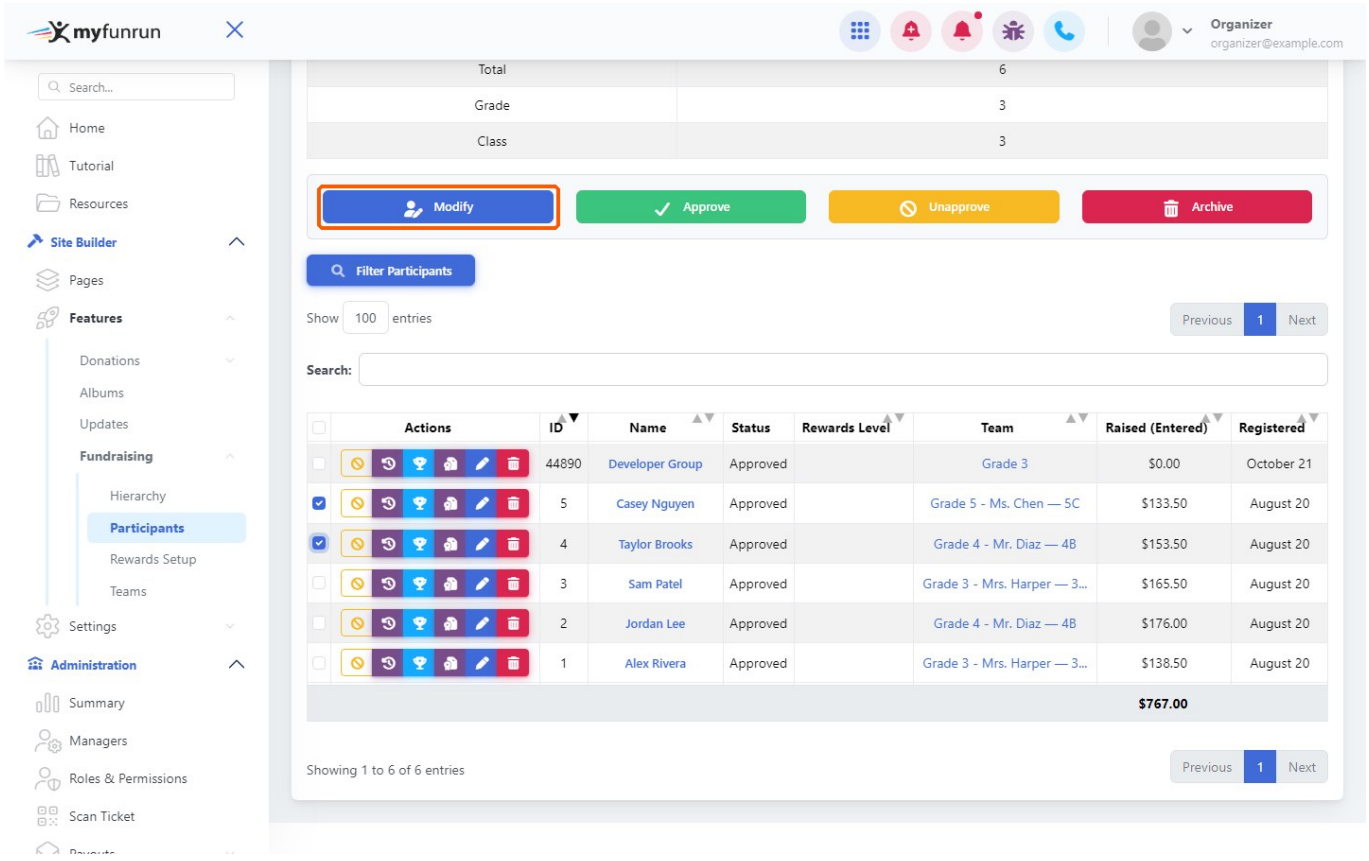
Check the box next to each participant you want to modify. To select every participant in the list, check the box at the top of the column.



Check the participants to change.

Step 3: Click Modify

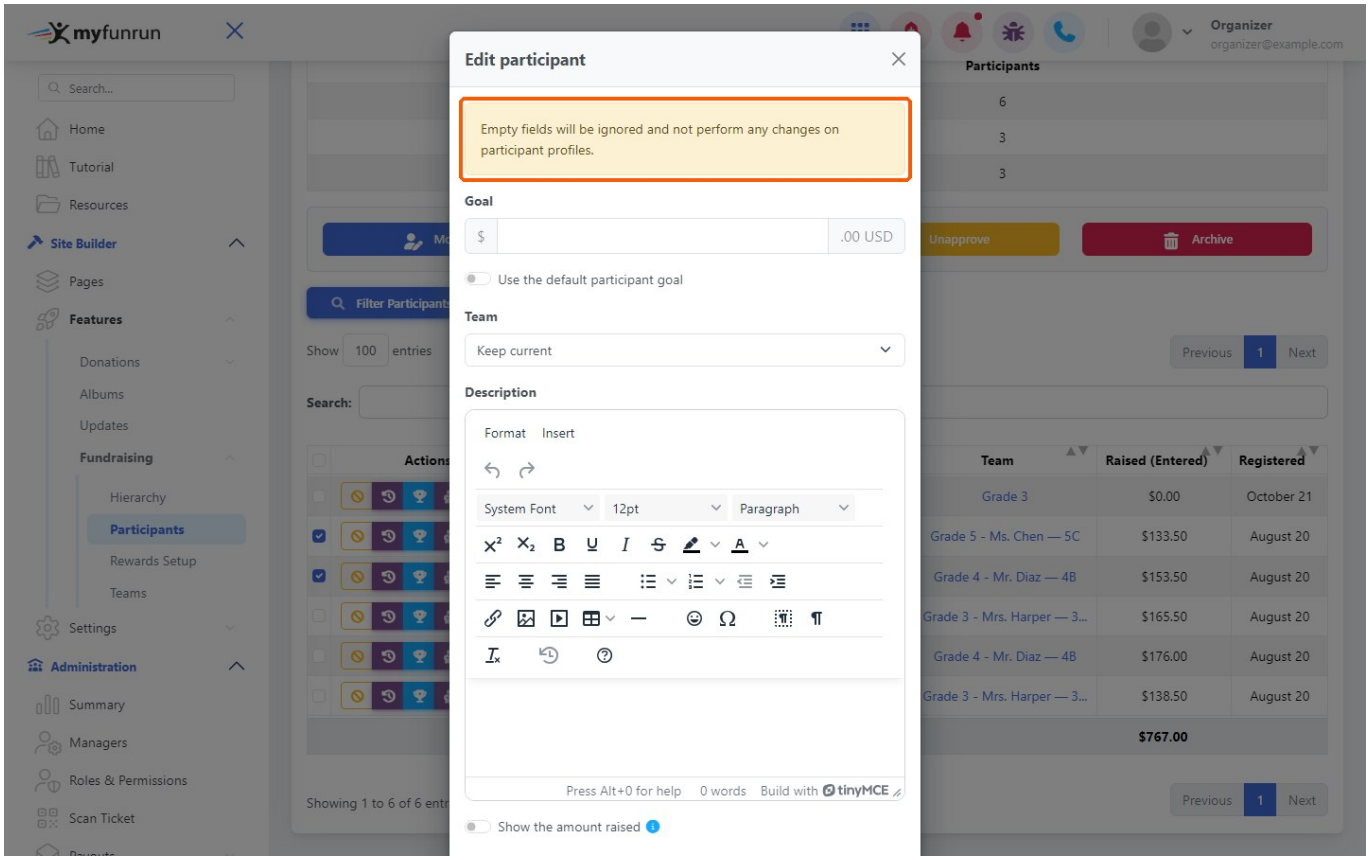
Click the **Modify** button above the list.



Click Modify.

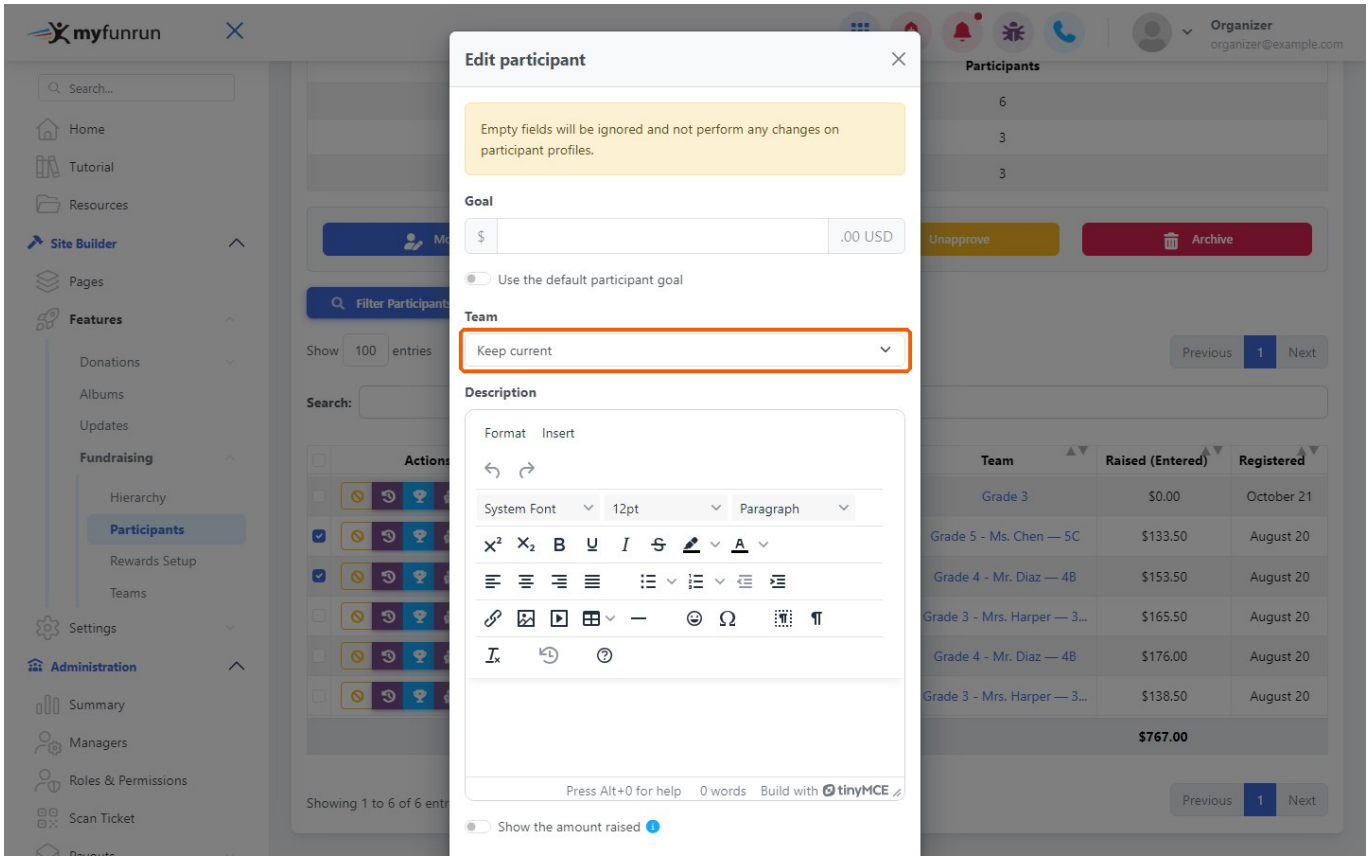
Step 4: Fill in only the fields you want to change

The **Edit participant** window opens. *Empty fields will be ignored and not perform any changes on participant profiles*, so leave a field blank to keep what each participant already has.



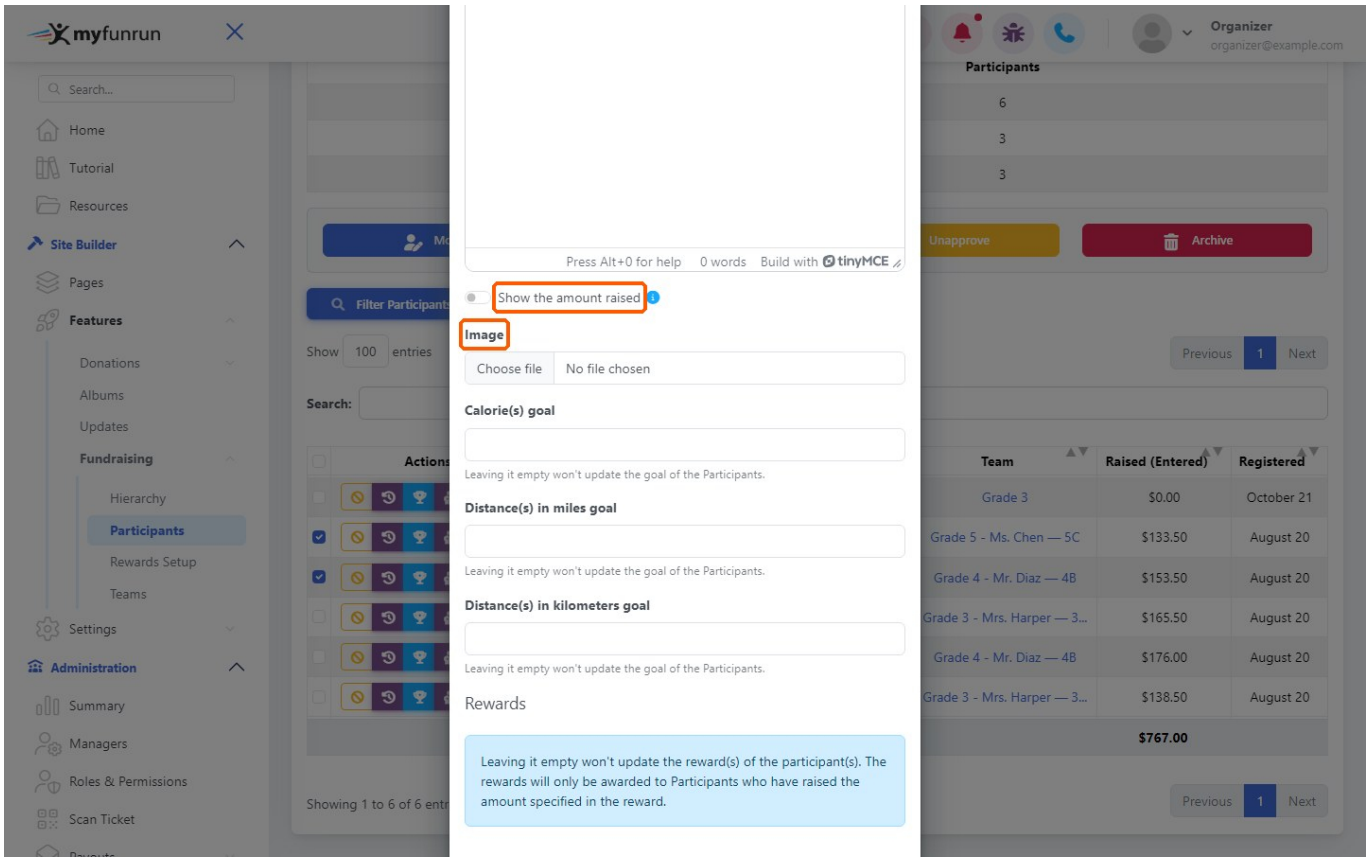
Empty fields are left unchanged.

- **Goal**: enter a new fundraising goal, or turn on **Use the default participant goal**.
- **Team**: choose a team to move the participants into. **Keep current** leaves them where they are and **Leave teams** removes them from their team.



Choose a team, or Keep current.

- **Description**: write the text shown on each participant's page.
- **Show the amount raised**: turn this on to show the amount raised on the participants' pages.
- **Image**: click **Choose file** to upload a profile image.

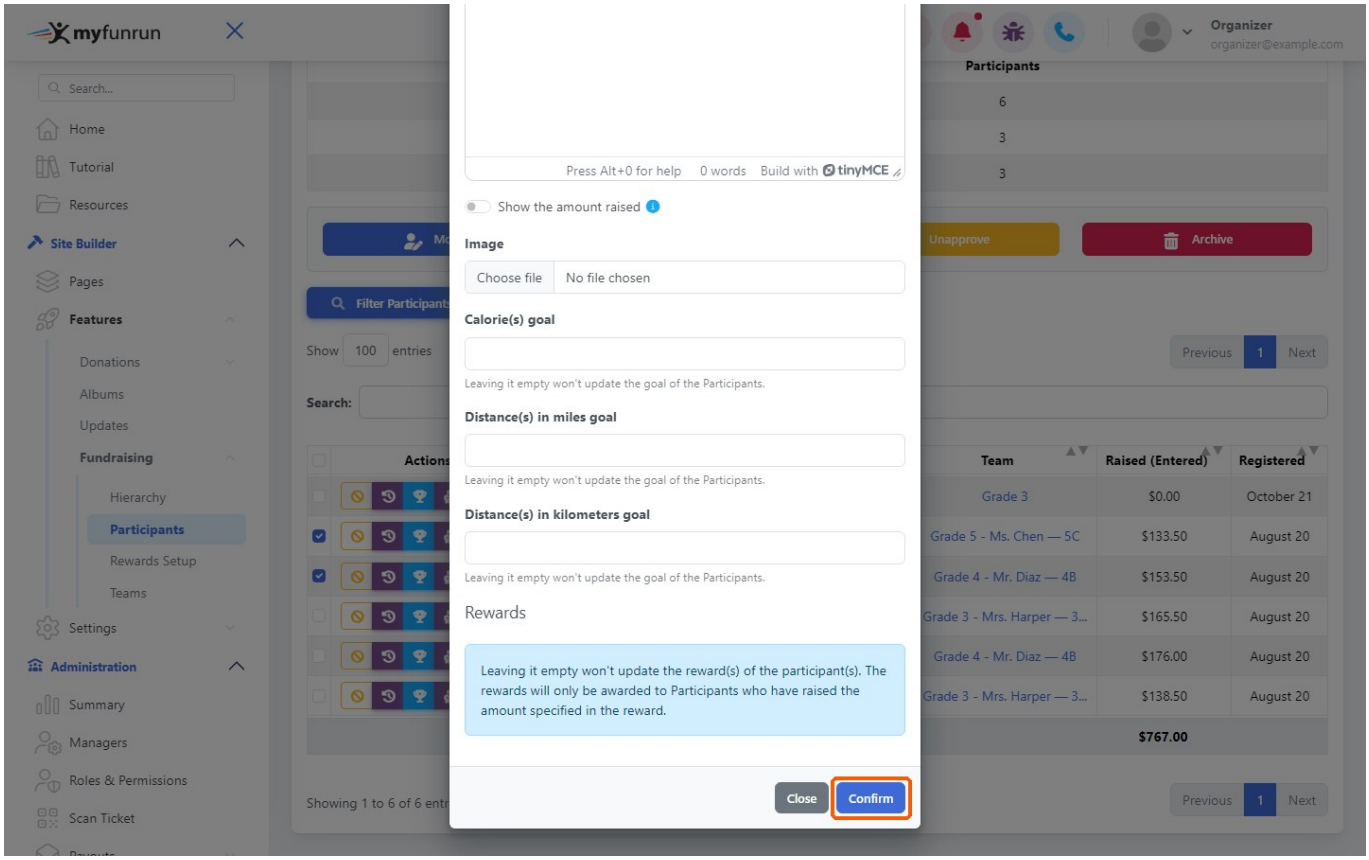


Description, amount raised and image.

- **Calorie(s) goal**, **Distance(s) in miles goal** and **Distance(s) in kilometers goal**: set activity goals if your fun run tracks them. Leaving a goal empty won't update the goal of the participants.
- **Rewards**: choose the rewards for these participants. Leaving it empty won't update the participants' rewards. Rewards are only awarded to participants who have raised the amount specified in the reward.

Step 5: Click Confirm

Click **Confirm**. Your changes are applied to all the participants you selected. Click **Close** instead to cancel without changing anything.



Click Confirm to apply the changes.

Tip: The same row of buttons also lets you **Approve**, **Unapprove** or **Archive** all the selected participants at once.