

## QGiv FAQs – Team PFF

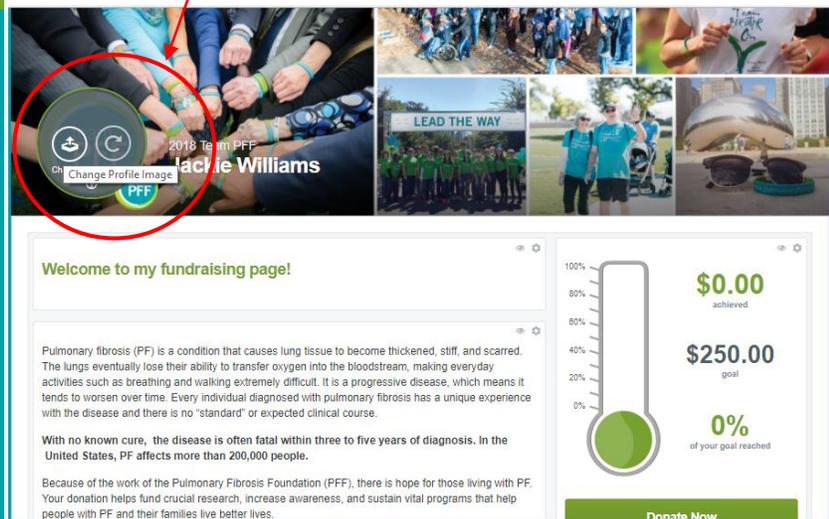
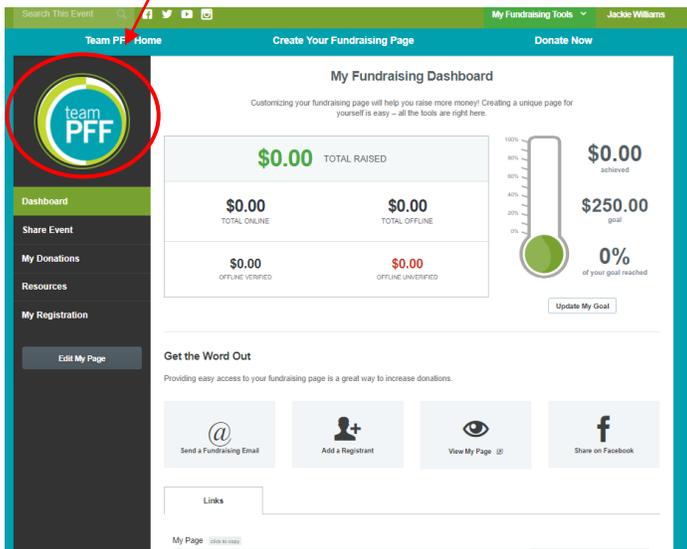
### 1. How do I log in to my page?

Click [here](#) to enter your login information, see your progress, and update your page.



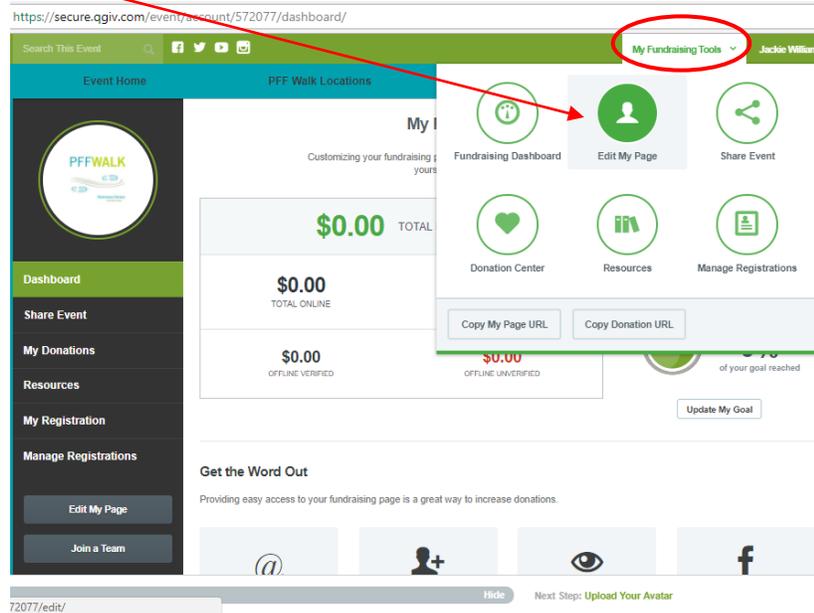
### 2. How do I change my picture?

From either your fundraising dashboard (left) or your team page (right), hover your mouse over the profile picture until you see the **“Change Profile Image”** button appear. Click on this button to upload a new photo.



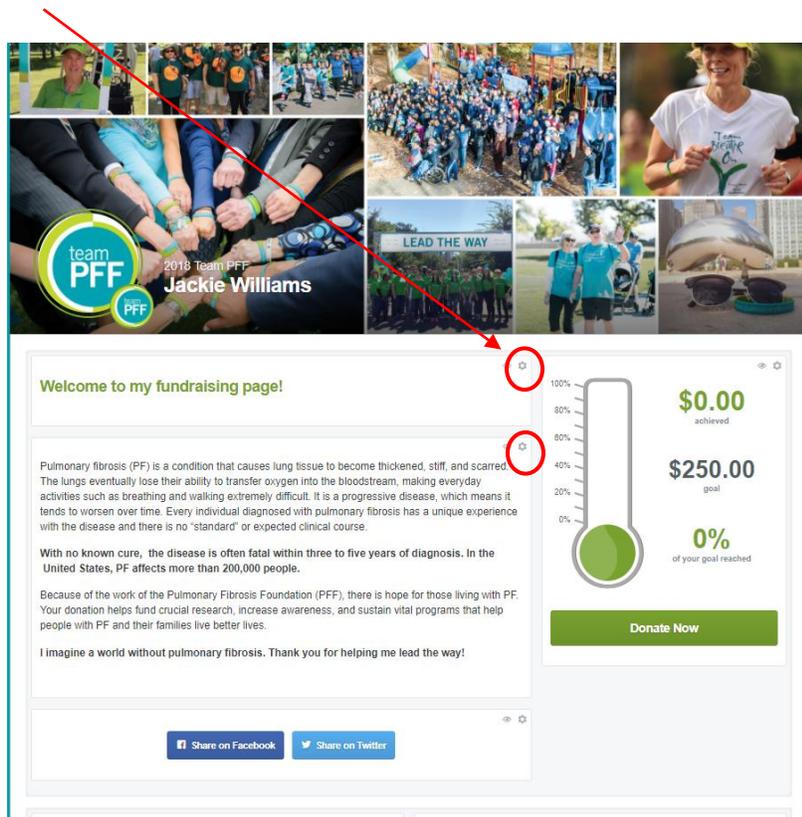
### 3. How do I edit my page?

When you are logged in, it should automatically bring you to your main dashboard. From there, hover over **"My Fundraising Tools"** in the top right corner and click on **"Edit My Page"**.



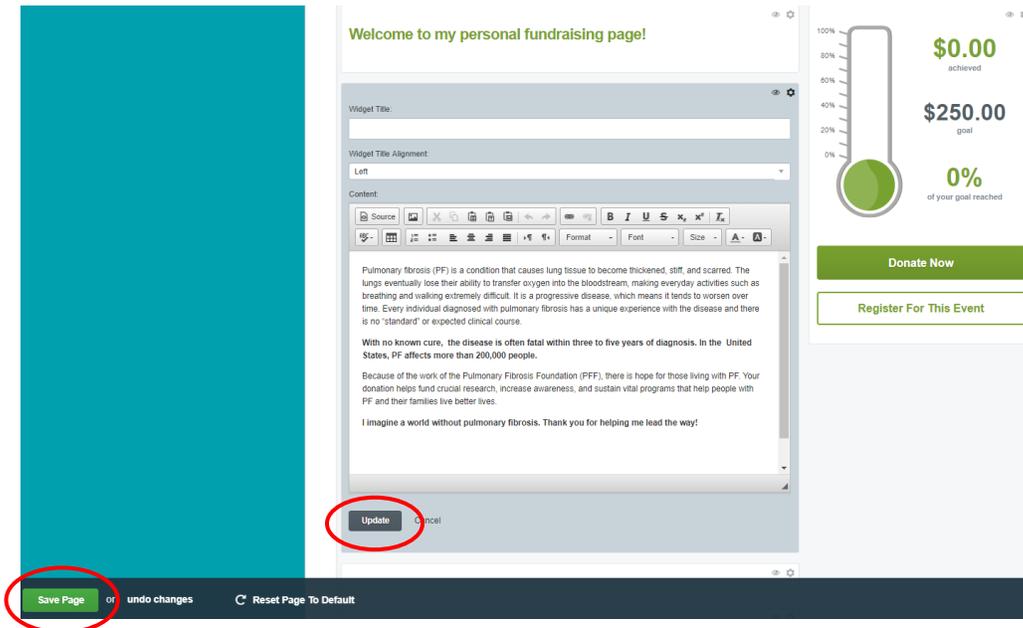
### 4. How do I change or add to the prepopulated language on my page?

Click the **cog icon** in the section that you want to edit and enter your updated content.



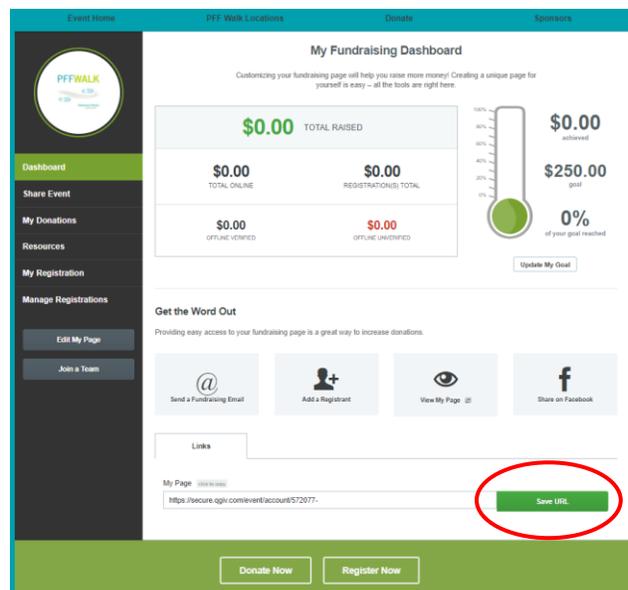
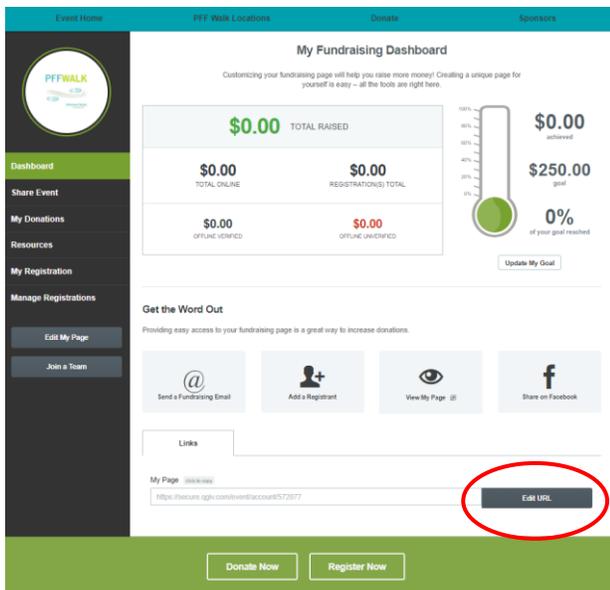
## 5. I'm making changes on my page and clicking "update" but my changes aren't saving - help!

You must click "**Update**" in the section you are editing **and** the green "**Save Page**" button on the bottom of the page before exiting the Event Builder.



## 6. How do I customize my team or personal page URL?

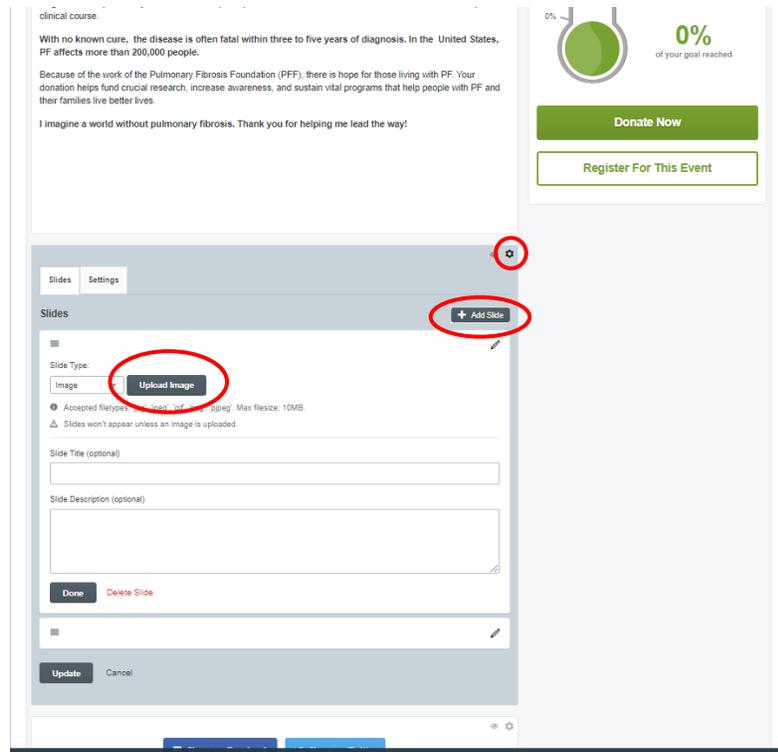
At the bottom of the page on your Fundraising Dashboard, it lists your link. Click "**Edit URL**" and type in the custom link. Don't forget to click "**Save URL**" when you've finished updating it.



## 7. How do I add photos?

There is a widget below the main section (Info about PF and PFF). Click on the **gear icon**, then click on **“Add Slide.”** From there, you can click on **“Upload Image”** and insert your photos.

Don't forget to click **“Update”** and the green **“Save Page”** button at the bottom of the page when you're done editing.



## 8. How can I update my goal?

From your **Fundraising Dashboard**, click on **“Update My Goal”** under the thermometer. After you have entered your new goal, click **“Update”** to save it.

