

# How to create a Team page in JustGiving

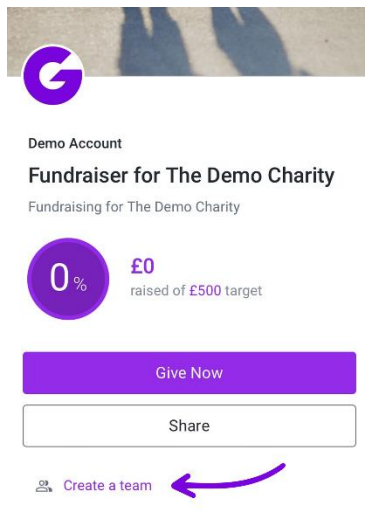
## Creating a team page

You will need to have an active fundraising page before you can create a team page.

If you do not have a fundraising page then you must first create your page, OR, if you already have an active page, you can follow the steps below on how to create your team page.

### Step 1 - Starting the creation process

View your fundraising page and select the '**Create a team**' option. If you do not see this please check you are logged into your JustGiving account you created the page within.



### Step 2 - Add your team details (name, target, story)

- You'll be able to view the charity you're raising money for and the event you're participating in. Click '**Get Started**' to move onto the next step.
- Select whether your team are fundraising in memory of anyone.
- Set the team's fundraising target by typing in an amount, choosing a suggested amount, or selecting "No target".
- Add your Team name, a short story about why you're fundraising together, and a team page URL. You can use our AI-powered Story Enhancer to help write your story and update it later once your page is live.

### Step 3 - Cover photo, video, livestream

- Upload your cover photo, insert a video (embedded from YouTube) or a livestream link.

### Step 4 - Finalise details

- Review your team's name, and your team target and you will be ready to go! If you're happy with everything, click '**Create team**' to publish your page (*The captain will always be whoever has originally created the team*).

**Your team page is now live!**