



For Captains of ONE (1) Department/Cost Center

Once you land at PCHWeGotHeart.com, navigate to "Captain Resources" and click the blue LOGIN button if you are a team captain. You'll also find printable/sharable materials, donation forms, and more. Contact us at wegotheart@phoenixchildrens.com if you are a captain that does not have login credentials, require any assistance or if any changes are in order.

1. View Your Team Roster:

Select "View Team Roster" in the right vertical pane

2. See Who Has Participated In/Contributed To The Campaign

Click on the blue "View Your Team's Fundraising Details" button when you first log in

3. Share The Link To Your Team Page

Click black "Team Page" tab. Under "Edit Your Team Fundraising Page" is a grey box that reads, "Team Page URL:" copy & paste that link wherever you wish to share it. You can also edit the link to make it simpler by clicking "URL Settings" and changing the url if you wish.

4. Customize Your Team Page

Click black "Team Page" tab. Under "Body" edit the text, font and size that displays on your page. To upload an image, click "choose file" a caption is not required but file type must be jpg or png and the recommended size is 300x400px in a portrait orientation.

5. Send A Message

Select the black "Email" tab from the top of the page, "Send Email" button on the right pane, or under "What to do next?" click "3) Send an Email." From here, select Email Template, click "Next," draft your message, click "Next," select your intended recipients or add additional contacts (individuals or groups such as donors, non-donors, all), preview & send. At any time, you can save the message as a draft and come back to it later. You can also click "Contacts" in the right pane (after navigating to Email) to see who is in your contact list (primarily comprised of donors in your department as well as teammates), add to your contact list or toggle between individual contacts and groups such as: donors, non-donors, teammates or create your own custom groups.

The screenshot shows the website's navigation and main content areas. At the top, there is a navigation bar with the Phoenix Children's logo, links for KEY DATES, TAX CREDIT, CAPTAIN RESOURCES, a blue DONATE button, and a LOG OUT link. Below this is a secondary navigation bar with tabs for Home, Email, Progress, Personal Page, and Team Page. The main content area is divided into sections: Overview, What to do next?, and a right-hand sidebar. Red circles with numbers 1-5 highlight specific elements: 1 points to the 'Add Contacts' link in the sidebar; 2 points to the 'VIEW YOUR TEAM'S FUNDRAISING DETAILS' button in the Overview section; 3 and 4 point to the 'Personal Page' and 'Team Page' tabs respectively; 5 points to the 'Send email' button in the sidebar. The 'What to do next?' section contains three numbered tasks: 1. Set up your Personal Page, 2. Add Contacts to Your Address Book, and 3. Send an Email. The sidebar also includes an 'Enter new gift' button and a 'Message from Your Team Captain' section with an 'Edit' link.