



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 header with the Phoenix Children's logo, navigation links for KEY DATES, TAX CREDIT, CAPTAIN RESOURCES, DONATE, and LOG OUT. Below the header is a tabbed interface with Home, Email, Progress, Personal Page, and Team Page. The Team Page tab is selected and highlighted with a red circle containing the number 3. The main content area is divided into an Overview section and a 'What to do next?' section. In the Overview section, the 'VIEW YOUR TEAM'S FUNDRAISING DETAILS' button is highlighted with a red circle containing the number 2. In the 'What to do next?' section, the first item '1 Set up your Personal Page' is highlighted with a red circle containing the number 1. On the right side, there is a vertical pane with buttons for 'Send email' (highlighted with a red circle containing the number 5) and 'Enter new gift'. Below these buttons are links for 'Add Contacts', 'View Your Progress', 'Edit Personal Page', 'Email Team', 'View Team Roster', and 'Manage Your Display Name'. At the bottom of the right pane, there is a 'Message from Your Team Captain' section with an 'Edit' link.