



# How to create a team

Mobile

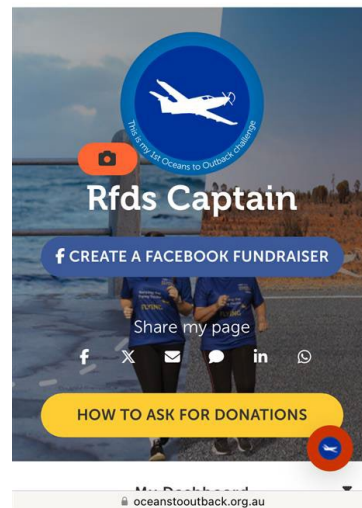
Desktop

## Mobile

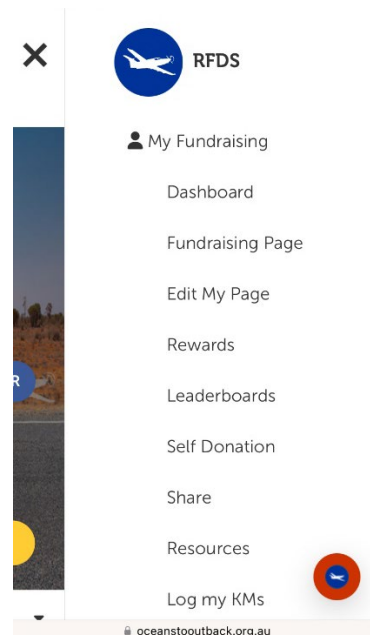
After logging in, head to your Dashboard.

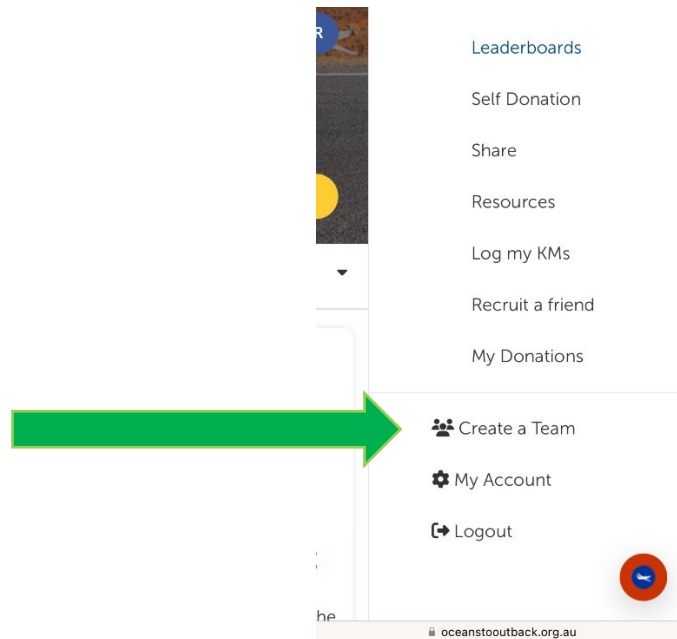


Then click on your profile image in the top right-hand corner.

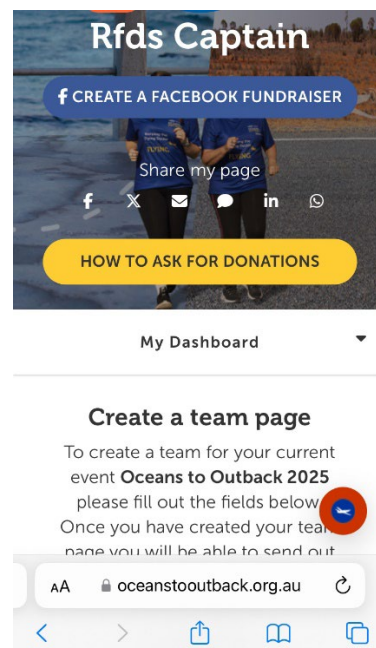


Then scroll down to click on the 'Create a Team' tab.





You can then input all the 'Team' details here.



You can choose whether the team is open, which means that if someone signs up, they can join your team from your team fundraising page and won't need a link, or it can be closed, which means that if you want people to join your team, they will need to register with the team link.

You can edit this information at a later date if you need to make any changes, through the 'Team Page Settings' tab on the team Dashboard.

Once you are happy with the details, hit the "Create Team" button bellow.

### Create a team page

To create a team for your current event **Oceans to Outback 2025** please fill out the fields below. Once you have created your team page you will be able to send out invites for people to join your team.

#### Team Details

Team Name \*

Fundraising target

Team Fitness Target \*

 kms

Allow anyone to join my team (this will add a join us button on your team page)

### Add a team image, title and description

These will be displayed on your team page. Don't worry you can change them at anytime.



PROFILE IMAGE

Page Title & Message

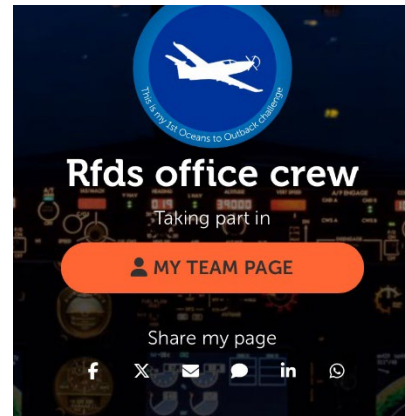
We're fundraising for the Royal Flying Doctor

nearest hospital is eight hours drive away.

This October, we're taking on a month-long fitness challenge to help more people access the care they need. By going further, we hope to raise as much as possible for the Royal Flying Doctor.

CREATE TEAM

You will then see your 'Team' Dashboard.



Team Dashboard

Invite others to join your Team

oceanstooutback.org.au



Team Dashboard

You can use the link there, to send to people to join your team.



Invite others to join your Team

Send out links to join your Team fundraising page using the link below.

 <https://www.oceanstooutback.org.au>

 SHARE ON FACEBOOK

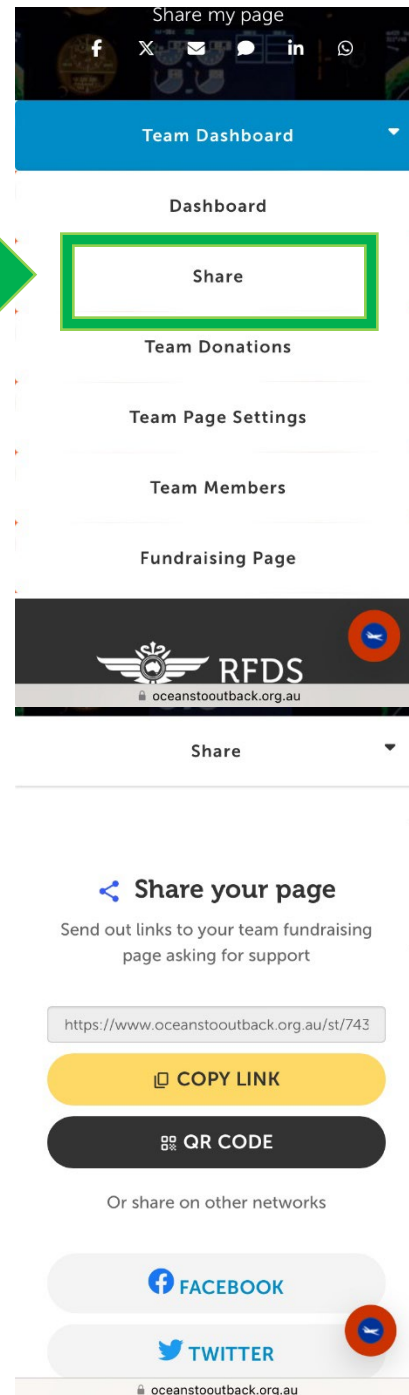
 SHARE ON TWITTER

 SHARE VIA EMAIL

To share your team fundraising page, head to the 'Share' tab on the Team Dashboard.

People can then view the team progress or donate via the team fundraising page.

*Note: any donations made to team members will contribute towards the team goal as well.*



Share my page

f X Email WhatsApp LinkedIn Messenger

Team Dashboard

Dashboard

Share

Team Donations

Team Page Settings

Team Members

Fundraising Page

RFDS  
oceanstooutback.org.au

Share

Share your page

Send out links to your team fundraising page asking for support

<https://www.oceanstooutback.org.au/st/743>

COPY LINK

QR CODE

Or share on other networks

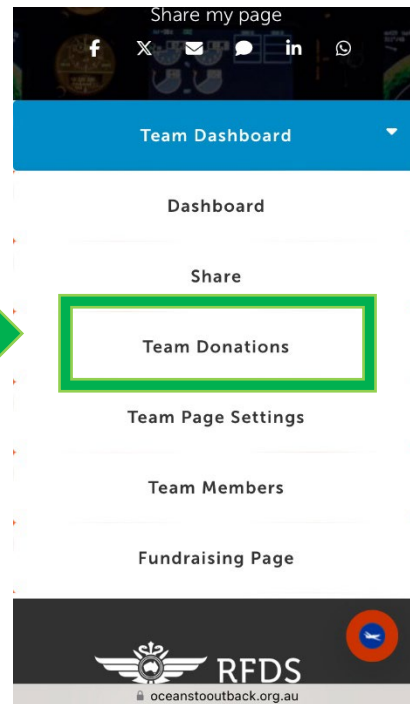
FACEBOOK

TWITTER

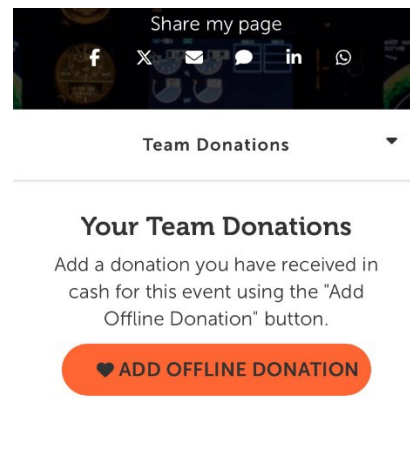
oceanstooutback.org.au



To view your team donations, head to the 'Team Donations' tab on the Team Dashboard.



This is where you can add any pledges. It is best to process any cash donations through the team fundraising page.

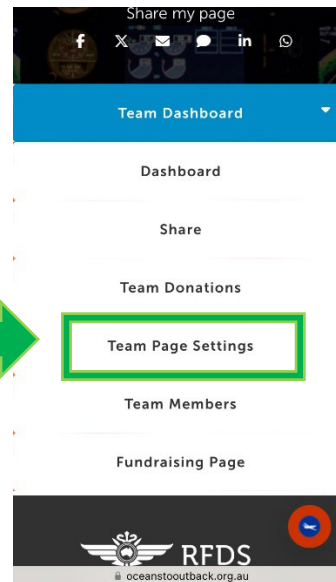


To change any of the team details, like team name, fundraising goal or activity goal, head to the 'Team Page Settings' tab on the Team Dashboard.




If you make any changes to the Team's Page, make them and then hit the orange 'Update Details' button.


*Note: If you change your team name, any links you've previously sent may not work.*




Team Page Settings

### Update Your Team Page




 PROFILE IMAGE

Team name & URL \*

 RFDS Office Crew

*PS If you change your team page URL any links you've previously sent may not work.*

Team Fitness Target \*

500 

Team fundraising target







\$ 3000


Make Public


☒ Allow anyone to join my team

### Update Your Team Blog

ADD AN UPDATE +

-  Post
-  TikTok
-  YouTube
-  Image
-  Facebook Live
-  Strava Map



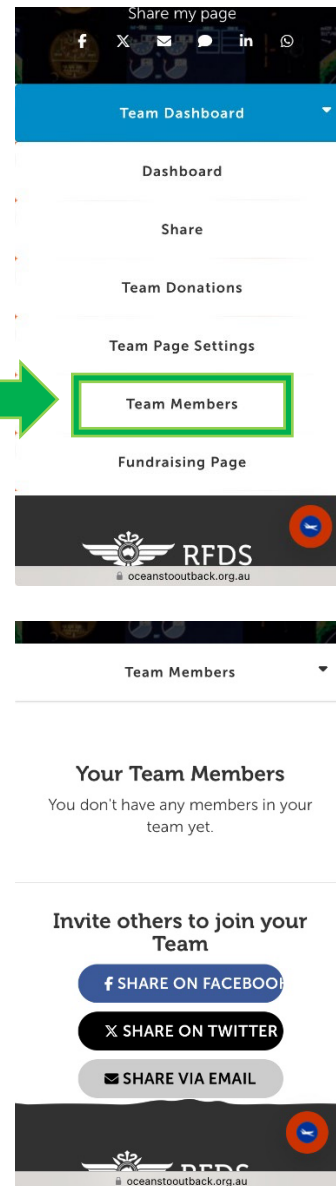


SAVE CHANGES

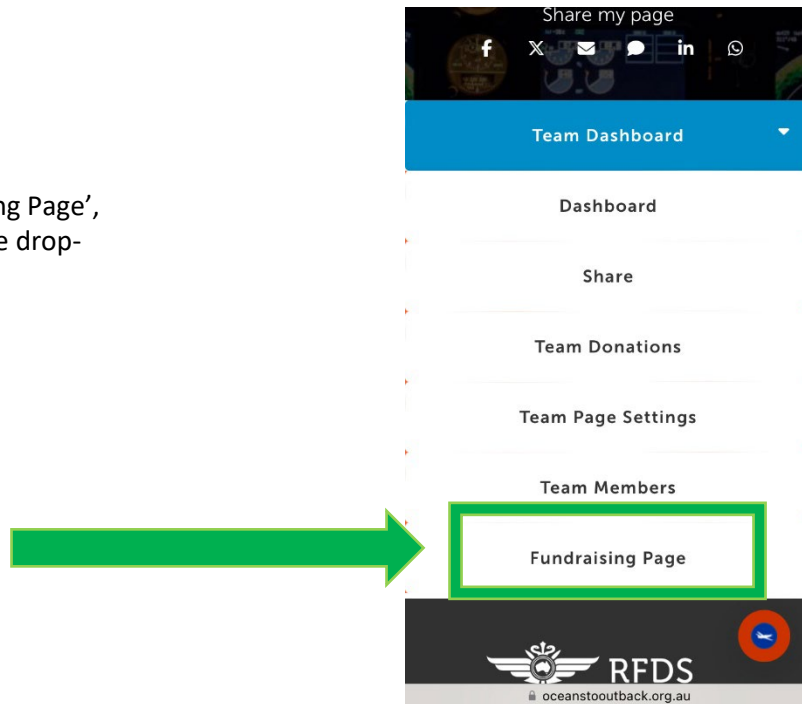
In this section you will also be able to add any team updates via the Team Blog, or add any photos for the team via the Team Gallery. These will show up on the Team fundraising page.



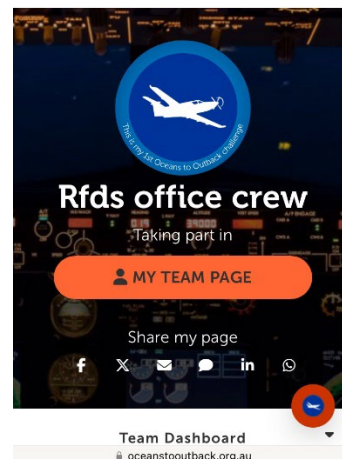
To view your team members, head to the 'Team Members' tab on the Team Dashboard.

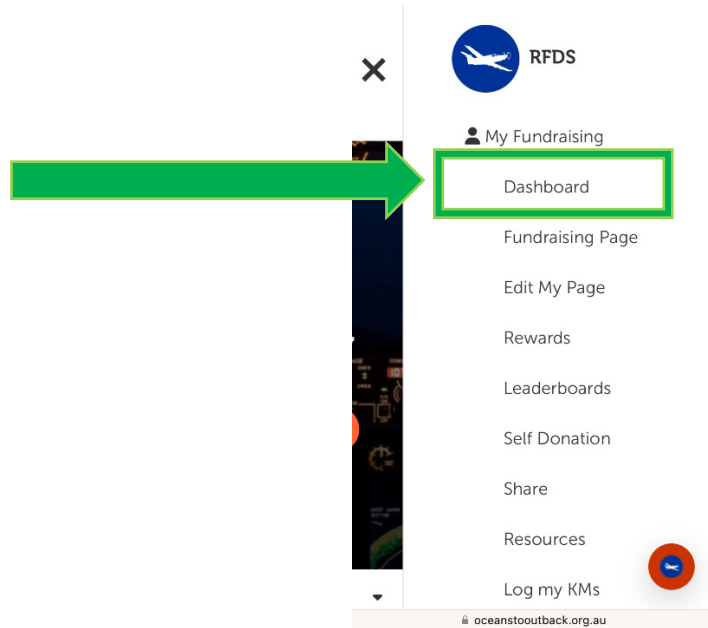


To view the 'Team Fundraising Page', click on the 'Fundraising Page drop-down menu item.

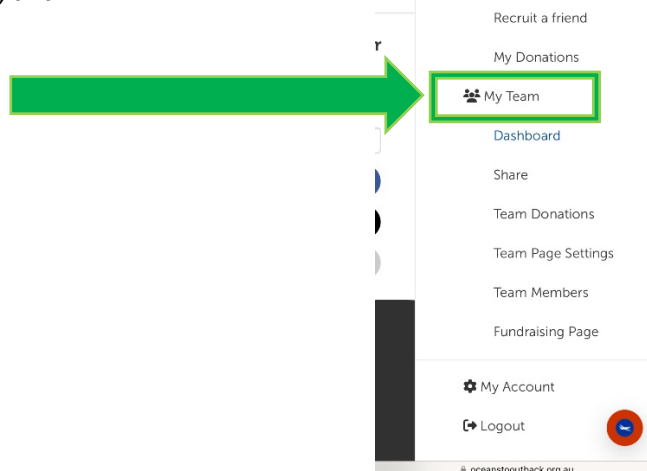


To return back to your personal Dashboard, click on your profile image in the top right-hand corner, and then choose



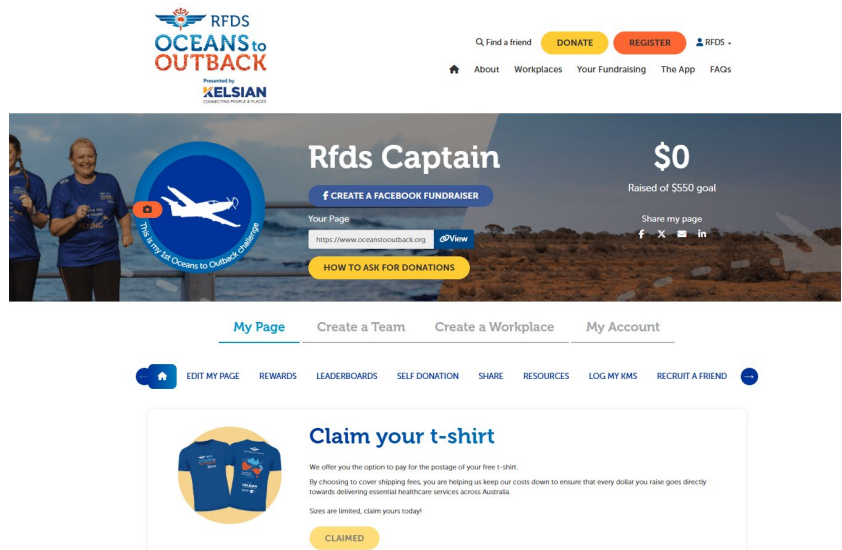


To find the team Dashboard, Setting and other tabs above, click on your profile picture in the top right-hand corner, and then scroll down to “My Team”.

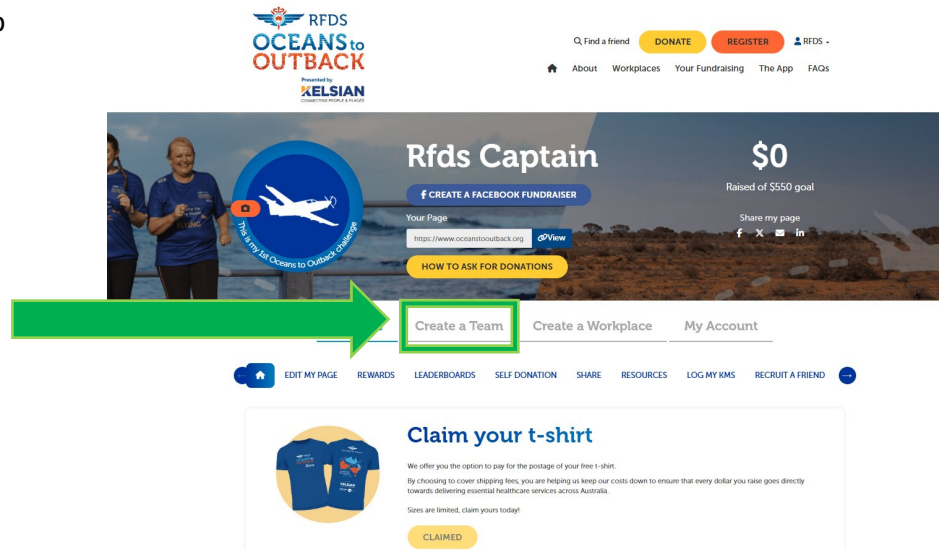


# Desktop

After logging in, head to your Dashboard.



The click on the 'Create a Team' tab



You can then input all the 'Team' details here.

You can choose whether the team is open, which means that if someone signs up, they can join your team from your team fundraising page and won't need a link, or it can be closed, which means that if you want people to join your team, they will need to register with the team link.

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Once you are happy with the details, hit the "Create Team" button bellow.

#### Create a team page

To create a team for your current event **Oceans to Outback 2025** please fill out the fields below. Once you have created your team page you will be able to send out invites for people to join your team.

Team Details

Team Name \*

Fundraising target

\$ 3000

Team Fitness Target (kms)\*

500

kms

☐ Yes
☒ No

Allow anyone to join my team (this will add a join us button on your team page)

#### Add a team image, title and description

These will be displayed on your team page. Don't worry you can change them at anytime.



PROFILE IMAGE

#### Page Title & Message

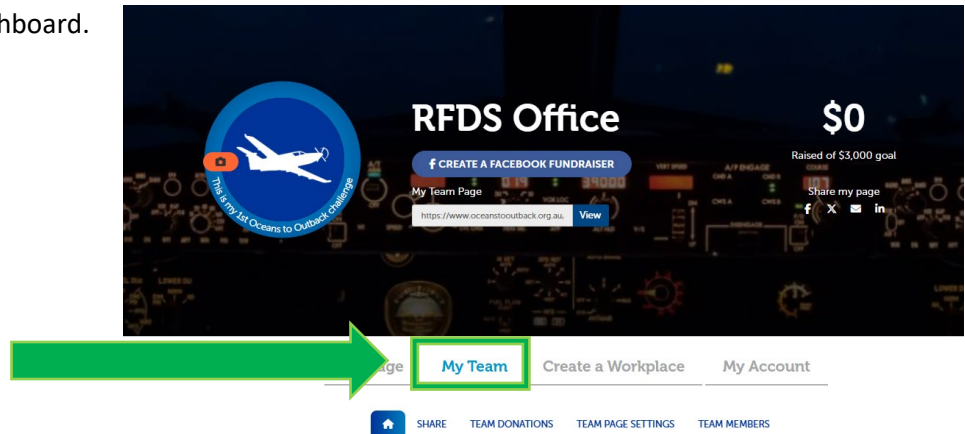
We're fundraising for the Royal Flying Doctor Service

Australia is a big country, and for those living in remote, rural and regional areas, access to immediate care isn't a guarantee. For some communities, the nearest hospital is eight hours drive away.

This October, we're taking on a month-long fitness challenge to help more people access the care they need. By going further, we hope to raise as much as possible for the Royal Flying Doctor Service (RFDS).

CREATE TEAM

You will then see your 'Team' Dashboard.



You can use the link there, to send to people to join your team.

#### Invite others to join your Team

Send out links to join your Team fundraising page using the link below.

<https://www.oceanstoutback.org.au/join/rfdsoffice>

SHARE ON FACEBOOK

SHARE ON X

SHARE VIA EMAIL

#### Invite others to join your Team

Send out links to join your Team fundraising page using the link below.

<https://www.oceanstoutback.org.au/join/rfdsoffice>

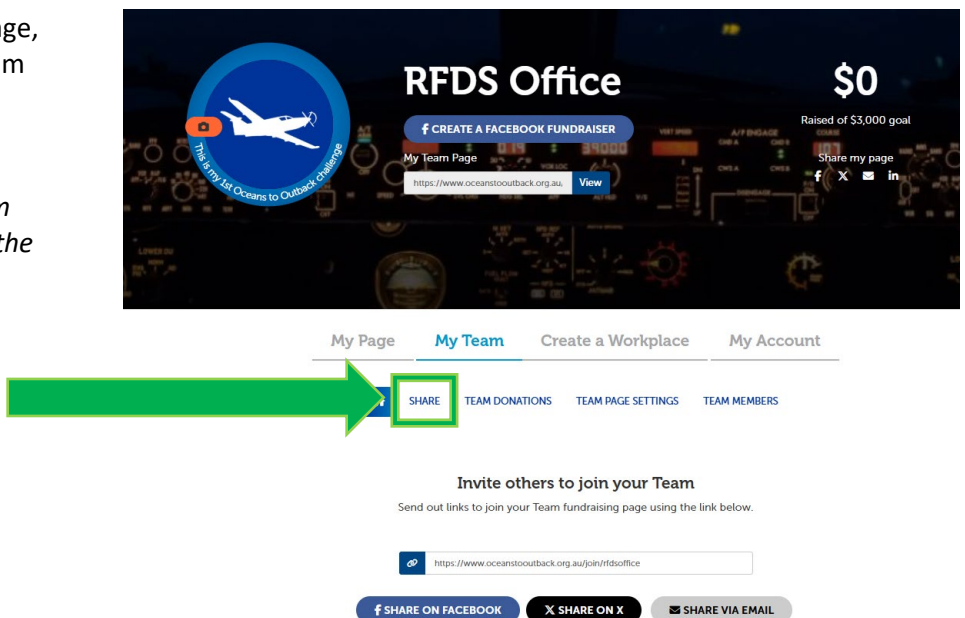
SHARE ON FACEBOOK

SHARE ON X

SHARE VIA EMAIL

To share your team fundraising page, head to the 'Share' tab on the Team Dashboard.

*Note: any donations made to team members will contribute towards the team goal as well.*



My Page **My Team** Create a Workplace My Account

SHARE TEAM DONATIONS TEAM PAGE SETTINGS TEAM MEMBERS

### Share and Invite

#### Share your page

Send out links to your team fundraising page asking for support

<https://www.oceanstooutback.org.au/st/7430/66839>

COPY LINK

QR CODE

Or share on other networks

FACEBOOK

POST

in LINKEDIN

#### Email your contacts

Use a template or write your own message to ask your network for support.

Compose New Email

Sent Emails

Start with a template or write your own

Get Support - Teams

Send To

Type email here

Separate by a comma (,) to send to different recipients

Or add from

MY CONTACTS & DONORS

☐ Tick this box to send this email to all of your team members

Subject

Please support our challenge to go further this October

Once you share the team fundraising page, people can then view the team progress or donate via the team fundraising page.

*Note: any donations made to team members will contribute towards the team goal as well.*

To view your team donations, head to the 'Team Donations' tab on the Team Dashboard.

This is where you can add any pledges. It is best to process any cash donations through the team fundraising page.

My Page **My Team** Create a Workplace My Account

SHARE **TEAM DONATIONS** TEAM PAGE SETTINGS TEAM MEMBERS

### Your Team Donations

Add a donation you have received in cash for this event using the "Add Offline Donation" button.

ADD OFFLINE DONATION

To change any of the team details, like team name, fundraising goal or activity goal, head to the 'Team Page Settings' tab on the Team Dashboard.

If you make any changes to the Team's Page, make them and then hit the orange 'Update Details' button.

*Note: If you change your team name, any links you've previously sent may not work.*

In this section you will also be able to add any team updates via the Team Blog, or add any photos for the team via the Team Gallery. These will show up on the Team fundraising page.

To view your team members, head to the 'Team Members' tab on the Team Dashboard.



### Update Your Team Page

#### Team Fundraising target

\$ 3000

#### Allow anyone to join my team

Yes No

This will add a join button on your team page allowing anyone to join your team

#### Team Passcode

Any passcode entered above will be required for anyone to join your team

#### Your Team Name \*

RFDS Office

*P.S If you change your team name any links you've previously sent may not work.*

#### Team Fitness Target \*

500 kms

UPDATE DETAILS

### Update Your Team Blog

ADD AN UPDATE -

Keep your friends, family and supporters updated with your progress.

#### Blog Title

#### Date Posted

We're fundraising for the Royal Flying Doctor Service

2025-07-30

EDIT

DELETE

SHARE

### Your Team Gallery

NEW IMAGE

Add images and updates to your Team Fundraising page.

My Page My Team Create a Workplace My Account



### Your Team Members

You don't have any members in your team yet.

### Invite others to join your Team

<https://www.oceanstooutback.org.au/join/rfdfsoffice>

SHARE ON FACEBOOK

SHARE ON X

SHARE VIA EMAIL