# How to – Dashboard Tour

Click on the section you want to view.

## Mobile


Change profile image
Facebook fundraiser
How to ask for donations tool
Fundraising page link
Edit fundraising target and add blog or images
Rewards tab
Leaderboards
Self-donation
Share tab
Personalised resources
Log My Activity, edit goal or edit activity
Recruit a friend
Create a team tab
Update password, personal details and address


## Desktop


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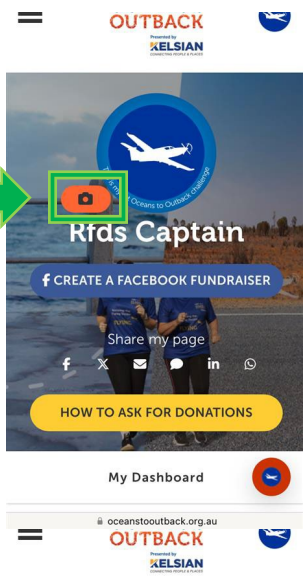
# Mobile

After logging in, you should see the homepage of your Dashboard.

## Change profile image

Click on the orange icon here to upload your photo for your profile image.




## Facebook fundraiser

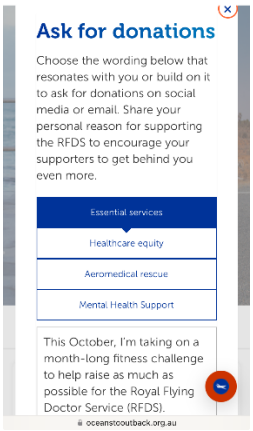
Clicking on this blue ‘create a Facebook fundraiser’ will create a Facebook fundraiser that will connect to your Oceans to Outback fundraising page.

*Note: Donations on your Oceans to Outback page won’t show on Facebook, but your Facebook donations will show up on your Oceans to Outback page.*

## How to ask for donations tool

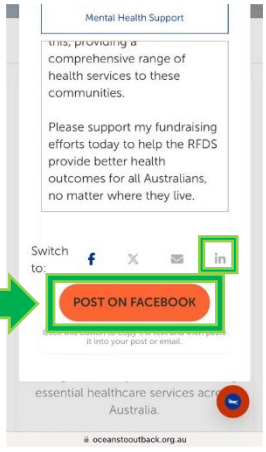
This tool will help with some messaging to use to help ask for support.

It will then open up for four options to choose from to copy, and four options to share.




Scroll down to see the sharing options, which are Facebook, Twitter, Email and LinkedIn.

To Post on Facebook, you can click the orange 'Post on Facebook' button, it will then open up in Facebook for you. In the text area (on your FB post), click in here and hit the ctrl and the V keys on your keyboard.




To copy the text here, change to the LinkedIn logo at the end, as this will copy the text for you.

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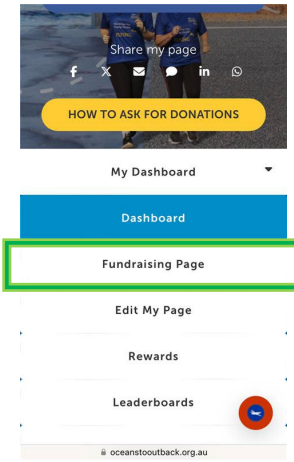
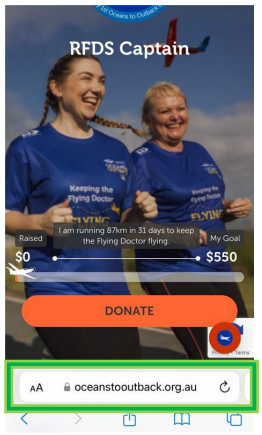
## Fundraising page link

Hi the dropdown on ‘My Dashboard’,
and go to the ‘Fundraising Page’ option.




This will open up your fundraising page,
this is the link to your fundraising page.




*Note: Your fundraising page will show all of your donations, including any self-donations you’ve made.*

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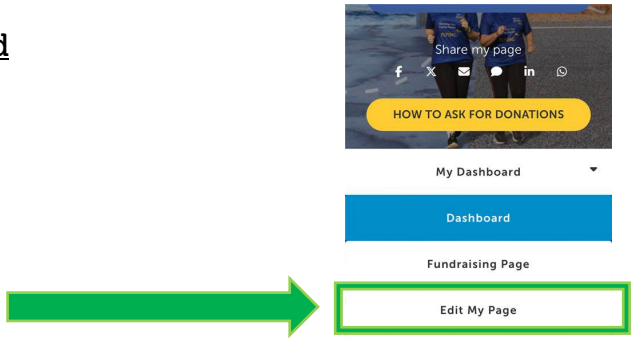
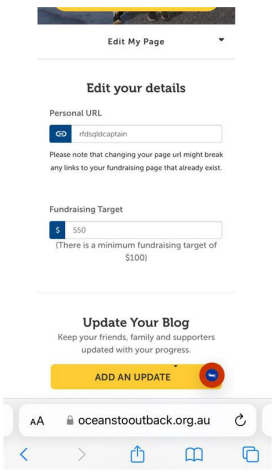
## Edit fundraising target and add blog or images.



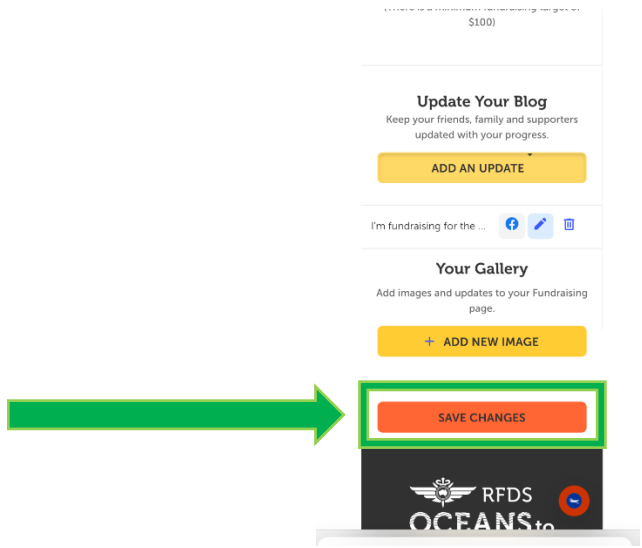

In the ‘Edit My Page’ tab, you will be able to edit your fundraising goal, add a blog or images

You can also edit your blog or any images uploaded here as well.




Here is where you can edit your fundraising goal, add to your blog or gallery.

If you make any changes to your goal, scroll down to hit the ‘save changes’ button.



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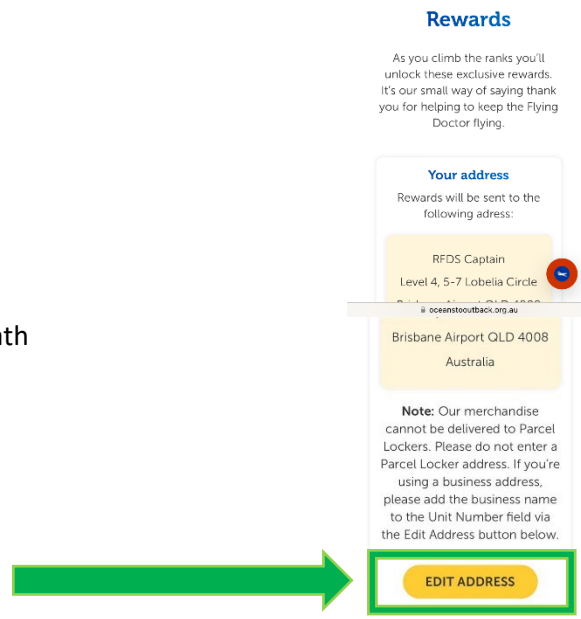
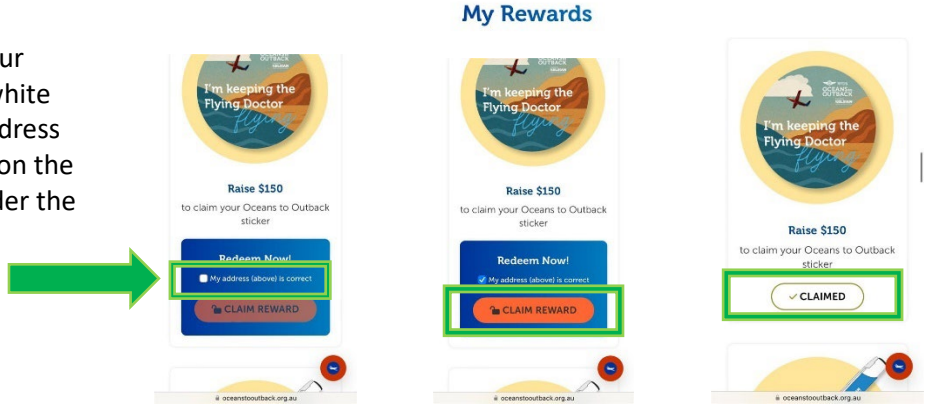
## Rewards tab

In this tab, you will be able to confirm your address, claim your t-shirt, other rewards and see how many entries you have for the 'Dream Ticket' draw.

To edit your address here, click on the yellow 'Edit Address' button underneath your address here.




To claim your reward, confirm your address above, and click on the white box next to where is says ' My address (above) is correct' and then click on the orange 'claim reward' button under the reward.



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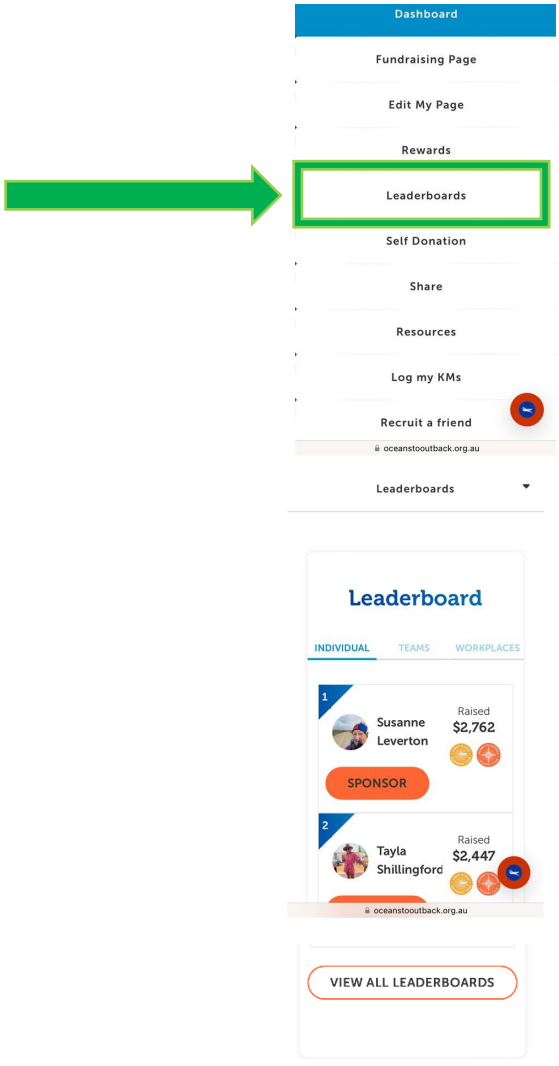
## Leaderboards

In this tab, you will be able to see all national leaderboards.

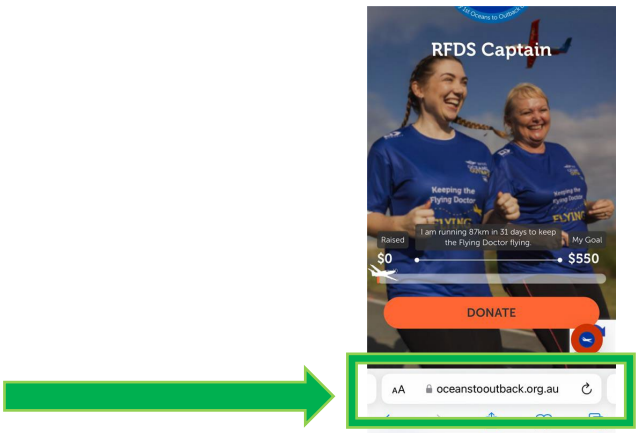



If you're in a workplace, you will also be able to see your workplace leaderboard.

## Self-donation

If you click on this tab while you are logged in, and make a donation, your ‘self-donation’ badge will be unlocked.

This is also a link to your fundraising page.



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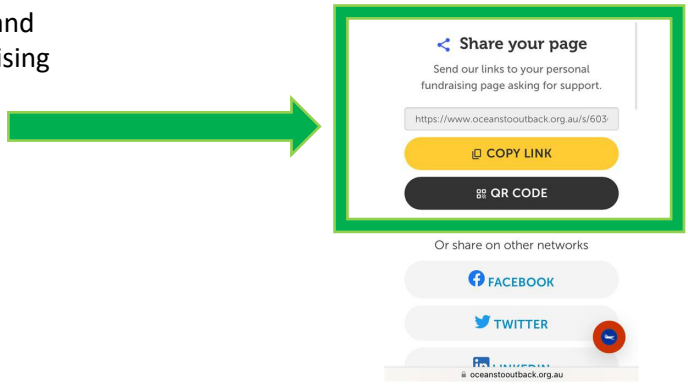
## Share tab

In this tab, you can write emails and share your page to social networks.

This is where you will find your link and your unique QR code to your fundraising page.



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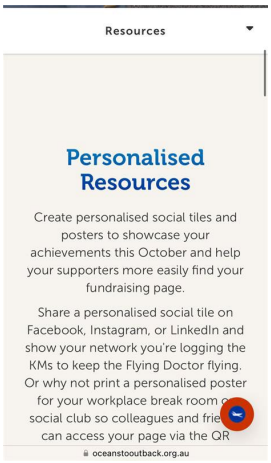
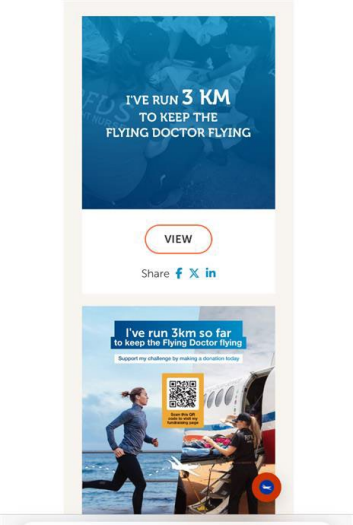
There are also some extra resources and a link to other tools.



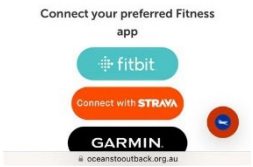



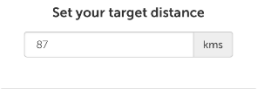
## Log My Activity, edit goal or edit activity

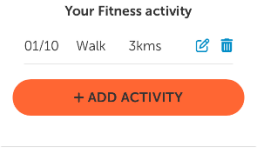
In this ‘Log My KMs’ tab, you can edit your goal, edit your main activity, manually log your KMs, connect to a fitness App, edit and delete any manually recorded activity as well.

This is where you can update your activity type.

You can use this guide here to log your activity - Log KMs guide




If you make any changes to your activity, your KM goal or add in your activity, scroll down to hit the ‘save changes’ button.

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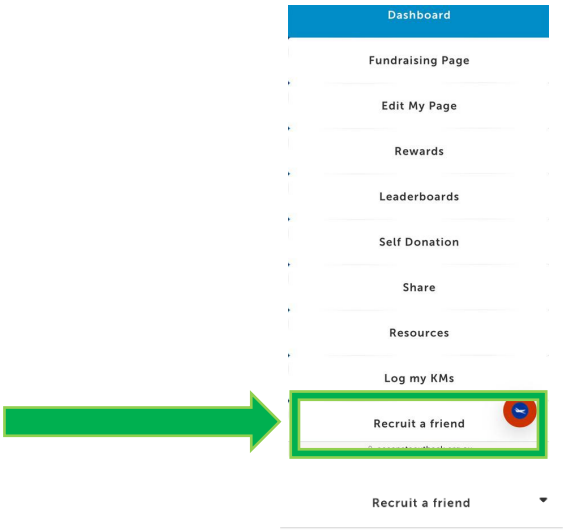
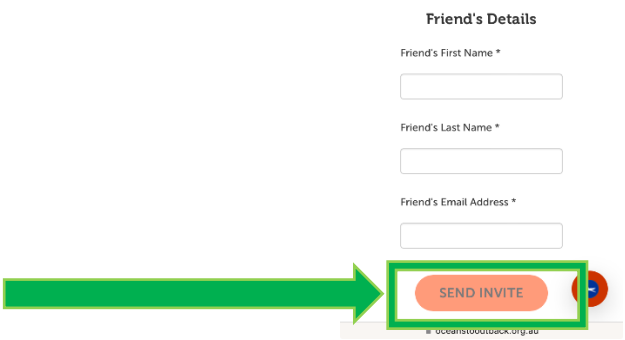
## Recruit a friend

This is where you can send an invite for a friend to sign up to the challenge as well.

To recruit a friend, add in their details and hit the orange ‘send invite’ button bellow.

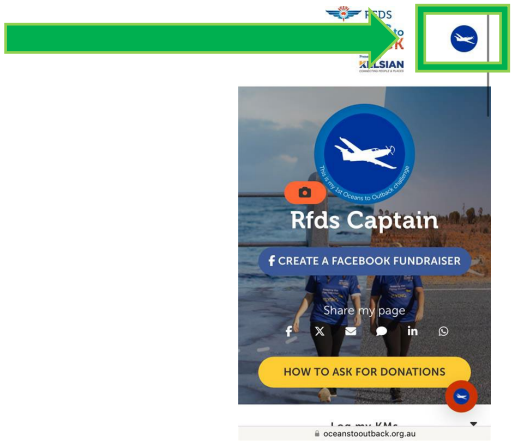


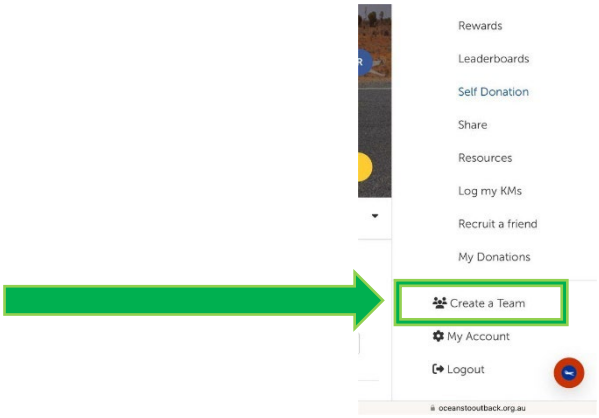



## Create a team tab

This is where you can create a team.

You can use this guide here to follow the steps in creating a team - Create a Team guide




## Update password, personal details and address.

In the 'My Account' tab, you will be able to update your address, password, email address and other personal details.

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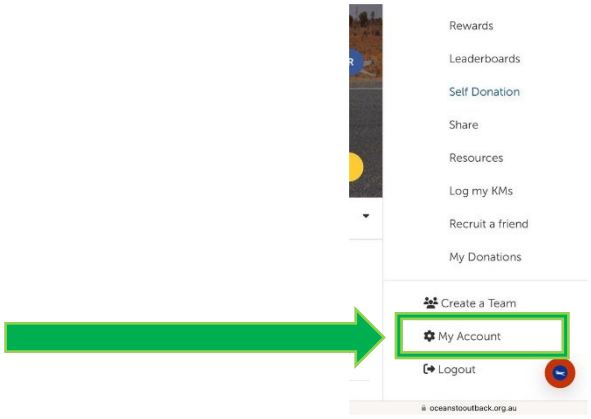
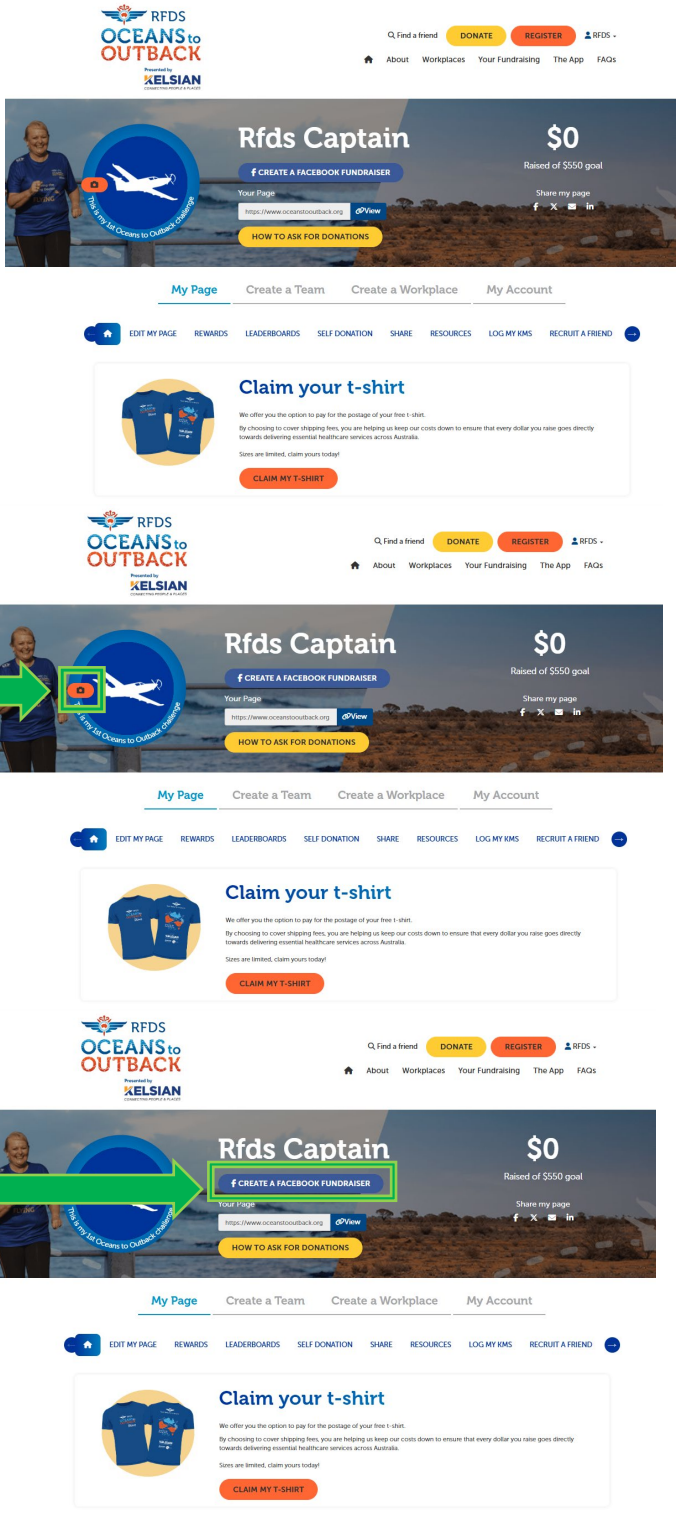


# Desktop

After logging in, you should see the homepage of your Dashboard.




## Change profile image

Click on the orange icon here to upload your photo for your profile image.

## Facebook fundraiser

Clicking on this blue ‘create a Facebook fundraiser’ will create a Facebook fundraiser that will connect to your Oceans to Outback fundraising page.

*Note: Donations on your Oceans to Outback page won’t show on Facebook,*

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## Fundraising page link

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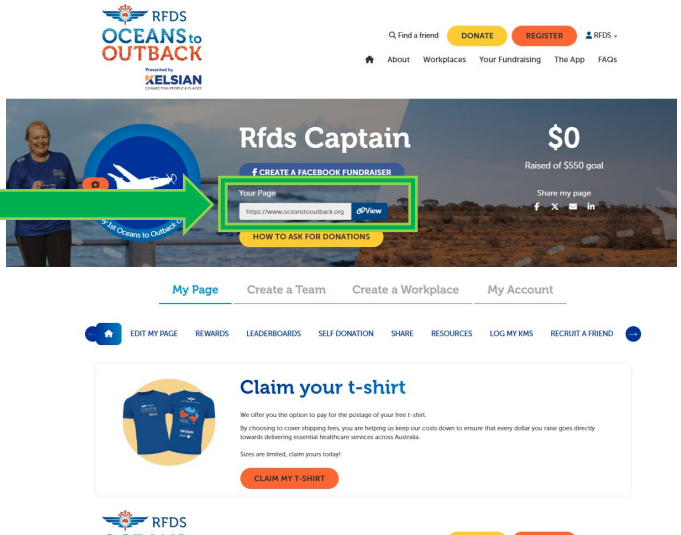
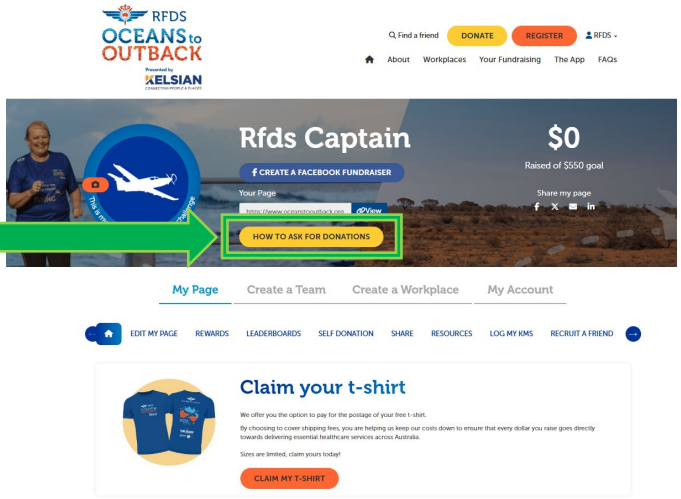


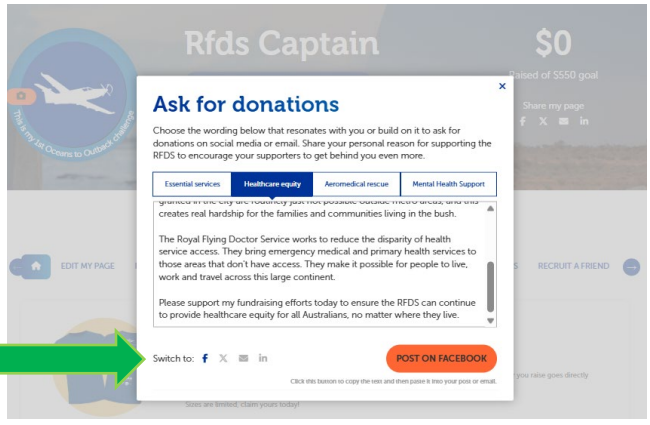

## How to ask for donations tool

This tool will help with some messaging to use to help ask for support.

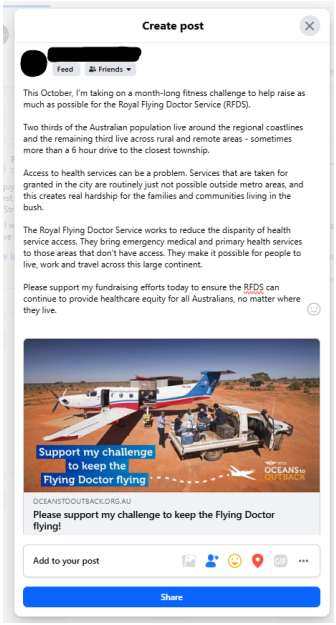



It will then open up for four options to choose from to copy, and four options to share.

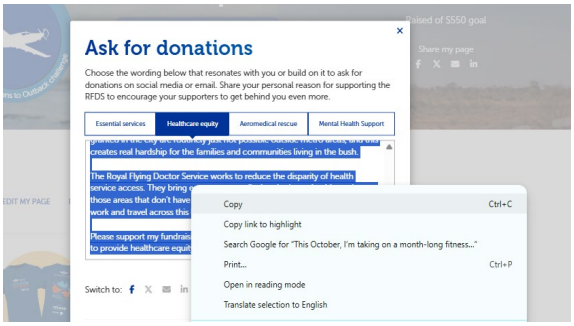
Sharing options are Facebook, Twitter, Email and LinkedIn.



To copy the text here, you can click the orange ‘Post on Facebook’ button, it will then open up in Facebook for you. In the text area, click in here and hit the ctrl and the V keys on your keyboard.




Or you could highlight the text and right click to copy.

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## Create a workplace tab

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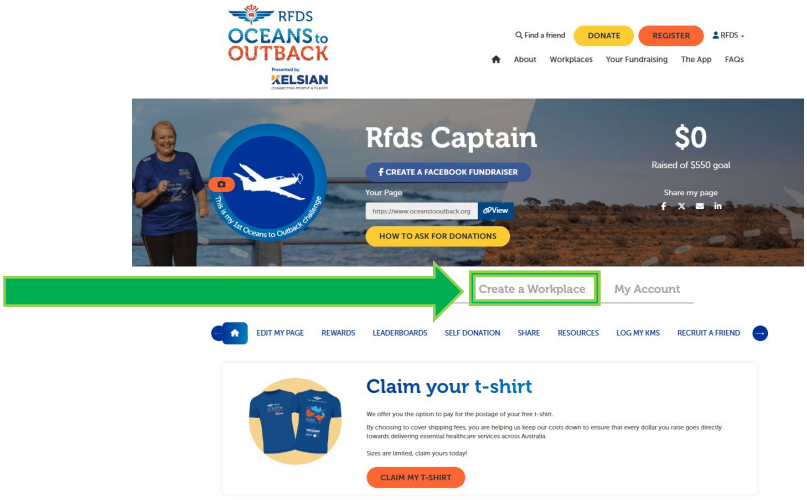


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In the 'Edit My Page' tab, you will be able to edit your fundraising goal, add a blog or images.

You can also edit your blog or any images uploaded here as well.

Here is where you can edit your fundraising goal, add to your blog or gallery.

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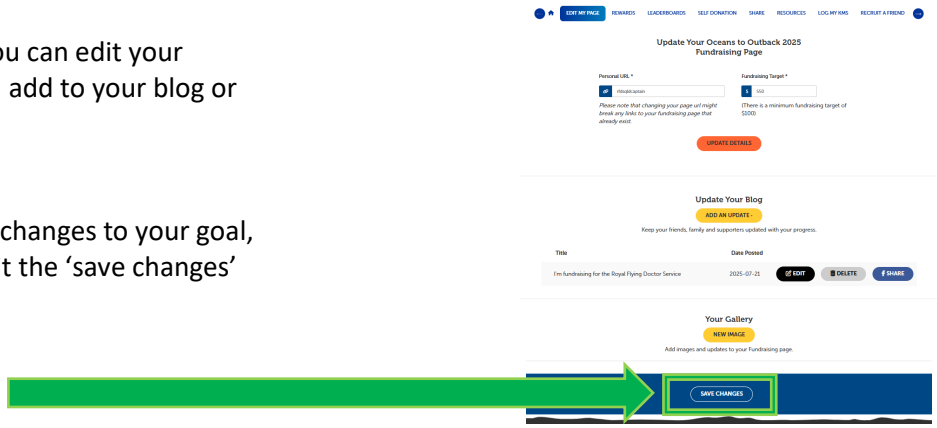


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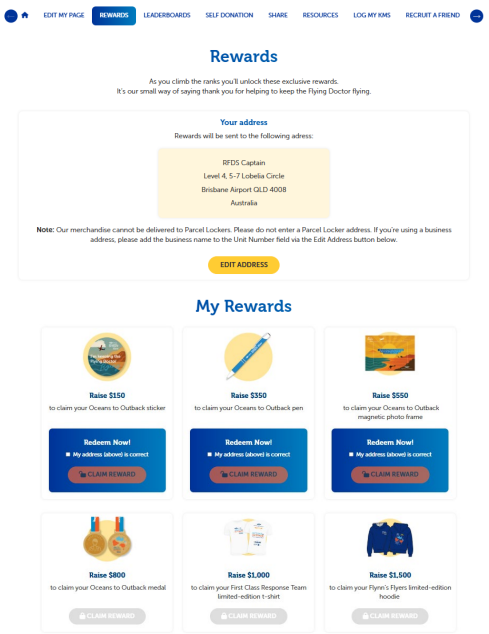

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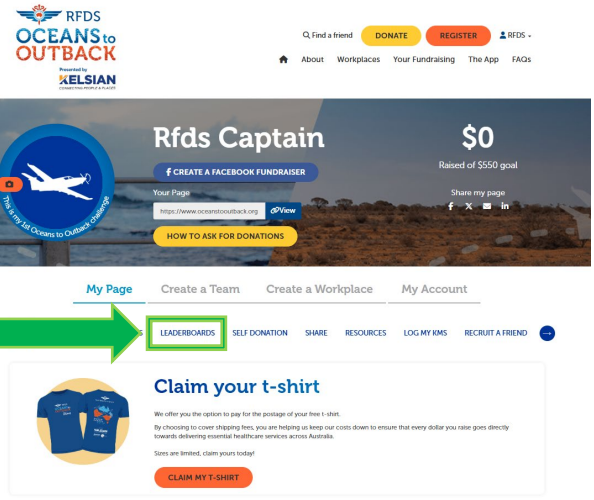


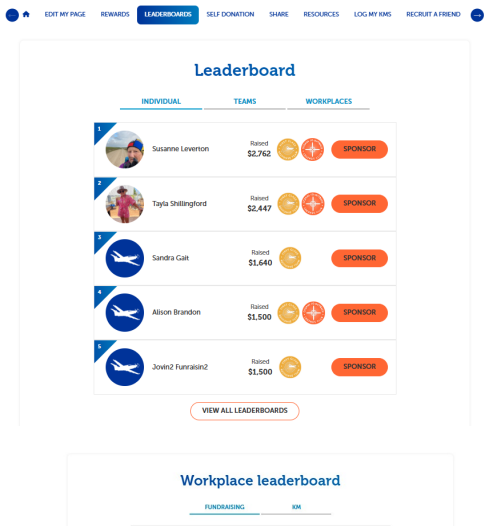


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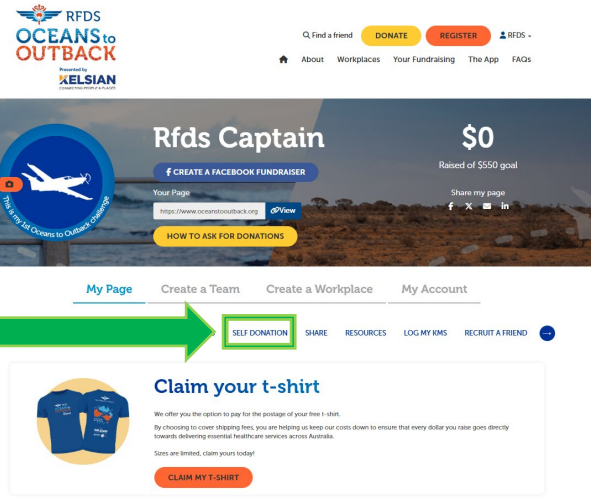

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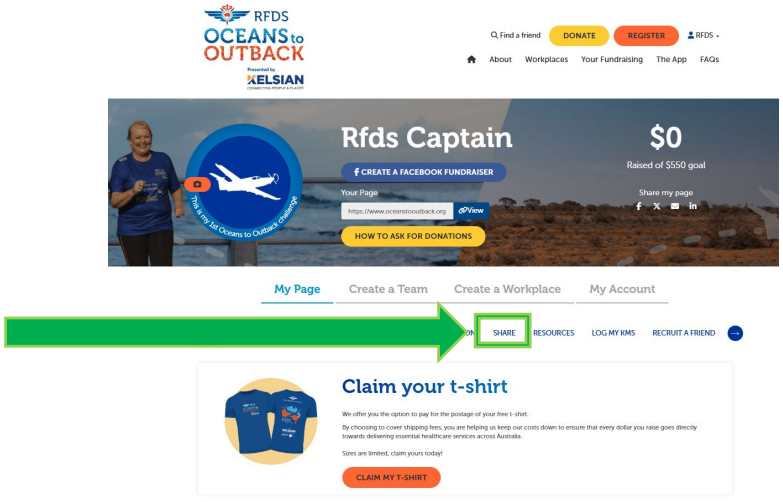


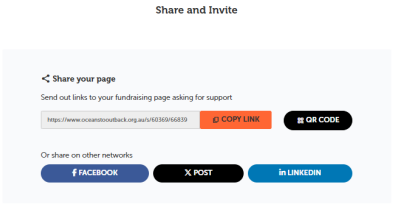


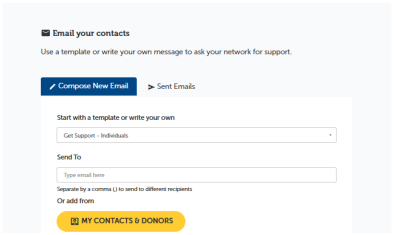


## Personalised resources

Under the resources tab, you will find your personal resources (poster and tile), that update as you log your activity.

There is also some extra resources and a link to other tools.

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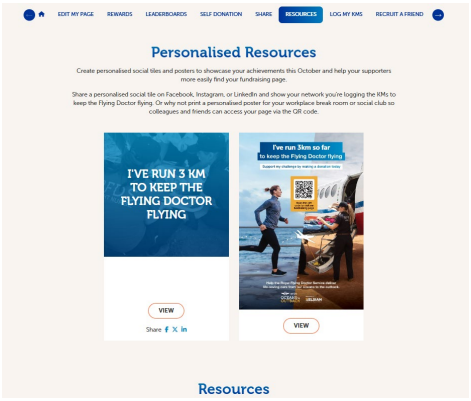


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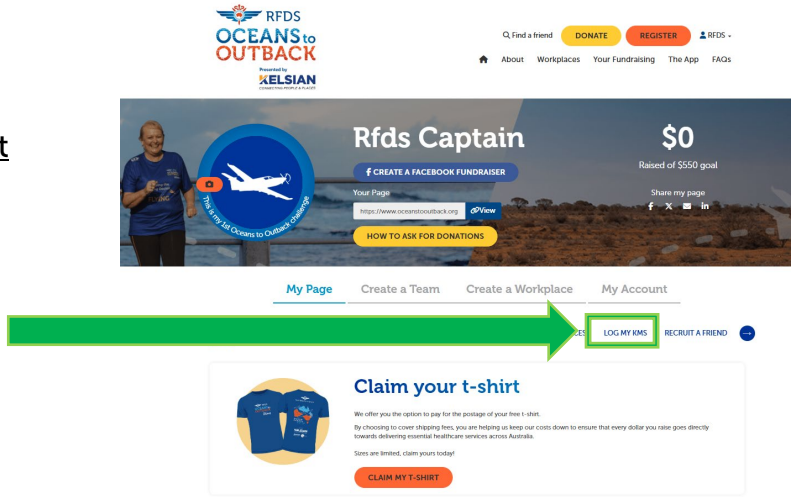


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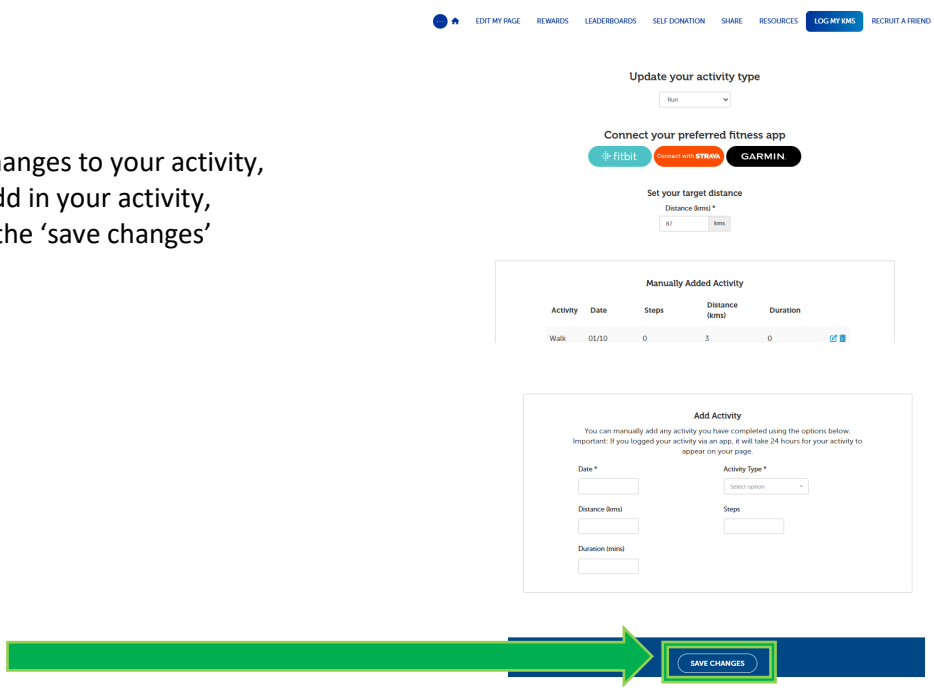

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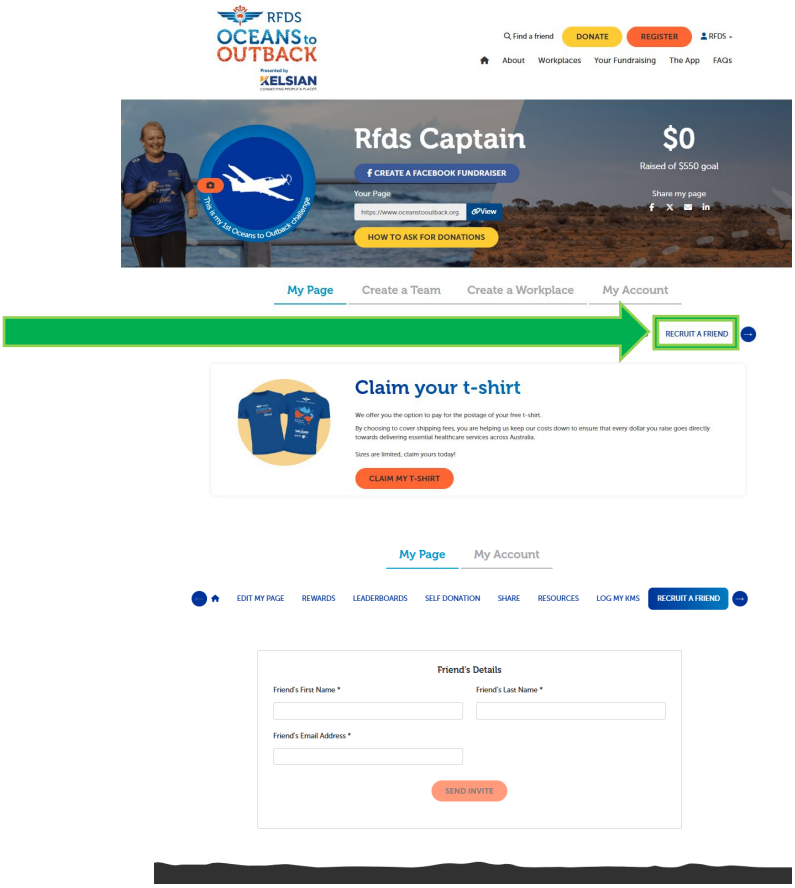
## Recruit a friend

This is where you can send an invite for a friend to sign up to the challenge as well.




To recruit a friend, add in their details and hit the orange ‘send invite’ button bellow.