

Ride for Heart

Assign a co-captain to your Ride for Heart team

1. Login to <u>www.rideforheart.ca</u> and visit your participation centre. From here you can view all your personal or team pages. Select which you would like to assign a co-captain to by clicking "**Team Page**" and then the Ride for Heart tile associated with the team of your choice.



2. Click on **Report** on in the side menu.

Fundraiser team Ride for Heart Test Team					
Dashboard					
🕸 Team settings					
🔝 Mailing list					
🛃 Report 🚽	ŀ				
Offline donations					

3. Scroll down to the **Personal Pages** section and click **Promote to Co-Captain** next to the team member you would like to assign.

Personal pages	5			
Type name to fil	ter the list			± Export
Page name	Username/Email	Goal	Raised	User Type
a	hello a (alishamawnai786@icloud.com)	\$1	\$0	Team member Promote to Co-Captain
		ltems per	page 10	▼ 1-1 of 1 < >

You can return to this page at any time and demote/change the Team Captain.