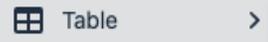
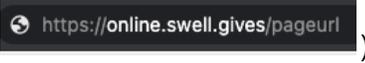


CREATE TABLE OF CAPTAINS/CHAMPIONS/HONOREES WITH BIO PAGES:

- 1) If you'll be creating your table on your home page, go to  (top menu) in the setup area of your Swell dashboard and click the edit icon  inline with it. If you would rather create the table with your champions on a different page, you'll need to create it first. To do that, use the  to add a new page in the content tab. Need help with that? [This article](#) will walk you through the process in detail.
- 2) Once you're on the correct content page, click on **Insert** in the Toolbar and find  in the drop down menu.
- 3) Select the size of the table based on how many photos you have
- 4) Upload each individual photo into one box of the table at a time. This is done by clicking into the box you wish to add the photo. Next, click on  to upload the photo from your computer.
- 5) Scroll Down & Save & Return to List
- 6) Click on the  to create a new content page dedicated to a captain/champion/honoree bio or "about" page
- 7) Upload all information, **make sure you check active and hidden**, & Save
- 8) Go to your Swell site and click on the website URL to edit
()
- 9) Add the page url () created for the content page at the end of the website link and click enter ()
- 10) This will take you to the hidden content page. Copy the link to this page
- 11) Go back to the  section of the dashboard and go to the content page with the table of photos to paste the link
- 12) Click on the photo you wish to link to the bio page
- 13) Click on the  in the toolbar to paste the hidden bio page link & Save
- 14) Follow previous instructions for all photos

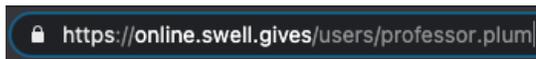
READ INSTRUCTIONS BELOW IF YOU DO NOT WANT TO LINK TO A BIO PAGE AND WANT TO LINK DIRECTLY TO PERSONAL FUNDRAISING PAGES:

- 1) Follow numbers 1-5 above

- 2) Go to your Swell site and scroll down to the leaderboard

TOP FUNDRAISERS		
<input type="text" value="Type to search"/>		
	Savannah Lee Click to donate	\$500
	Professor Plum Click to donate	\$345
	Brooke Battle Click to donate	\$153
	Nutty Professor Click to donate	\$100

- 3) Click on the name of the person you are getting the link to copy for the table
- 4) Copy the website URL to this person's personal fundraising page

 <https://online.swell.gives/users/professor.plum>

- 5) Go back to the  Content section of the dashboard and go to the content page with the table of photos to paste the link
- 6) Click on the photo you wish to link to the personal fundraising page
- 7) Click on the  in the toolbar to paste the link to the personal fundraising page
- 8) Save