

# **How to Manage your TEAM CENTER**

## **Instructions for Team Captains to Access Your Team Center**

***Your team has been created. Now you can monitor your team through your Team Center. This will allow you to see who joins your team, contact your team members, and download your roster.***

1. Go to [www.active.com/teams](http://www.active.com/teams)
2. Login with the username (email address) and password you used to create your team.  
\*\*If you do not remember your password, click the "Forgot Your Password" link and you will receive an email with a link that will allow you to create a new password. The link is good for 6 hours, please be prompt in your response.
3. Notice the tools available: "Invite others to join this team", "View team roster", "Email team members", "Update team information", "Download team reports". To access your Team Fundraising Headquarters, select the "[Click Here](#) to edit your fundraising page" link under Fundraising Information.
4. It is recommended that you not use the "invite others" tools but instead use the step by step instructions on how to join a team as it provides helpful information before registering. The link for these instructions is on "Welcome to Registration" page.

NOTE: only the team captain has access to the Team Center or Team Fundraising Headquarters.

If you are having difficulty, please feel free to contact Active's customer support at 877-228-4881 or [support@active.com](mailto:support@active.com).