



## Captains' Online Tool Instructions

1. Log in to the active website, [www.active.com/teams](http://www.active.com/teams), or you can link from the Captains' Area of the Bellin Run website.
2. Your account has already been set-up. The login name and password will be the same from year to year, and was sent with the prefilled team registration form. New teams name & password will be sent in the Bellin Run Coordinator's welcome email. It is the lead captain's e-mail address, with "Bellin09" as the account password. If you already changed your password & do not remember the new password, the active.com website will provide you with an option to have it e-mailed to you.
3. You're now logged in and can use the captain tools where you can send your team emails, look at your roster, or download a team roster. A sample main screen is below:

Welcome, Carol | [My Active](#) | [Team Center](#) | [Donation Center](#) | [Fundraiser Center](#) | [Logout](#)

**Welcome, Carol LeGate**

Teams:

Team Summary	Team Captain Tools
<b>Team Name:</b> Bellin Health	▶ <a href="#">Invite</a> others to join this team
<b>Team Members:</b> 4 Members	▶ <a href="#">View</a> team roster
<b>NOTE:</b> <a href="#">Click Here</a> if you have not yet registered for this event and joined your own team.	▶ <a href="#">Email</a> team members
	▶ <a href="#">Update</a> team information <b>(See note below)</b>
	▶ <a href="#">Download</a> team reports <b>(See note below)</b>

## Captains' Special Notes – Please READ!!

### Update Team Information:

On this page, **PLEASE DO NOT CHANGE YOUR TEAM MEMBER PASSWORD OR YOUR TEAM NAME**, when updating this page. This will not match up with the Bellin Run database, and team members will not show up under your team name we've already entered. On this page, you can select/deselect the option of receiving an email each time a team member registers on your team.

### Download Team Reports:

When downloading a team roster, the file is not in excel format. To download the file and convert it into Excel do the following:

1. Click "Download Team Reports" and "Save" to your computer.
2. Open the Microsoft Excel application
3. Click "File", "Open", and select the file just downloaded. (Make sure you are searching "All Files" under "Files of Type".)
4. The Text Import Wizard Screen (1 of 3) will display, select the "Delimited" option in the original file format section.
5. Click on "Next"
6. The Text Import Wizard Screen (2 of 3) will display, select "Comma" and unselect "Tab" options.
7. Click on "Next"
8. The Text Import Wizard Screen (3 of 3) will display, Click "Finish" (nothing to do on this screen).
9. Click "File", "Save As", and save your excel file. Be sure to choose "Microsoft Excel Workbook" under "Save as Type".

### Active.com Account Password:

First time logging in, captains should change their password for their active.com account. This can be done from the screen above, click "My Active", click "Edit Profile"\* , and edit your profile information. To return back to the screen above, click "Event teams you manage" on the left of the screen.

\*If you do not see "Edit Profile" click on "Login" at upper right and login again. This should take you to the correct screen.