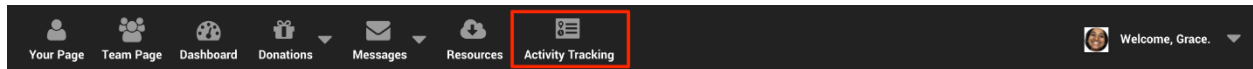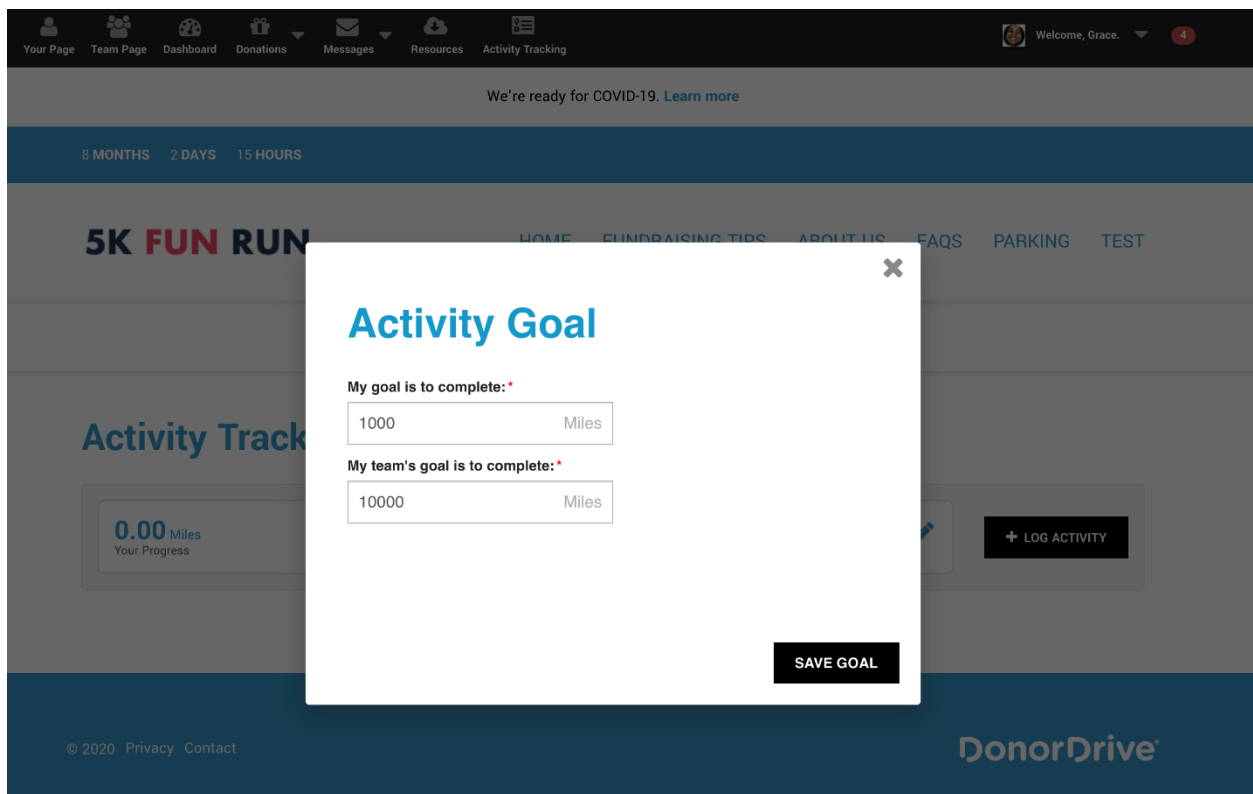# Activity Tracking How To

How to Set a Personal Activity Goal
1. Log in to your **Fundraiser Portal**.
2. Click **Activity Tracking**.
3. Click the pencil icon for **Your Progress**.
4. Under **My goal to complete is**: enter your activity goal.
    a. Note: If you are a team captain, you will also see **My team's goal to complete is**:
5. Click **Save Goal**.

Note: You can only update your activity goal during the active Activity Tracking dates. For this event those dates are November 1-8, 2020. Each participant has an automatic goal of 3.1 miles, and you can adjust this if you want to.

How to Set a Team Activity Goal

Only team captains have the ability to set a Team Activity Goal.

1. Log in to your **Fundraiser Portal.**
2. Click **Activity Tracking.**
3. Click the pencil icon for **Team Progress.**
4. Under **My team's goal to complete is:** enter your team's activity goal.
5. Click **Save Goal**.

Note: You can only update your team's activity goal during the active Activity Tracking dates. For this event those dates are November 1-8, 2020.

How to Log Activity

1. Log in to your **Fundraiser Portal**.
2. Click **Activity Tracking**.
3. Click **Log Activity**.

4. Enter the **number of miles** you've completed.
5. For **Activity Date**, select the date you completed this activity.
6. For **Activity Description**, enter a description of the activity you completed, such as "Walked with Mom." (optional).
7. Click Save.
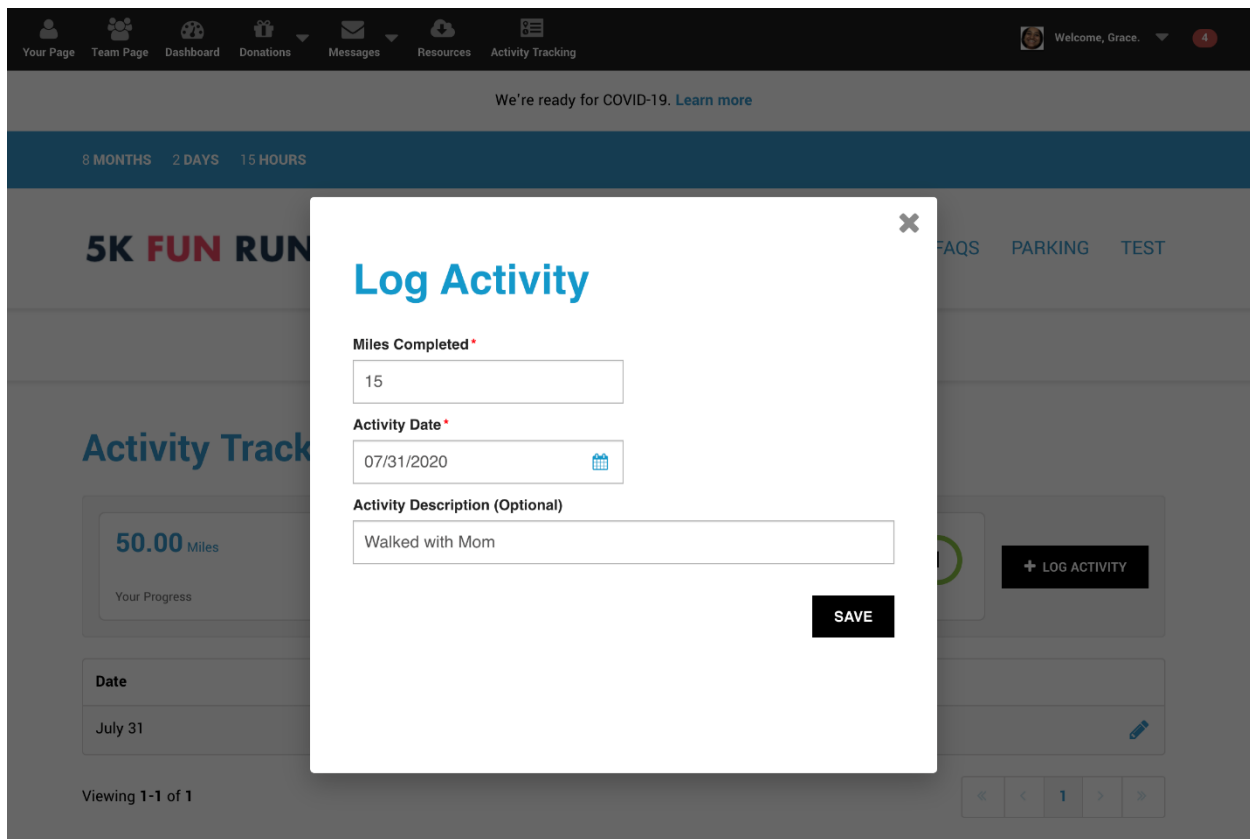
How Friends and Family Can View Your Activity Progress

1. Log in to your **Fundraiser Portal**.
2. Click **Your Page**.
3. View **I've Completed X Miles**.