

Update a Team

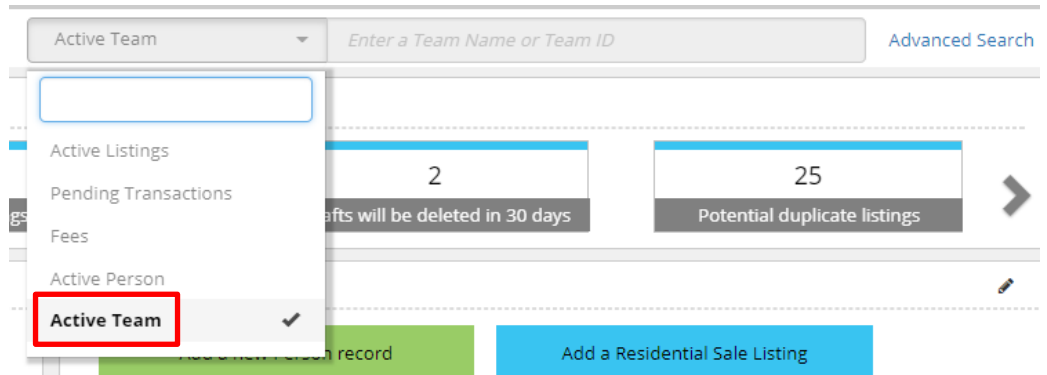
You may need to make updates to teams if team members leave, the team becomes deactivated, or if you need to add/ adjust profiles and media for the team.

NOTE: Teams may only be updated during your brand's team eligibility period.

To Locate a Team by Using Quick Search:

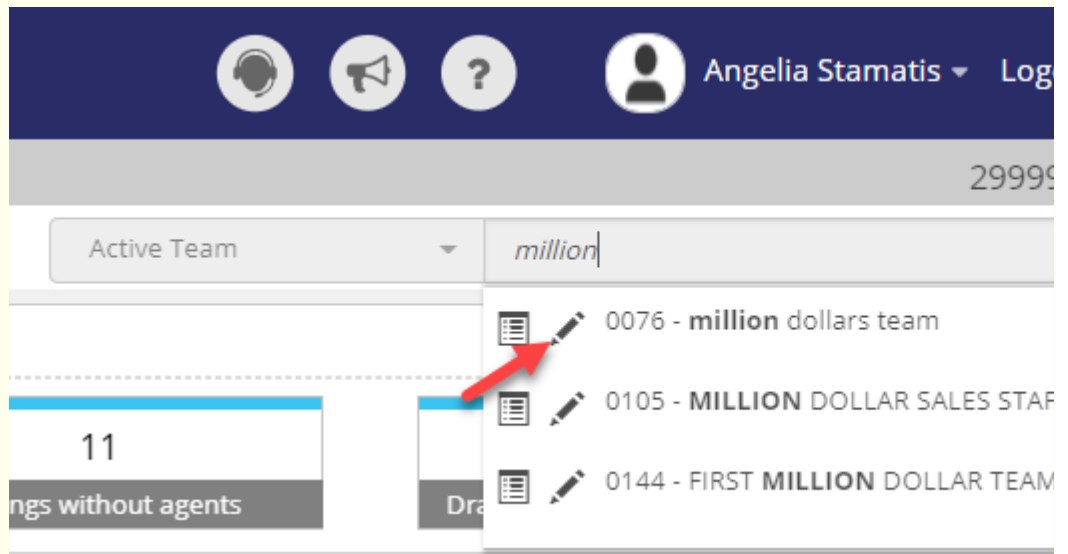
If you have many teams and if you know the name of the team, it will be easiest for you to locate the team by using the Quick Search feature on the dash homepage.

1. Click the dropdown list in the Quick Search box.
2. Select **Team**.



3. Type the name of the team you're searching for.
4. From the search results, click the edit pencil tool to the left of the team name you wish to update

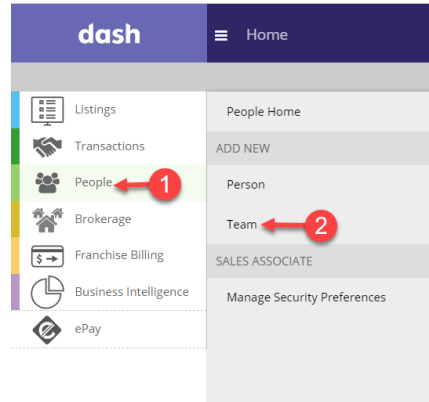
This will bring you to the **Edit Team** screen.



To Locate a Team by Using the Browse People Grid:

If you don't remember the name of the team, you may need to use the Browse People grid to help you locate the team.

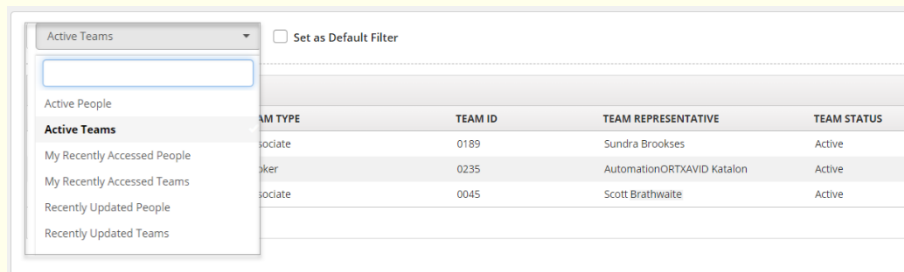
1. Click **People** on the left navigation menu.
2. Click **Team**.



The **People Management** screen displays.

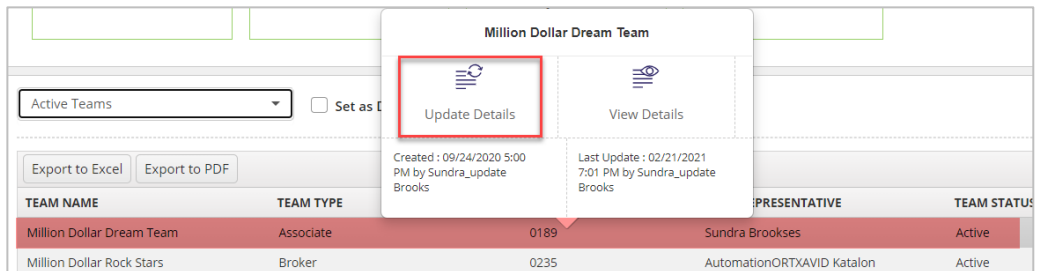
In the People browse grid at the bottom of the screen:

3. Click the dropdown list and select **Active Teams**.



4. Locate the team and click on the team to update.
5. A popup appears, giving you the option to either update or view the details of the team.
6. Click **Update Details**.

This will bring you to the **Edit Team** screen.



The **Edit Team** screen displays.

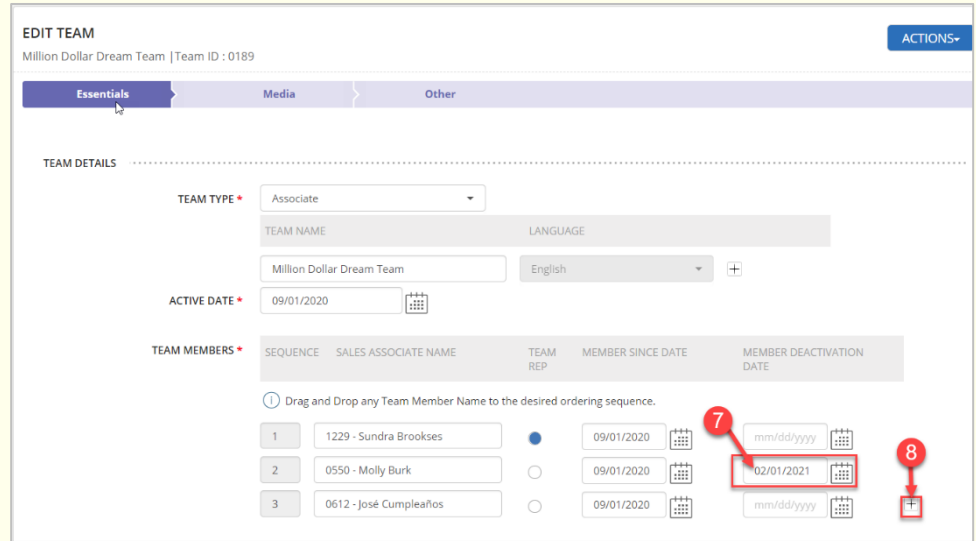
Make the necessary edits to the Essentials and Media tabs.

- 7. *Example a:* If one of the team members left the team, enter the member's **Deactivation Date**.
- 8. *Example b:* If a new member joins the team, click the "+" to add the person.

Note: Team Sequencing

You can also update the order in which each team member appears in dash and on external websites. Just, drag and drop the team member to the preferred positioning in dash and APIs, for marketing order preference on external websites.

Once all updates are completed, scroll down to the bottom of the screen, and click **Save**.



A confirmation displays, letting you know that your Team has been updated successfully.

