

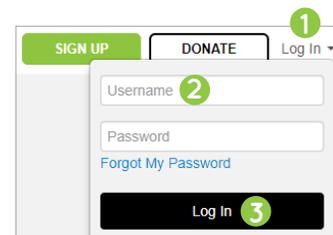
Managing Your Fundraising Page

Logging In

To manage your fundraising page, you'll need to sign in using the login info email sent at the end of registration. Your username and password will be at the bottom of the email with the subject "[Your Name], Thank you for registering!"

If you've lost the email, you can contact your event administrator and recover your username and password using the contact info at the bottom of the event website.

To log in, click "Log In" at the top-right of the page 1. Enter your username and password 2 and click Log In 3 or hit Enter.

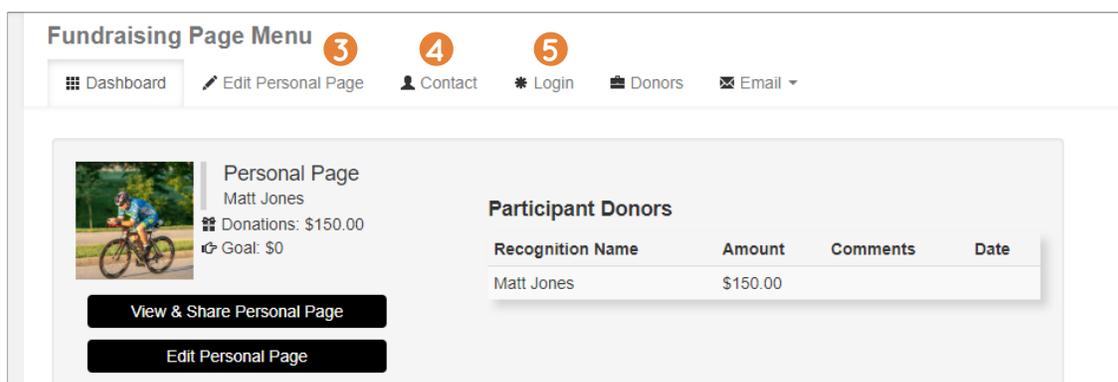


Your Dashboard

Your dashboard is displayed when you sign in. If you've navigated away, you can pull up your dashboard by clicking the Hello tab 1, then the Fundraising Page option 2.

To edit your page, click Edit Personal Page 3.

To edit your contact or login information, click Contact 4 or Login 5 (see below).



Editing Your Page

To get to your page, see Step 3 above.

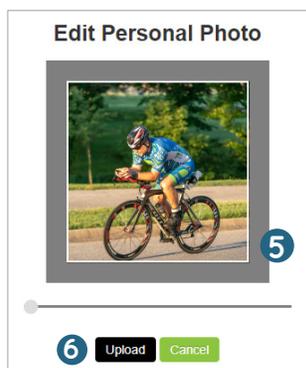
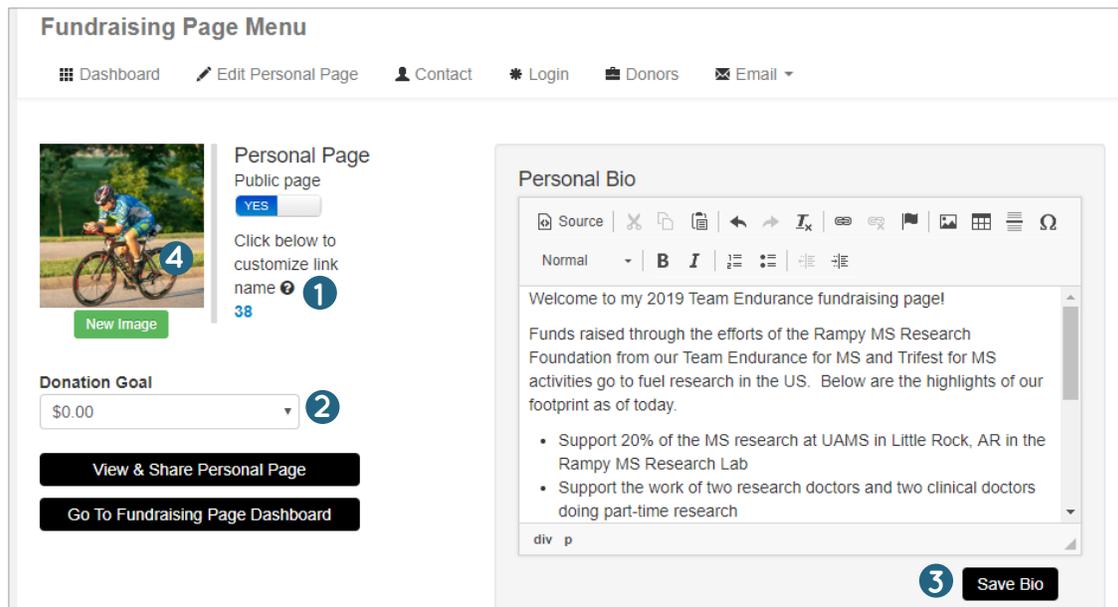
To customize your page link, click the blue highlighted text 1 and enter a new link name. Click "Save Changes."

To set a donation goal, use the Goal drop-down menu to select an amount 2.

To edit your bio, type in the text box in much the same way you enter text in a word processor. When you're done, click "Save Bio" 3.

To edit your profile picture, click "New Image" beneath the picture thumbnail 4. Select the image you want from your file library, then click Open. Next, use the slider below the image to re-size if necessary. Then drag the image so it is positioned in the box how you want it 5.

Click "Upload" to save 6.



Editing Your Contact Info

To edit your name, home address, and email address, click "Contact" from your dashboard 4. Edit your contact information by clicking and typing in the text fields. To save your changes, click "Update."

Changing Your Username/Password

Once you have logged in with the credentials from your welcome email, you may want to change your password into something you can remember. To edit your username or password, click "Login" on your dashboard 5.

Enter a new username or password using the text boxes. When you're done, click "Update."

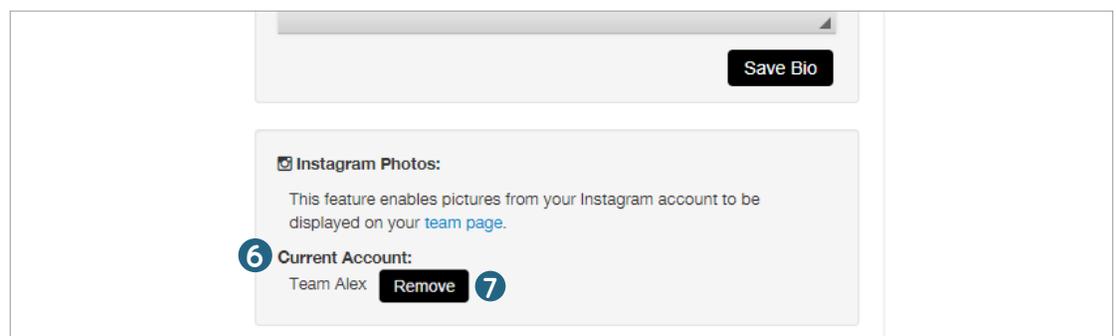
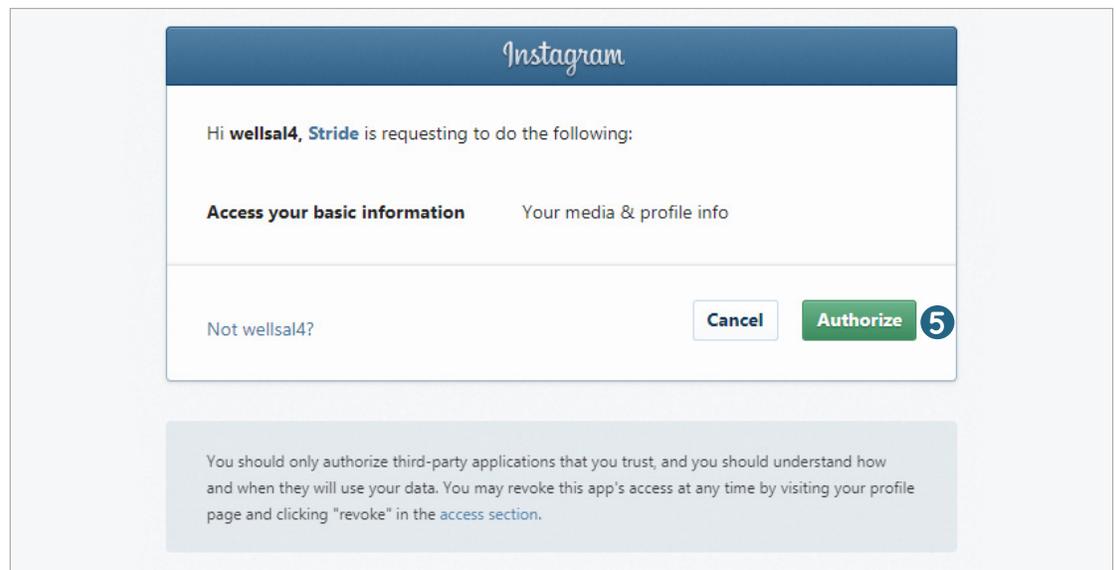
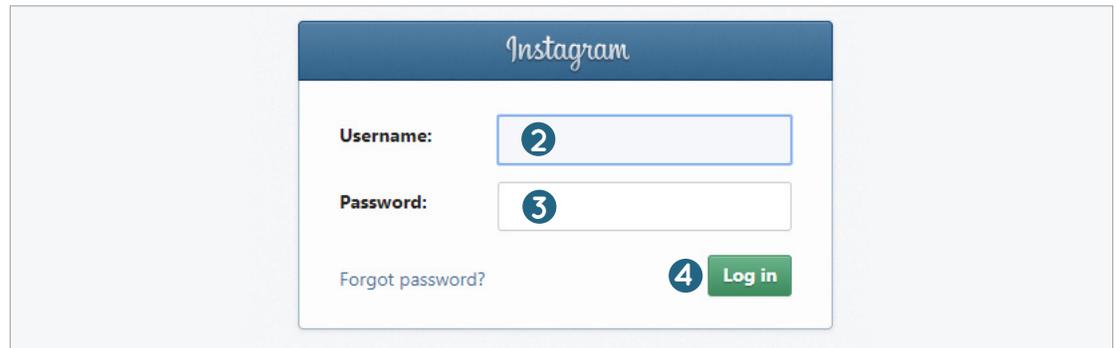
Adding Your Instagram Feed to Your Page

To add your Instagram feed to your page, click to enable Instagram photos **1**.

Enter the Username **2** and password **3** associated with your Instagram account and click "Log In" **4**.

Next, click "Authorize" **5** to give Stride permission to pull the most recent photos from your Instagram to show up on your team page.

Once your account is connected, it will show under Current Account **6**. If you want to remove your Instagram feed from your page, click the "Remove" button **7**. To view your Instagram feed on your page, go to the public view and scroll down to the bottom. Your most recent photos will rotate along the bottom of the page. Users can click on a photo to open the photo in Instagram.



Viewing & Sharing Your Page

You can share your page to potential donors through Facebook, Twitter, and Email. Before you share on social media, make sure you have a photo uploaded to your Stride page to appear with the post.

First, go to your page by clicking “View & Share Personal Page” from your dashboard **1**. Then, click either the Facebook, Twitter, or Email icon **2**.

The screenshot shows the 'Fundraising Page Menu' dashboard. At the top, there are navigation tabs: EVENT, FUNDRAISERS, HELP, SPONSORS, FUNDRAISING, and TEMC. Below this is a 'Fundraising Page Menu' section with a navigation bar containing: Dashboard, Edit Personal Page, Contact, Login, Donors, and Email. The main content area is divided into two columns. The left column features a 'Personal Page' for Matt Jones, showing a profile picture of him on a bicycle, 'Donations: \$150.00', and 'Goal: \$0'. Below the profile are two buttons: 'View & Share Personal Page' (marked with a red circle 1) and 'Edit Personal Page'. The right column is titled 'Participant Donors' and contains a table with columns for Recognition Name, Amount, Comments, and Date. The table lists one entry: Matt Jones with an amount of \$150.00.

For Facebook, you'll need to log in if you aren't already. A dialogue box will pop up where you can enter your credentials.

For Twitter, you can log in and Tweet at the same time. The link will already be pasted in for you. Fill out any additional text and click Share Link, or Tweet.

To share your page via email, click the Email icon **2**. Choose the type of email account you have. Log in to your account, if you aren't already. An email draft will pop up, with the link to your page pasted in for you. Enter in your recipients' emails, enter any additional text, then click Send.

Once they click the link to your page, your recipients will be able to donate by clicking the black button at the top of your page **3**.

The screenshot shows a fundraising page for Matt Jones. At the top, there are navigation tabs: EVENT, FUNDRAISERS, HELP, SPONSORS, FUNDRAISING, and TEMC. The page features a large photo of Matt Jones on a bicycle. Below the photo is the text 'My Team: Team Wells', 'Team Funds Raised: \$1,275.00', and 'Team Goal: \$500.00'. The main heading is 'Matt Jones' with a 'Donate To My Cause' button (marked with a red circle 3) below it. To the right of the heading are social media icons for Facebook, Twitter, Email, and a share icon (marked with a red circle 2). Below the social media icons is the text 'My Funds Raised: \$150.00'. The main content area contains a welcome message: 'Welcome to my 2019 Team Endurance fundraising page! Funds raised through the efforts of the Rampy MS Research Foundation from our Team Endurance for MS and Trifest for MS activities go to fuel research in the US. Below are the highlights of our footprint as of today.' This is followed by a bulleted list of achievements. Below the list is a call to action: 'Make your tax-deductible donation today and take the first step toward helping me achieve my goal. Thank you for your support!'. At the bottom, there is a '0 Comments' section with a 'Sort by Oldest' dropdown and a comment input box (marked with a red circle 5) containing the text 'Add a comment...'. A 'Fundraising History' table is also visible on the right side of the page, showing one entry for Matt Jones with a total of \$150.00.

Commenting on a Page

To post a comment to a page, pull up the page by searching for it under FundRacers **4** and click inside the text box to add a comment **5**. Type your comment, then click enter to post.

Once a comment is posted, the owner of the page can delete it by hovering the mouse over the comment, and clicking the X that comes up to its right.

Special Note:

If the image for your page does not load quickly, the file size of the photo may be too large. You can look at the file size by right-clicking on the image and selecting the last drop-down option called “Properties.” The size should be less than 6 MB or any number followed by KB.

There are many reasons why an image might not load. If your image is the proper size, please try again, allowing more time for your image to appear. If this does not work, send your image, your name, and your event name to support@ms-stride.org.