

Quick-Start

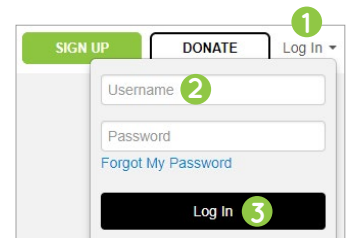
Managing Your Fundraising Page

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.

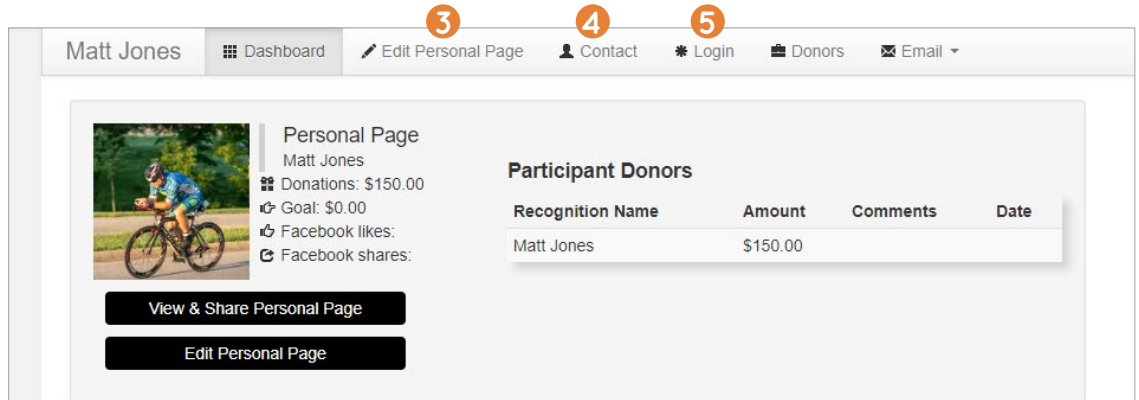
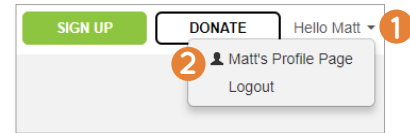


Your Dashboard

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.

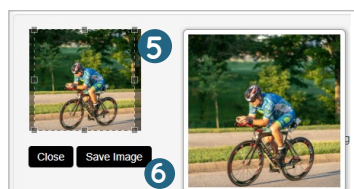
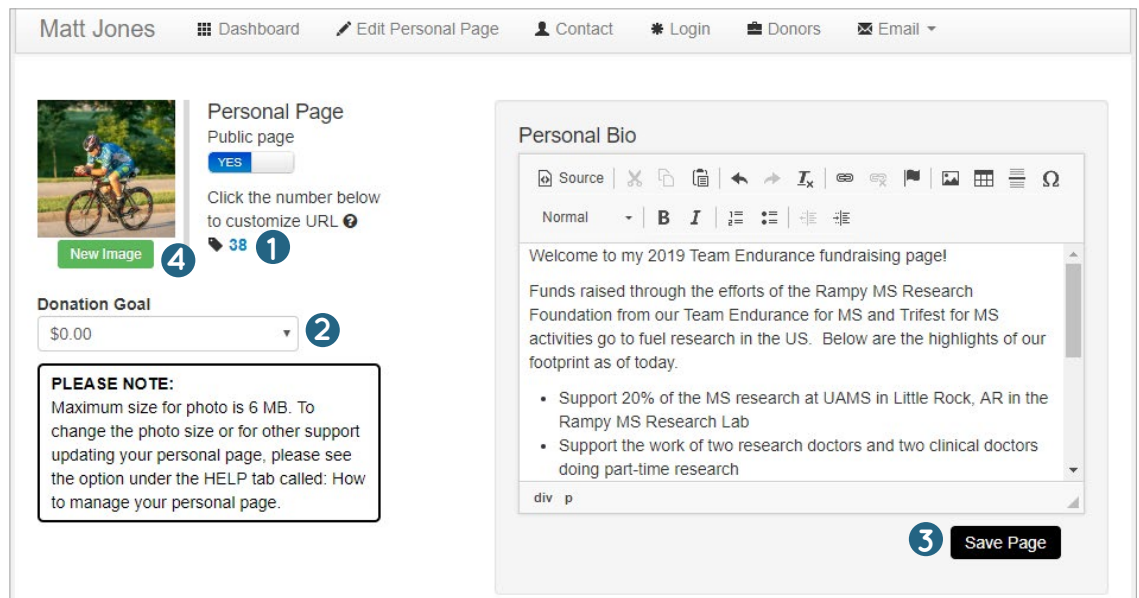
To customize your URL, click the URL link **1** and enter a custom URL and click "Save Changes."

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 Page" **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, drag the corners of the marquee box to choose what part of your picture to use **5**.

Click "Save Image" to save **6**. If your image does not load quickly, please see the special note at the end of this document.



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.

PLEASE NOTE:
Maximum size for photo is 6 MB. To change the photo size or for other support updating your team page, please see the option under the HELP tab called: How to manage your team page.

Save Page

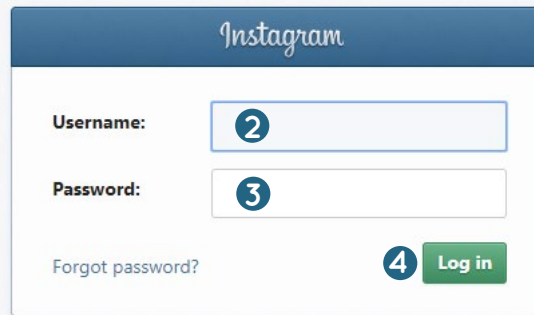
Instagram Photos:

This feature enables pictures from your Instagram account to be displayed on your [team page](#).

After clicking the button below, you will be asked by Instagram to log into your account and authorize sharing of your public content with Stride. After agreeing to this, your recent photos will be used on your team page.

1

Click Here to Enable Instagram Photos

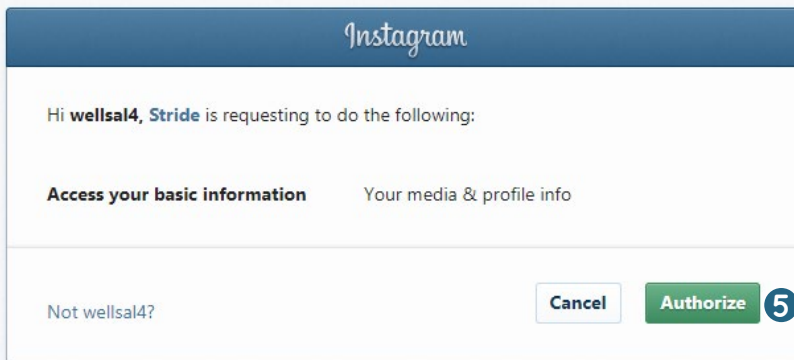


Instagram

Username: **2**

Password: **3**

Forgot password? **4**



Instagram

Hi **wellsal4, Stride** is requesting to do the following:

Access your basic information Your media & profile info

Not wellsal4? **5**

You should only authorize third-party applications that you trust, and you should understand how and when they will use your data. You may revoke this app's access at any time by visiting your profile page and clicking "revoke" in the access section.

PLEASE NOTE:
Maximum size for photo is 6 MB. To change the photo size or for other support updating your team page, please see the option under the HELP tab called: How to manage your team page.

Save Page

Instagram Photos:

This feature enables pictures from your Instagram account to be displayed on your [team page](#).

6

Current Account:

Team Alex

7

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**.

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 big green button at the bottom of your page **3**.

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.

The screenshot shows the top navigation bar with 'SIGN UP', 'DONATE', and 'Hello Matt'. Below is a banner for 'TEAM ENDURANCE FOR MS' with the tagline 'any race, any place' and a photo of a group of cyclists. The main navigation includes 'EVENT', 'FUNDRAISERS', 'HELP', 'SPONSORS', 'FUNDRAISING', and 'TEMC'. The user's name 'Matt Jones' is displayed, along with a 'Dashboard' icon and a '1' in a red circle. Below this is a 'Personal Page' section with a profile picture of a cyclist, 'Donations: \$150.00', 'Goal: \$0.00', and 'Facebook likes/shares'. A 'Participant Donors' table shows one entry for 'Matt Jones' with an amount of '\$150.00'. At the bottom are buttons for 'View & Share Personal Page' and 'Edit Personal Page'.

The screenshot shows the fundraising page for 'Matt Jones'. It features a header with 'EVENT', 'FUNDRAISERS', 'HELP', 'SPONSORS', 'FUNDRAISING', and 'TEMC'. A '2' in a red circle highlights social media icons for Facebook, Twitter, and Email. The main content area includes a photo of a cyclist, 'My Team: Team Wells', 'Team Funds Raised: \$1,275.00', and 'Team Goal: \$500.00'. A large green 'Donate To My Cause' button with a '3' in a red circle is prominent. Below this is a '0 Comments' section with a 'Sort by Oldest' dropdown and a text box for 'Add a comment...' with a '5' in a red circle. A 'Facebook Comments Plugin' is also visible.