

Quick-Start Managing Your Individual Fundraising Page

Logging In

To manage your personal 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.

REGISTER DONATE Log In **1**

Username **2**

Password

[Forgot My Password](#)

Log In **3**

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 Profile Page option **2**.

To edit your page, click Edit Personal Page **3**. Team captains will have the option to edit both personal and team pages.

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

REGISTER DONATE Hello Matt **1**

Matt's Profile Page **2**

Logout

Fundraising Page Menu **4** **5**

Dashboard Edit Contact Login Roster Email Donations Buy Items

Personal Page
Matt Jones
Donations: \$40.00
Goal: \$0

View & Share Personal Page

Edit Personal Page **3**

Participant Donors

Recognition Name	Amount	Comments	Date
Matt Jones	\$40.00		

Editing Your Page

To get to your page, see Step 3 above. If you have a team page and would like to keep your personal page private and redirect to your team page, turn your page off **1** by clicking the slider.

To customize your page link, click the blue highlighted text **2** and enter a new link name. Click "Save Changes."

To set a donation goal, use the Goal drop-down menu to select an amount **3**.

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" **4**.

Personal Page
Public page **1**
YES

Click below to customize link name
404 **2**

Donation Goal
\$0.00 **3**

Personal Bio

Welcome to my Stride 5K Fun Run fundraising page! I am racing to show my support for individuals in my community. Every dollar raised brings us one step closer to ensuring that every individual will have the opportunity to reach his or her potential.

Make your tax-deductible donation today and take the first step toward helping me achieve my goal. Thank you for your support!

Save Bio **4**

New Image **5**

To edit your profile picture, click "New Image" beneath the picture thumbnail **5**. 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 **6**.

Click "Upload" to save **7**.

Edit Personal Photo

New Image **5**

6

Upload **7** Cancel

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."

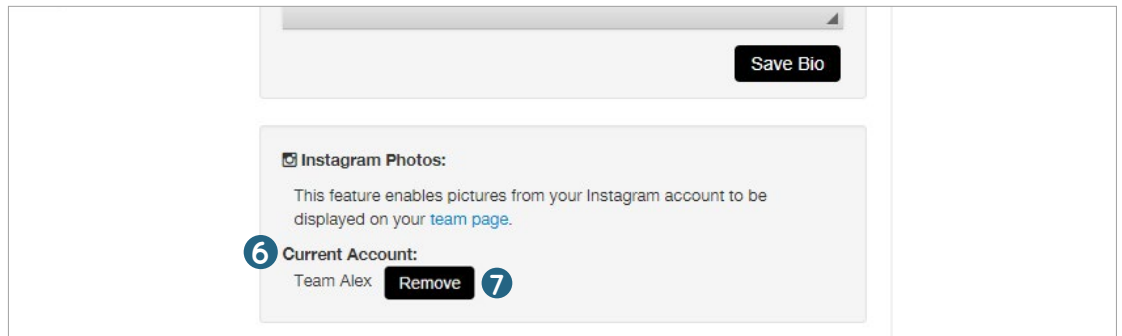
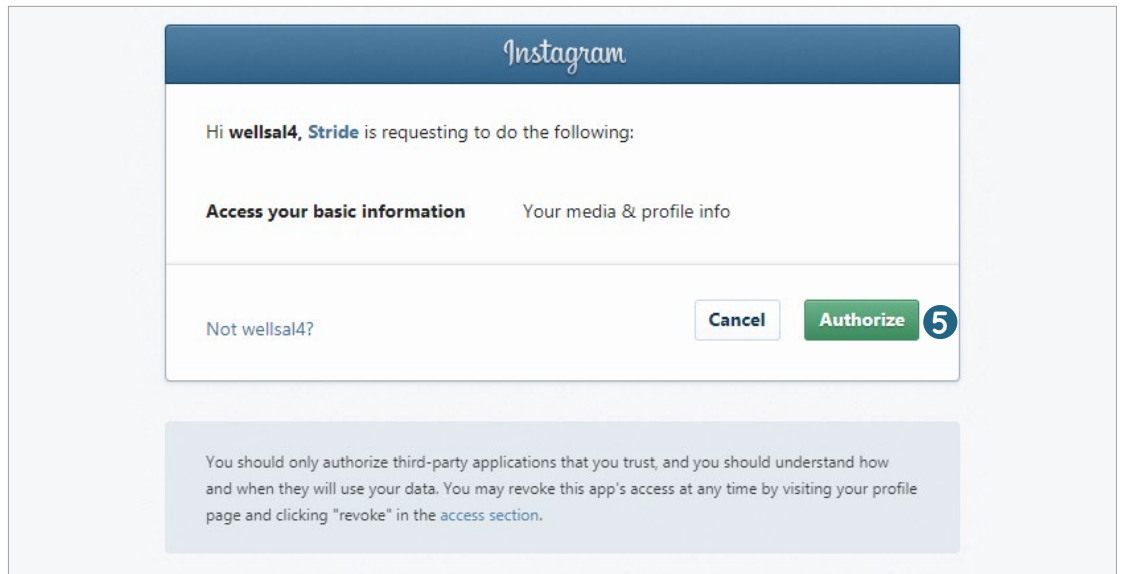
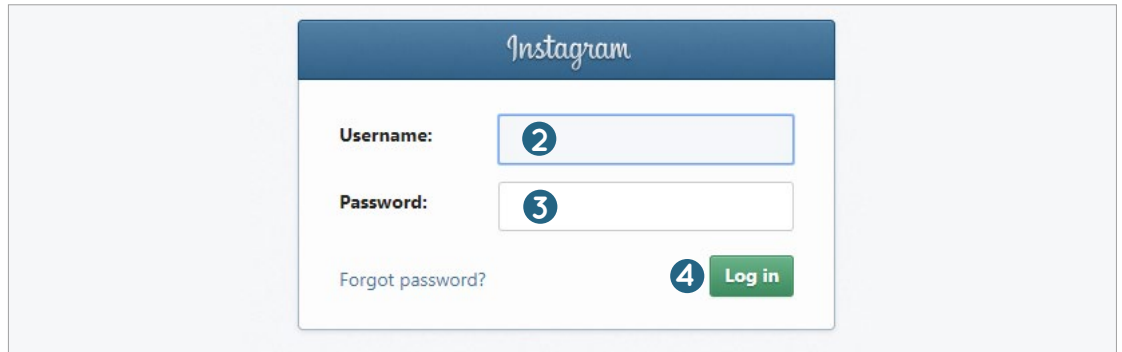
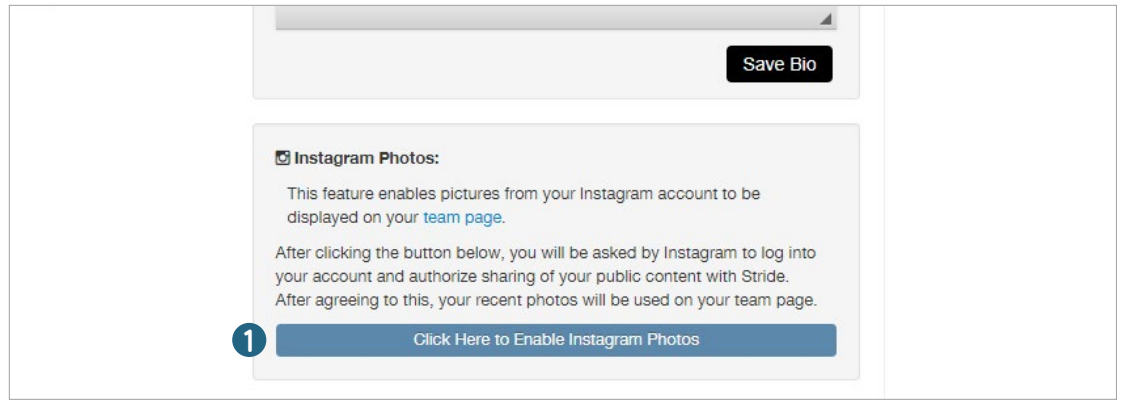
Adding Your Instagram Feed to Your Page

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.

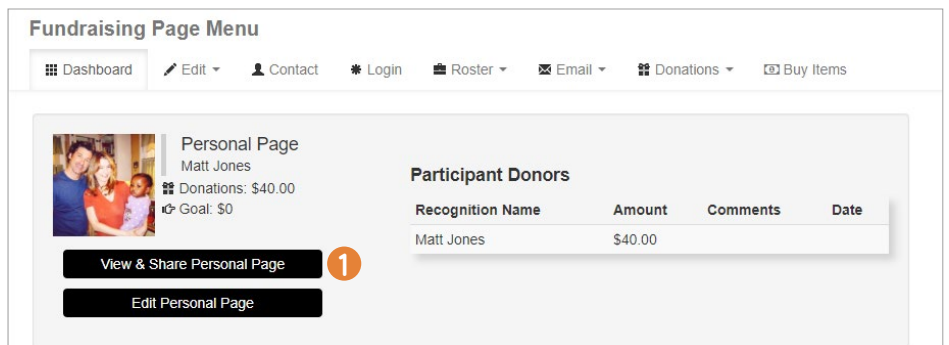
Once your account is connected, it will show under Current Account **6**. If you want to remove your Instagram feed from your page, click the "Remove" button **7**. To view your Instagram feed on your page, go to the public view and scroll down to the bottom. Your most recent photos will rotate along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

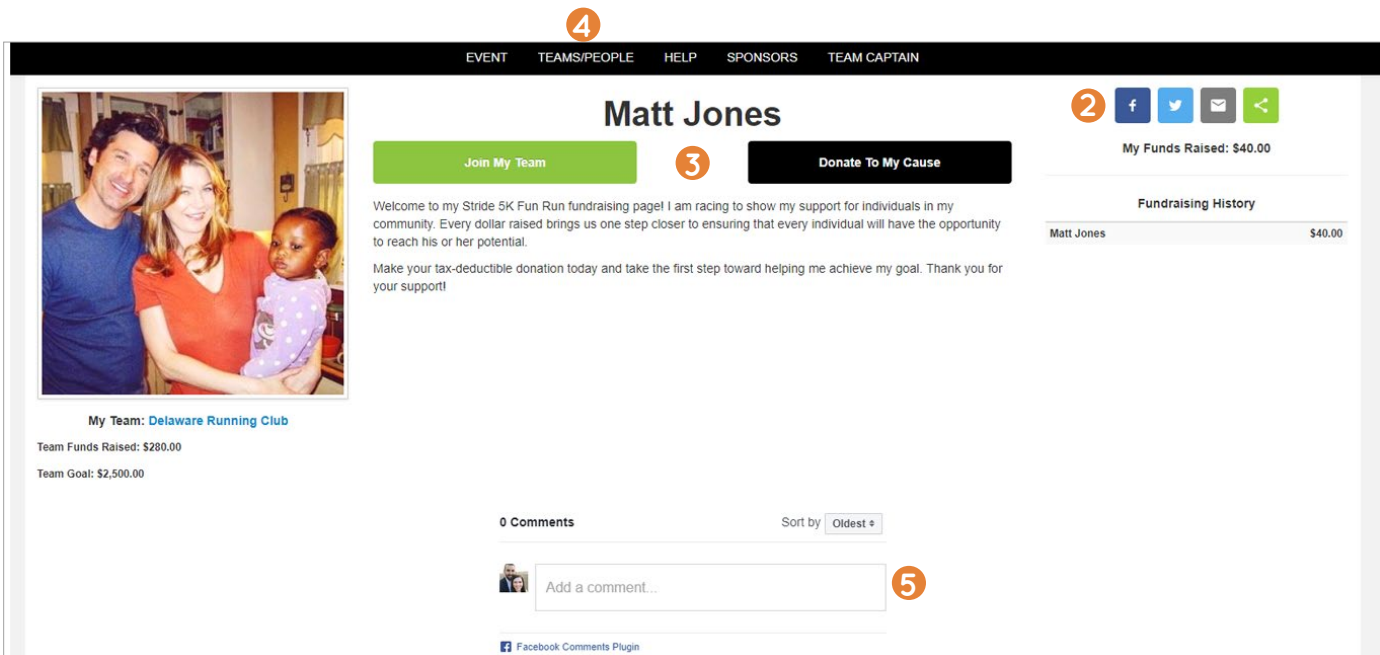


For Facebook, you'll need to log in if you aren't already. A dialogue box will pop up where you can enter your credentials.

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 team fundraising 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 or join your team by clicking the green and black buttons at the top of your page **3**.



Commenting on a Page

To post a comment to a team or personal page, pull up the page by searching for it under Teams/People **4** and click inside the text box to add a comment **5**. Type your comment, then click Post or hit enter.

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.