

Quick-Start

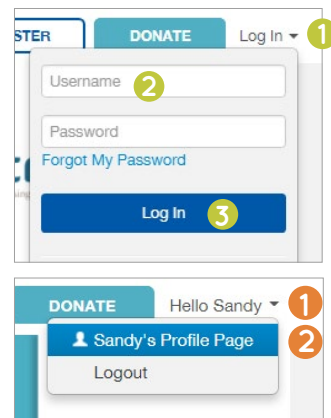
Managing Your Personal Fundraising Page

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 your event website.

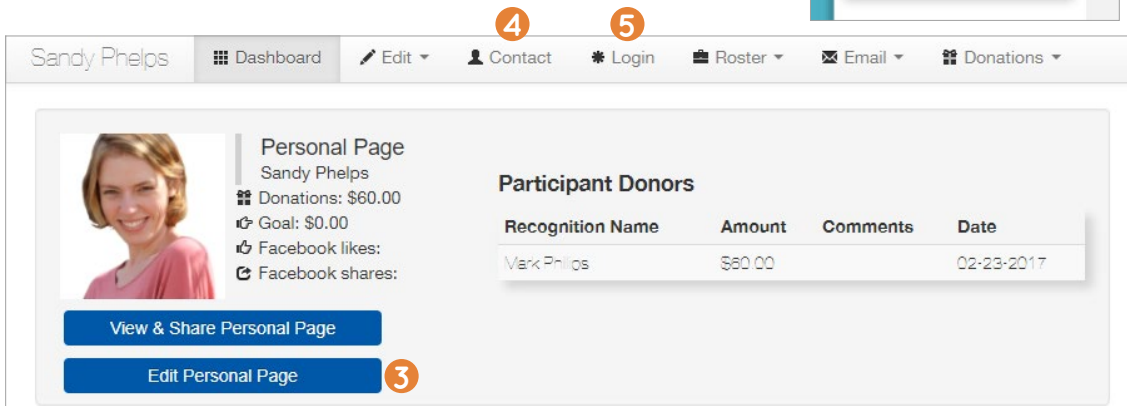
To log in, click "Log In," the right-most item on the menu bar **1**. Enter your username and password **2** and click Log In **3** or hit Enter.



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 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).



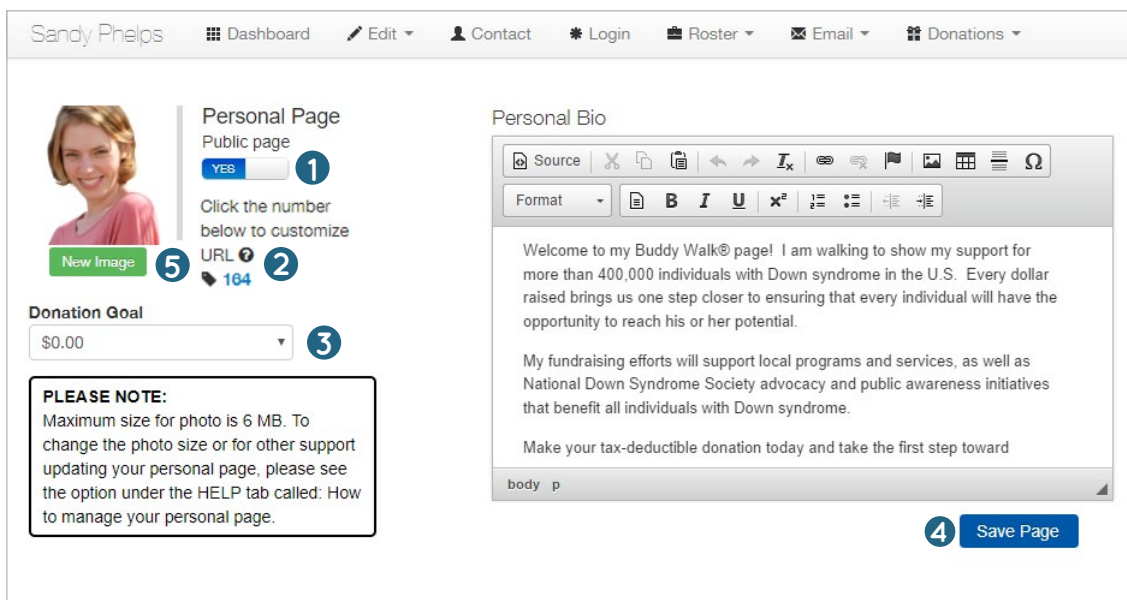
Editing Your Page

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 URL, click the URL link **2** and enter a custom URL and 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 Page" **4**.



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, drag the corners of the marquee box to choose what part of your picture to use **6**.

Click "Save Image" to save **7**. 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** Log in

Instagram

Hi wellsal4, Stride is requesting to do the following:

Access your basic information Your media & profile info

Not wellsal4? Cancel Authorize **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 **Remove** **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 personal 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 below the navigation bar **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 personal 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 big blue buttons at the bottom of your page **3**.

Commenting on a Page

To post a comment to a team or individual 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 Log in 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@ds-connex.org.

The screenshot displays the ds-connex website interface. At the top, there are navigation buttons for 'REGISTER', 'DONATE', and 'Hello Sandy'. A banner for the 'Annual Walk & Festival Event' is visible, dated October 6, 2018, at Crew Stadium from 1-5 pm. The 'stride' logo is also present. Below the banner is a navigation bar with options: EVENT, TEAMS/PEOPLE, HELP, SPONSORS, and TEAM CAPTAIN. The user's name 'Sandy Phelps' is shown, along with a dashboard icon, edit, contact, login, roster, email, and donations options. The main content area shows the user's 'Personal Profile' with a photo, name, and statistics: Donations: \$60.00, Goal: \$0.00, Facebook likes, and Facebook shares. A 'Participant Donors' table lists one donor: Mark Phelps, \$60.00, on 02-23-2017. Below the profile are buttons for 'View & Share Personal Page' (marked with a red '1') and 'Edit Personal Page'. A second screenshot shows the 'My Funds Raised' page for Sandy Phelps, with a total of \$21.00. It includes a welcome message, a description of the walk's purpose, and a call to action. Social media icons for Facebook, Twitter, and Email (marked with a red '2') are shown. At the bottom, there are 'Join My Team' and 'Donate To My Cause' buttons (marked with a red '3'). A comments section shows '0 Comments' and a text box for adding a comment (marked with a red '5').