# Managing Your Team Fundraising Page

stride

Logging In

To manage your team 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 rightmost item on the menu bar ①. Enter your username and password ② and click Log In ③ or hit Enter.
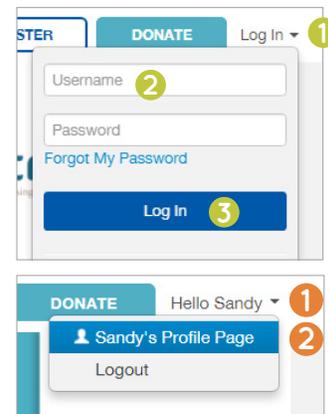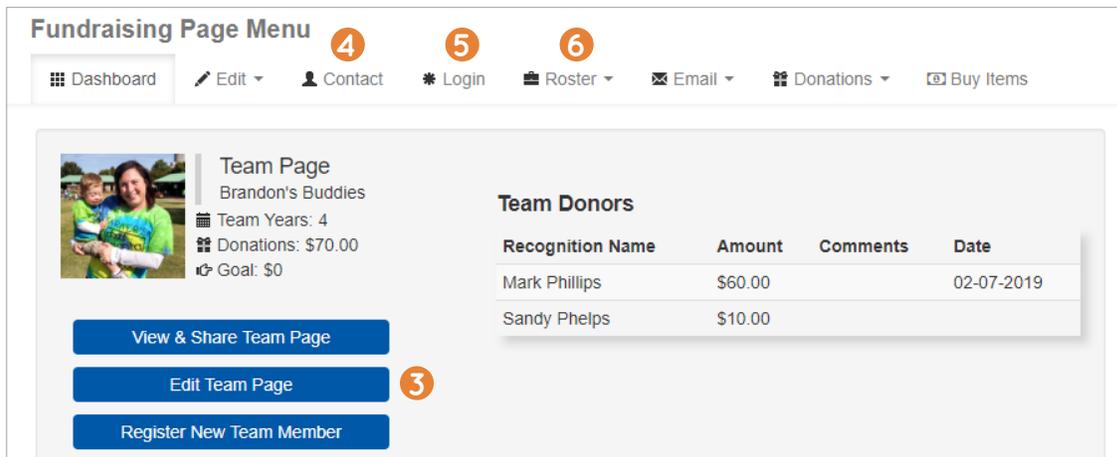
Your Dashboard

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 Team Page" ③.

To edit your contact or login information, click Contact ④ or Login ⑤ (see below). To view team member or donor roster, click Roster ⑥.

Fundraising Page Menu

Dashboard | Edit ④ | Contact ④ | Login ⑤ | Roster ⑥ | Email | Donations | Buy Items

Team Page
Brandon's Buddies
Team Years: 4
Donations: $70.00
Goal: $0

Team Donors

Recognition Name	Amount	Comments	Date
Mark Phillips	$60.00		02-07-2019
Sandy Phelps	$10.00		

View & Share Team Page
Edit Team Page ③
Register New Team Member

Editing Your Page

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

To set a donation goal, use the Goal drop-down menu to select an amount ②. Set your team years by using the next drop-down menu ③.
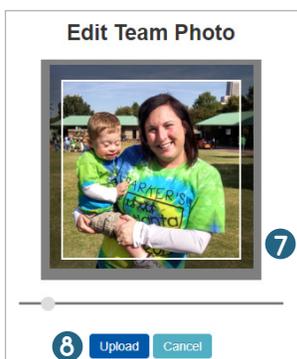
To edit your bio, type in the text box in much the same way you enter text in a word processor. When you're done, click "Save Bio" ④.

Enter additional important information in the "Bio Title" box ⑤.
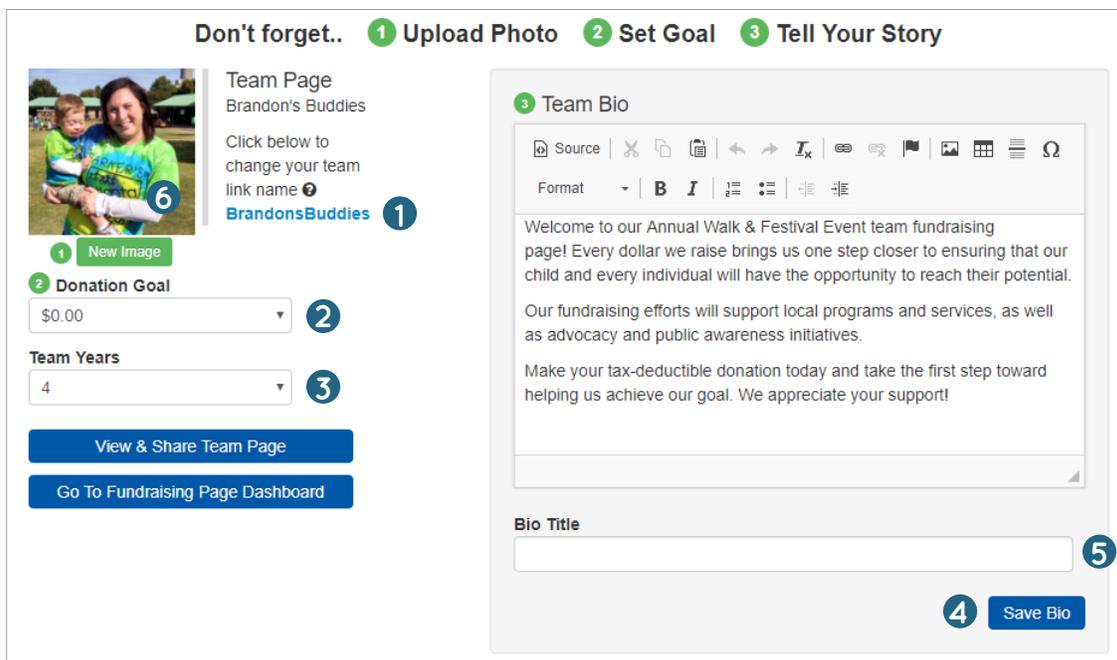
To edit your profile picture, click "New Image" beneath the picture thumbnail ⑥. Select the image you want from your file library, then click Open. Next, use the slider below the image to re-size if necessary. Then drag the image so it is positioned in the box how you want it ⑦.

Click "Upload" to save ⑧.

Don't forget.. ① Upload Photo ② Set Goal ③ Tell Your Story

Team Page
Brandon's Buddies

Click below to change your team link name ❓
BrandonsBuddies ①

① New Image ⑥

② **Donation Goal**
$0.00 ②

Team Years
4 ③

View & Share Team Page
Go To Fundraising Page Dashboard

③ **Team Bio**

Welcome to our Annual Walk & Festival Event team fundraising page! Every dollar we raise brings us one step closer to ensuring that our child and every individual will have the opportunity to reach their potential.

Our fundraising efforts will support local programs and services, as well as advocacy and public awareness initiatives.

Make your tax-deductible donation today and take the first step toward helping us achieve our goal. We appreciate your support!

Bio Title ⑤

Save Bio ④

Edit Team Photo

Upload ⑧ Cancel ⑦

Editing Your Contact Info

To edit your name, home address, and email address, click "Contact" from your dashboard ④. Edit your contact information, then save your changes, click "Update."

Changing Your Username/Password

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."
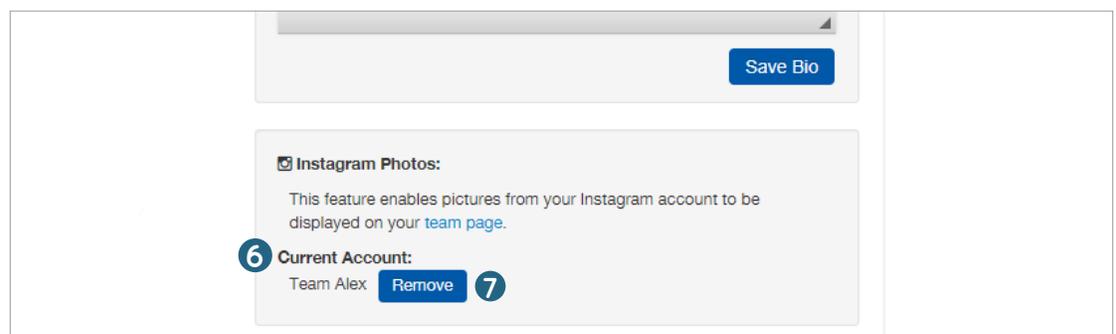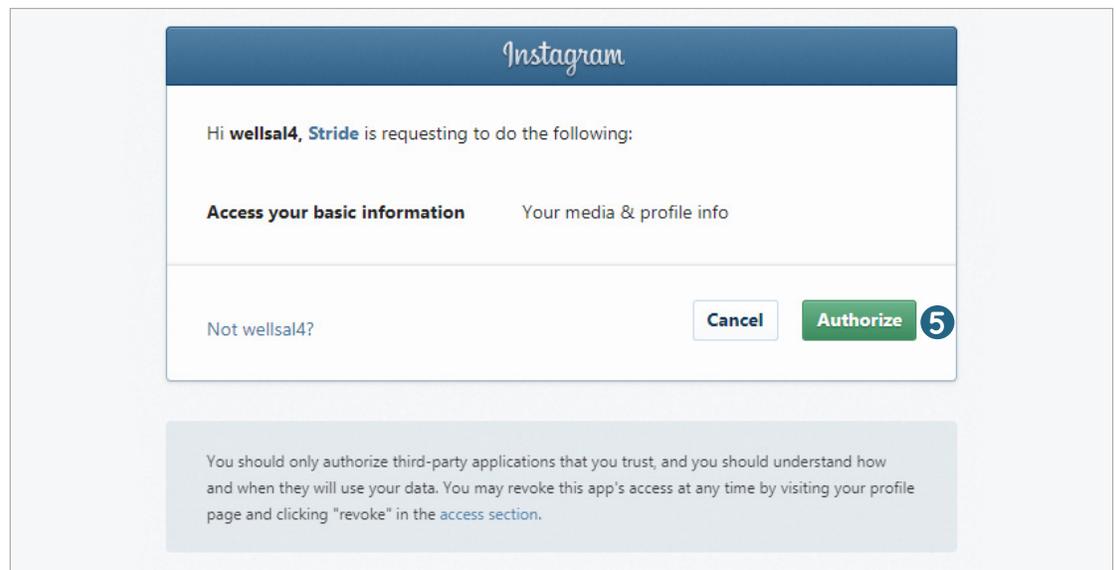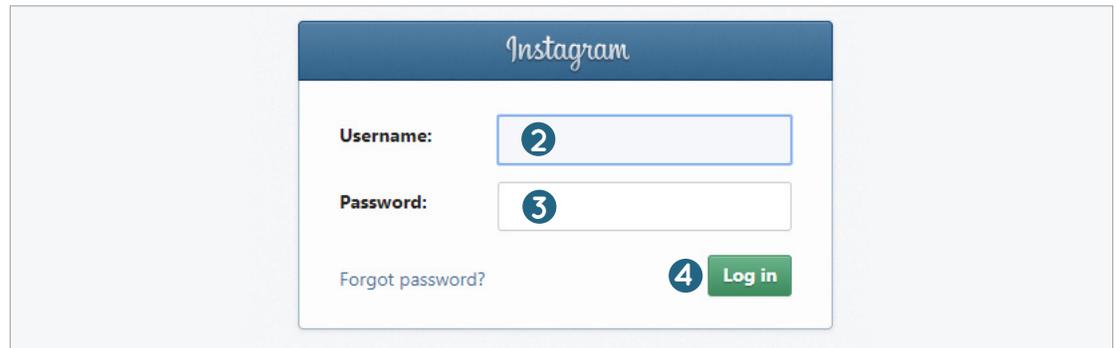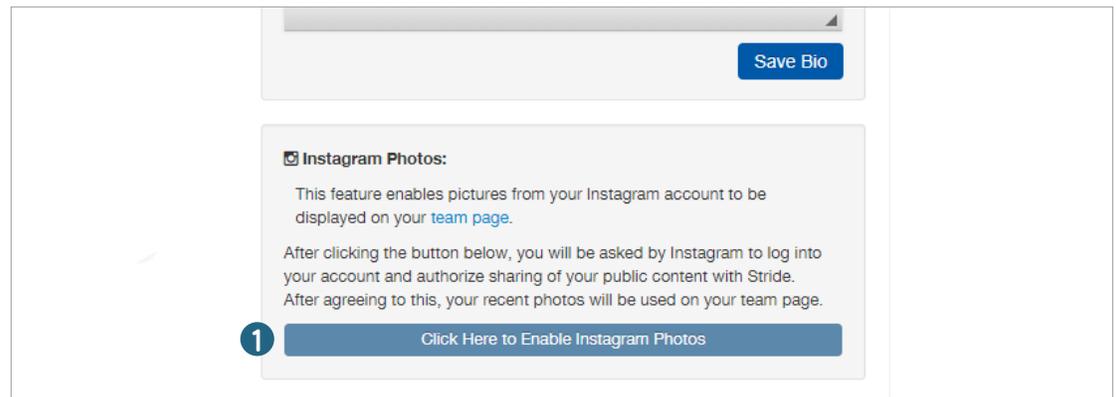
Adding Your Instagram Feed to Your Page

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

Enter the Username ❷ and password ❸ associated with your Instagram account and click "Log In" ❹.

Next, click "Authorize" ❺ 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 ❻. If you want to remove your Instagram feed from your page, click the "Remove" button ❼. 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.

Save Bio

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.

❶ Click Here to Enable Instagram Photos

Instagram

Username: ❷

Password: ❸

Forgot password?   ❹ Log in

Instagram

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

Access your basic information   Your media & profile info

Not wellsal4?   Cancel   Authorize ❺

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.

Save Bio

Instagram Photos:

This feature enables pictures from your Instagram account to be displayed on your team page.

❻ **Current Account:**

Team Alex   Remove ❼

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 team page to appear with the post.

First, go to your page by clicking "View & Share Team Page" from your dashboard ❶. Then, click either the Facebook, Twitter, or Email icon ❷.

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 page via email, click the Email icon. 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 top of your page ❸.

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 and click inside the text box to add a comment ❹. 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.

View Your Rosters

As a team captain, you have two rosters: donors and team members. If you registered with your login information from the previous year, you will have access to the previous year's team members and donors as well. Your rosters provide you with a list of all team members, donors, their contact information, and additional information, like shirt size.

To view either your team or donor roster, click "Team Members" or "Donors" on the Roster drop-down menu ❺. To download a report of the roster, click "Download Report." This will download a spreadsheet that you can view in Excel or other spreadsheet applications.

To learn how to email team members and donors or how to enter team captain payments, see "Team Captain Emails" and "Team Captain Payments." For additional support, go to Technical Support under the Help tab.

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, contact Technical Support under the Help tab.