Stride Public User Guide





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Register Your Account Donate olunteer/Sponsor Social Media

1. Register

To get walking, you must first register on your local event's home page. You have the option of connecting your account to Facebook or Google during registration to make sharing easier. To begin, click Register.



Step 1: Account

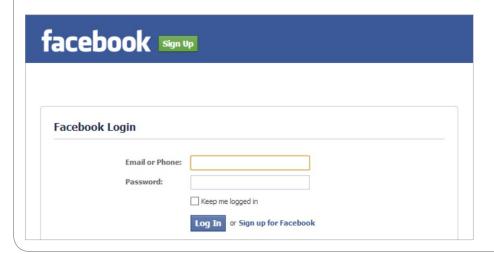
Registering with a New Account

You can choose to either create a new account, or link your account to either your Facebook or Google+ account. If you'd like to register with a new account, click "New Account."



Registering with Facebook or Google+

Register with either your Facebook or Google account to make sharing with friends easier. To register with Facebook, click "Login with Facebook." To register with Google, click "Login with Google+." If you are registering with Facebook, enter your user information, then click "Log In."

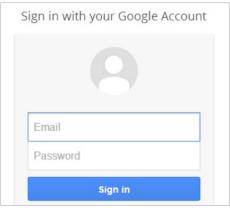


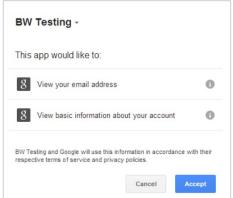
If registering with Facebook, click "Okay" to allow Stride, the fundraising software, to see your information. Click "Okay" again so you can post to Facebook through Stride.

If you are registering with Google, enter your user information, then click "Sign In." Next, click "Accept" to allow Stride to see your information.





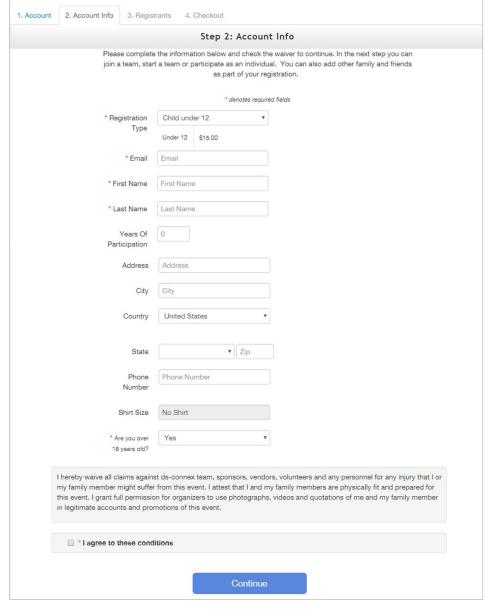




Step 2: Account Info

The next step of registration is to fill out your account information and event waiver. If you signed up using Facebook or Google, your name and email address will already be filled out for you.

Use the drop-down menu to select your registration type. Enter your email address, first name, and last name. Fill out any other fields you see, such as Shirt Size. Use the "Are you over 18 years old?" drop-down menu to select "Yes" or "No." Next, read the waiver and check "I agree to these conditions." Click "Continue."



Step 3: Registrants

In Step 3, you can register as an individual, start a new team, or join an existing team. If you are registering for additional people, like your family members, you can also add them here.

Registering as an Individual

Register as an individual if you do not wish to be a part of a team. You will still be able to register family members, but you will not be part of a team

Click "Register as an individual." Next, use the drop-down menu to choose your relationship to the team or participant that encouraged you to register.

If your employer matches donations, check the box and enter the name of your place of employment in the field that pops up. *Note: It is the participant's* responsibility to secure the matching funds.

Then, use the "How did you hear about us?" menu to choose how you found out about the event.

To add additional registrants, click the green "Add Another Registrant" button and fill out the requested information.

Click "Continue to Cart."

Starting a New Team

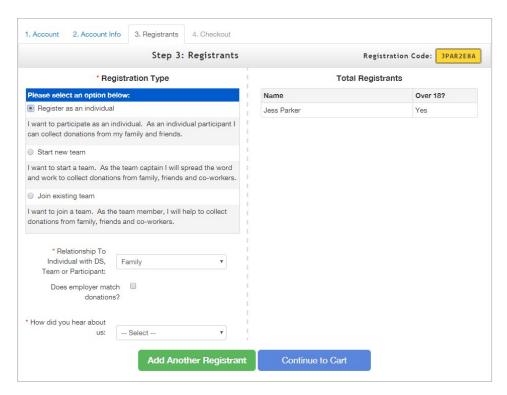
Starting a new team will automatically make you a team captain. To start a new team, click "Start new team." Enter the name of your new team. Use the drop-down menu to pick the number of years your team has been walking.

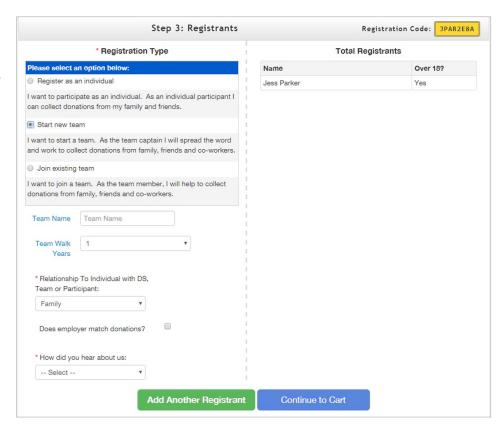
Next, use the drop-down menu to choose your relationship to the team or participant that encouraged you to register. If your employer matches donations, check the box and enter the name of your place of employment in the field that pops up. Note: It is the participant's responsibility to secure the matching funds.

Then, use the "How did you hear about us?" menu to choose how you found out about the event.

To add additional registrants, click the green "Add Another Registrant" button and fill out the requested information.

Click "Continue to Cart."





Joining an Existing Team

If there is a team you would like to join, click "Join Existing Team." Search for a team by entering their name in the text box and clicking the search icon. You can also pull up all of the teams associated with the event by clicking the search icon without entering a name in the text box.

Next, select the team you want to join. After you have joined a team, you will see its description below the team name. If you want to change your team, click the orange "Change" button to the right of the team name.

Next, use the drop-down menu to choose your relationship to the team or participant that encouraged you to register.

If your employer matches donations, check the box and enter the name of your place of employment in the field that pops up. Note: It is the participant's responsibility to secure the matching funds.

Then, use the "How did you hear about us?" menu to choose how you found out about the event.

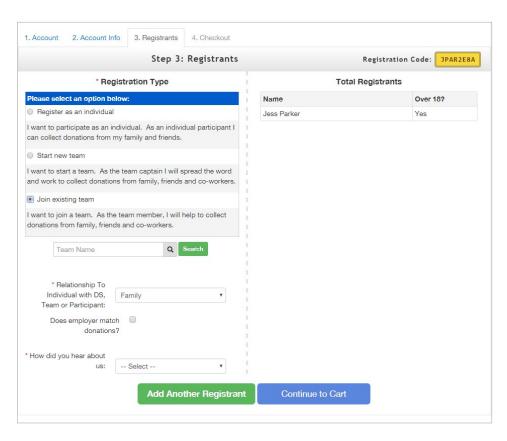
To add additional registrants, click the green "Add Another Registrant" button and fill out the requested information.

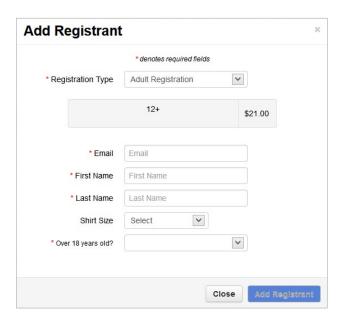
Click "Continue to Cart."

Adding Registrants

To add additional registrants such as family members to your order, click the green "Add Another Registrant" button on the bottom-left of the page during Step 3 of registration.

The Add Registrant box will pop up. Select a registration type, fill out the fields, and click "Add Registrant." Repeat the process for additional registrants. Next, click Continue.





Step 4: Checkout

In Step 4 of the registration process, you can add store items and donations to your cart and check out.

Adding Store Items and Donations

To add a donation during checkout, just enter the amount you want to donate in the "Starting Donation" box, then click "Add Donation to Cart." To see how much of your registration will be considered charitable, see the tax deduction info at the bottom of the page.

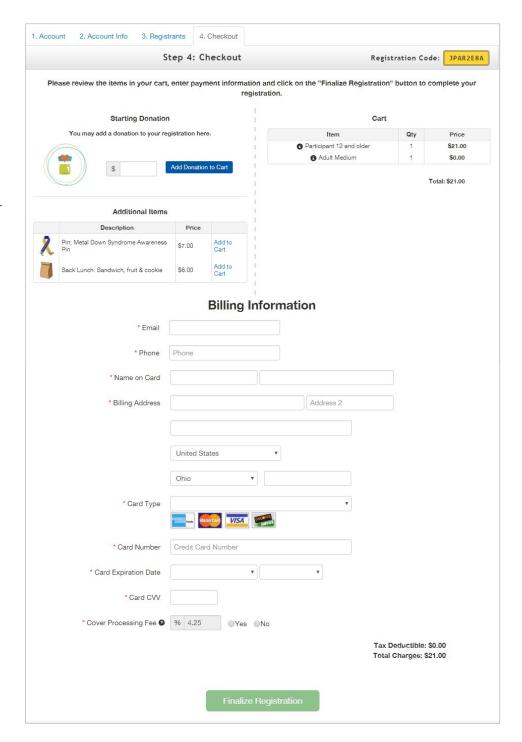
To purchase an item in the store, select "Add to Cart" to the right of the item in the "Additional Items" box. To remove an added item, click the (-) symbol to the right of the item in your cart.

Checkout

Fill out your email address on the "Billing Information" form." Enter your phone number, first name, last name, and billing address.

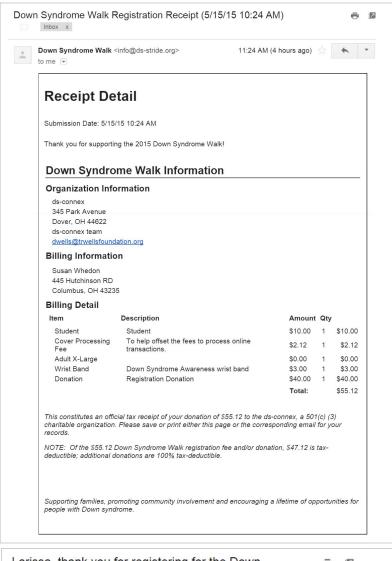
Next, select a card type from the drop-down menu. Enter your card number, expiration date, and CVV. Click "Yes" if you'd like to cover the processing fees so that the event can receive the full amount of your contribution. This is an optional setting, so not all events may have it configured. Click "No" to pay your original total only.

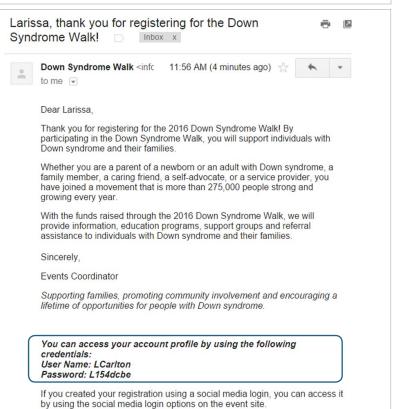
Click "Finalize Registration" when you are done.



Once you finalize your purchase, click "Print Receipt" to print your receipt. A receipt will also be sent to your email. Click "Continue to My Profile" to get started building your profile. To the right is an example of the receipt you'll receive in your inbox.

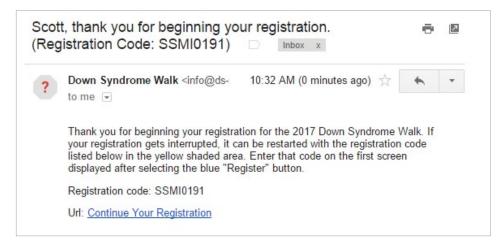
After your registration is finalized, you will receive an email welcoming you to the event. The email also contains the username and password you can use to log in.





Finishing an Incomplete Registration

You can finish an incomplete registration by using the link in the registration email that you are automatically sent after starting your registration. Click "Continue Your Registration" to continue where you left off. Alternatively, enter the registration code from the bottom of your email in the yellow "Registration Code" box on the registration page of your event and click "Continue."





Register

Your Account

Donate

Volunteer/Sponsoi

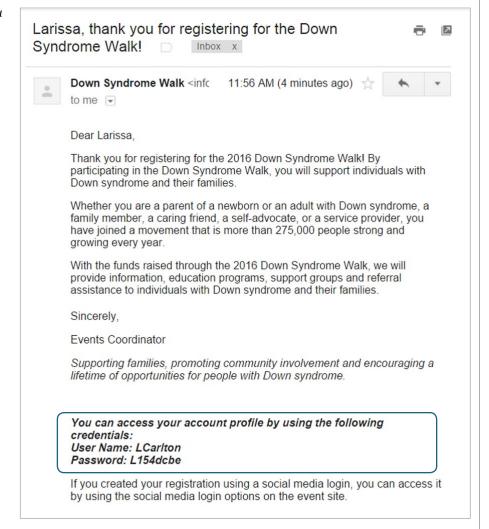
Social Media

2. Your Account

Logging In

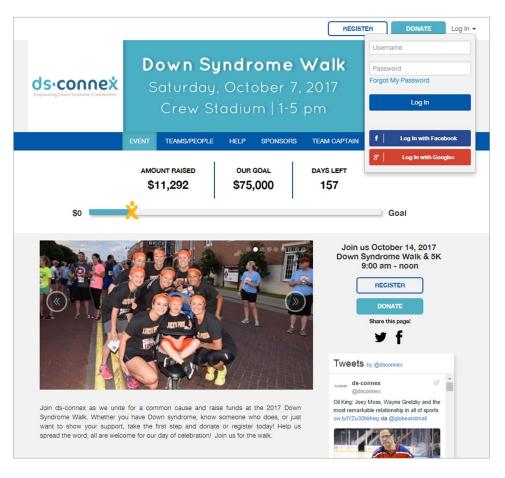
To log in, you must use the login information sent to you after you completed your registration. After your registration is finalized, you will receive an email welcoming you to the event. The email also contains the username and password you can use to log in.

Right: The email you get upon completing registration, with your username and password.



After you have found your login information, click "Log In" in the upper right-hand side of the screen. Enter the username and password given in your welcome email. Alternatively, click Login with Facebook or Login with Google+ if you registered with one of these. Enter your Facebook or Google account information on the screen that pops up.

If you deleted the email with your registration information and cannot retrieve it from your trash bin, contact your event administrator and have them reset your password. Their contact information will be at the footer of the site.



Managing Your User Account

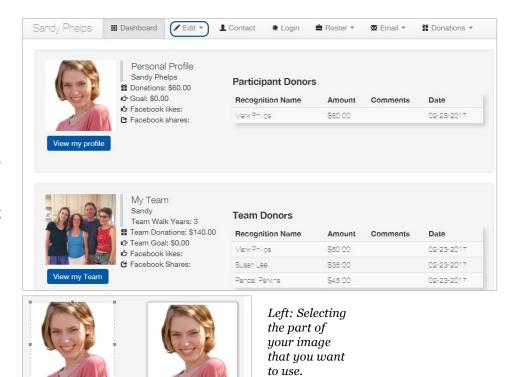
After you complete your profile or sign on, you will be directed to your dashboard. From here, you can edit both your individual and team profile. You can also get to the dashboard by clicking "Your Profile Page" under the "Hello" tab. The following section is about how to edit your individual profile. To see information specific to team profiles, see the next section.

Managing Your Individual Profile

To edit your profile, click "Edit Profile" under the dashboard or "Edit > My Profile" if you're a team captain.

Setting Up a Profile Image

To edit your profile picture, click "New Image" beneath the picture thumbnail. 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. Click "Save Image" to save.



Adjusting Your Image Size

If your 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 in your file browser and selecting the drop-down option called "Properties." The size should be less than 1 MB or any number followed by KB.

To reduce photo size on a PC:

Right click on the image in your file browser. Click Open with > Paint. Under Image, click Resize. Make sure the "Maintain Aspect Ratio" box is checked. Enter a new percentage under Horizontal. If the image is exceptionally large, enter a smaller number, like 25. Then, click OK. Next, save the image under a new name so that you can keep your original image for other uses. Your image should now upload more quickly.

To reduce photo size on a Mac:

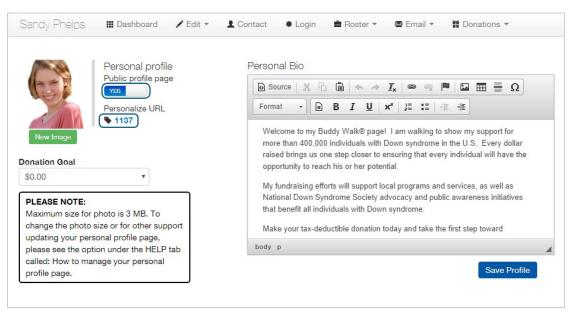
Right click on the image in Finder. Click Open with > Preview. In Preview, click Tools > Adjust Size. Make sure "Scale Proportionately" and "Resample Image" are selected. Enter a new, smaller number for the width and click OK. Next, save the image under a new name so that you can keep your original image for other uses. Your image should now upload more quickly.

Editing Your Profile

You can click the slider to the right of your profile image to change your profile from private to public. If you choose to remain private, people who search for your profile on the site will be redirected to your team profile. If your focus is on raising money for your team, this is the best choice.

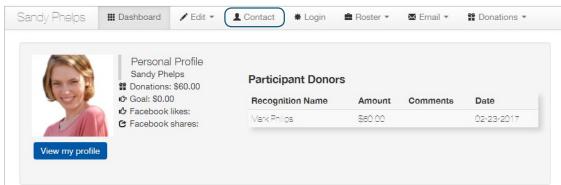
If you decide to stay public, you can customize your URL by clicking the linked text beneath "Personalize URL." Click the text and enter a custom URL, then click "Save Changes." Use the "Donation Goal" drop-down menu to select your goal.

To edit your personal bio from the default, you can type in the text box in much the same way you enter text in a word processor. Click "Save Profile" when you're done.

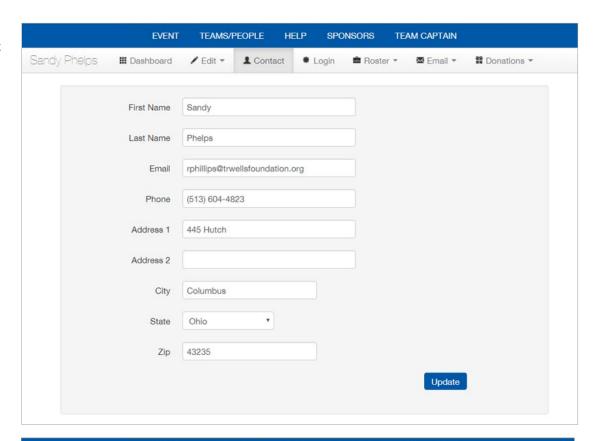


Editing Your Contact Info

To edit your contact information, click "Contact" from your dashboard.

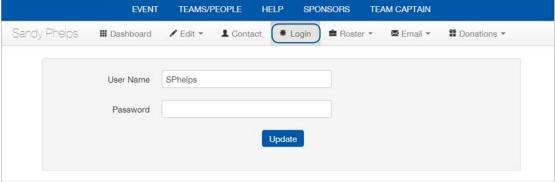


Next, edit your contact information by filling out the relevant text boxes. When you're done, click "Update."



Editing Your Login Info

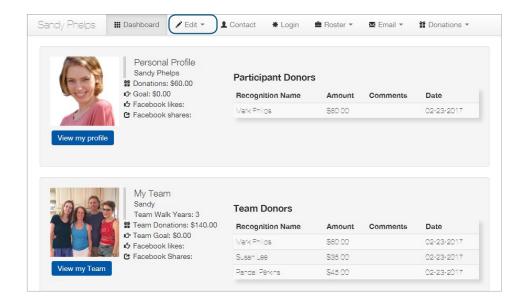
To edit your username or password, click "Login" on your dashboard. Enter a new username or password using the text boxes below. When you're done, click "Update."



Managing Your Team Account

After you complete registration or sign in, you will be directed to your dashboard. From here, you can edit your team profile if you registered as a team captain. If you've navigated away from your dashboard, you can also find it by clicking "[Your Name's] Profile Page" under the "Hello" button in the upper-right hand corner of the page.

To edit your team profile, click "Edit" from the dashboard. Next, click "Team Profile."



Setting Up a Profile Image

To edit your profile picture, click "New Image" beneath the picture thumbnail. 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. Click "Save Image" to save.



Adjusting Your Image Size

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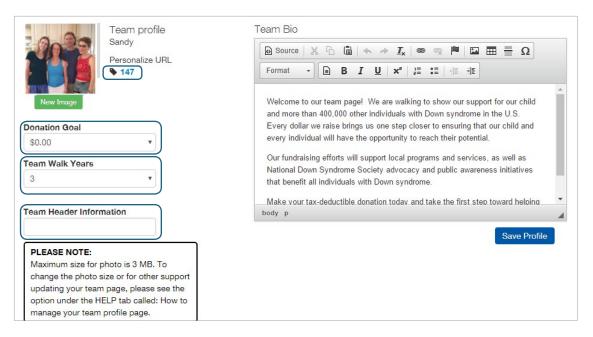
To reduce photo size on a Mac:

Right click on the image in Finder. Click Open with > Preview. In Preview, click Tools > Adjust Size. Make sure "Scale Proportionately" and "Resample Image" are selected. Enter a new, smaller number for the width and click OK. Next, save the image under a new name so that you can keep your original image for other uses. Your image should now upload more quickly.

Editing Your Team Profile

To customize your URL, click the linked text beneath "Personalized URL." Enter a custom URL for your team and click "Save Changes." Use the "Donation Goal" drop-down menu to select your goal. You can edit the number of years your team has existed by using the "Team Walk Years" drop-down menu. Enter additional important information in the Team Header Information box. This will appear above your bio.

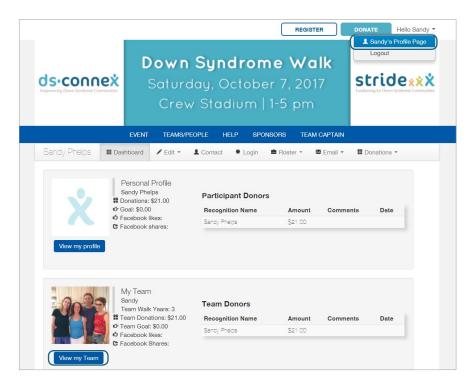
To edit your team bio, type in the text box in much the same way you would enter text in a word processor. Default text has already been filled out for you. When you're done, click "Save Profile."



If you need to change your team name, team captain, or anything of that nature, email your event coordinator using the information in the footer of the event website. They will be able to make the changes from the back end of the site.

Viewing Your Team Profile

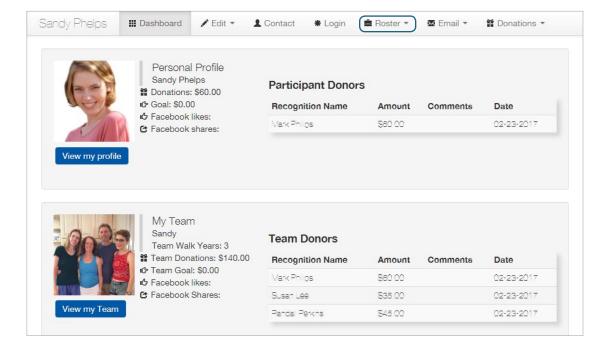
To view your team profile, go to your dashboard. You can find it by clicking "[Your Name's] Profile Page" under the "Hello" tab. Click "View My Team" under your team. You will be redirected to your team's public profile.



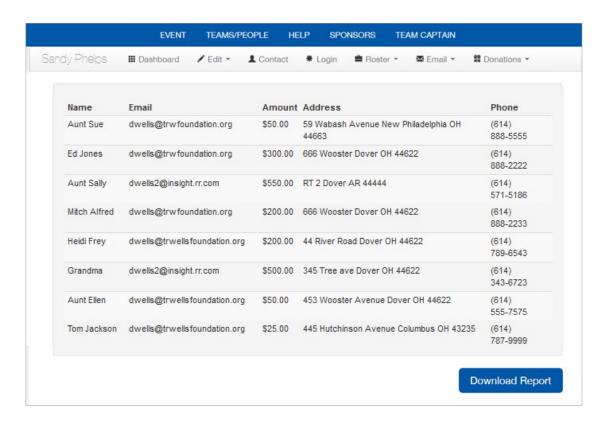
Viewing Your Rosters

The roster provides the team captain with a list of all team members, donors, and their contact information. To view your rosters, click "Roster" on your dashboard.

Right: You can access your team member and donor rosters from the dashboard page.



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

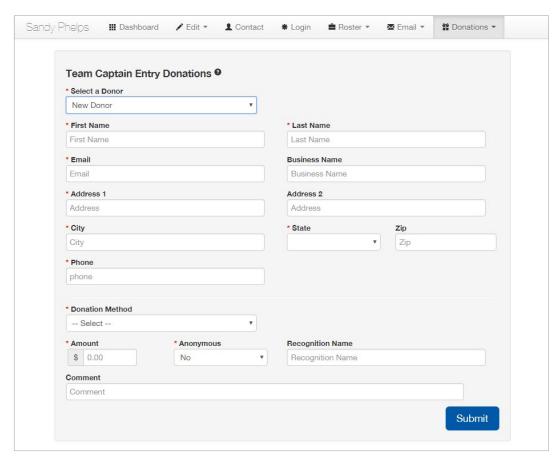


Adding a Cash or Check Donation

Because people sometimes make team donations in the form of cash or check given directly to the team captain, Stride gives the event coordinator the option to allow team captains to enter in pending cash or check payments online. That way, competitive teams can keep their amount raised updated by the minute, without having to wait for the event organizer to update their total.

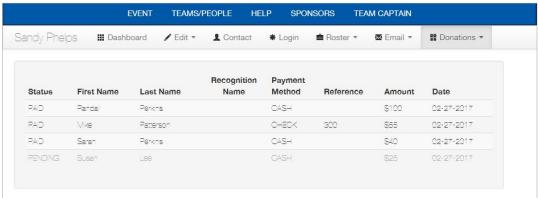
If this option is enabled for your event, you can enter a donation, by clicking on the Donations tab on your dashboard menu. Then, click "New Donation." Enter the donor's information. This will likely include their first name, last name, email address, home address, and phone number.

Next use the Donation Method drop-down menu to choose either cash or check. Enter the amount. Set the Anonymous drop-down menu to YES if the donor would like to remain anonymous. If not, you can enter an optional recognition name and comment in the remaining text fields. When you're done, click Submit. The amount will be counted toward your team total.



When your event coordinator receives the funds, they will change the payment status from pending to approved. If the event coordinator never receives the funds, they will cancel the payment and the funds will be subtracted from your team total. To check the status of past payments, click the Donations option on your dashboard, then click "Entered Payments." Payments that have been received and approved will say "PAID." Other payments will remain grayed out until they are accepted.

Right: Checking the status of previously-entered donations.



Emailing Your Team Members and Donors

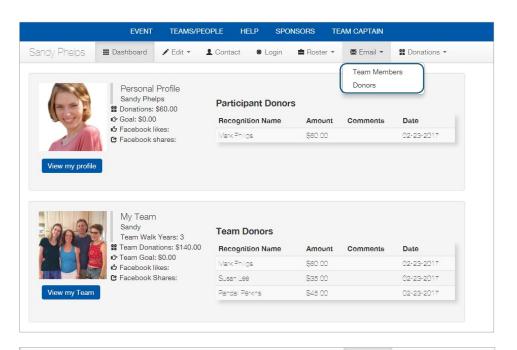
Stride offers several default email options for team captains to communicate with their team members and donors. These options include a welcome message, fundraising and event reminders, a notification that the goal has been reached, and a thank you message for donors.

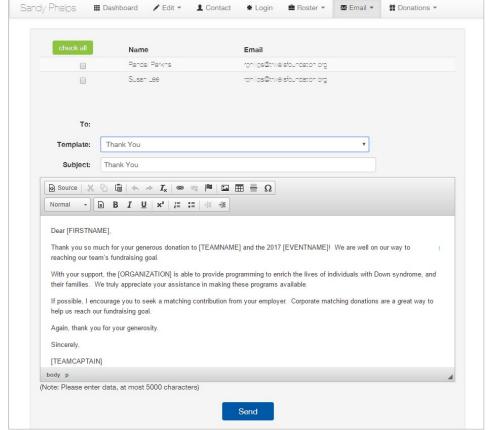
Team captains have the option of sending an email to specific team members or donors, or to everyone at once. To send an email to your team members or donors, click the Email option on your dashboard. Choose either Team Members or Donors.

In this example, we'll send a message to our team members. You can click the check boxes beside individual team members to send a message selectively, or click "Check All" to send the message to everyone on your roster. As you check names, they will appear in the "To:" field above the email text box.

Next, select a template. "Welcome to the Team" welcomes your team members and reminds them to start raising money to meet the team goal. "Fundraising Reminder" thanks team members for their fundraising work and reminds them that they have one week left to reach their goal before the event. "Fundraising Goal Reached" lets team members know that the team goal has been reached and thanks them for their hard work. "Event Reminder" reminds team members of the event date and time. "Thank You" thanks donors for their contribution and encourages them to ask their employer about matching contributions.

The options you see may differ from these, as event administrators can edit the default email settings. Once you pick a template, you can edit the text as you see fit. You can also choose "Create your own email letter" to type your own email from scratch. If you choose this option, don't forget to enter a subject. When you're done, click Send.





Register

Your Account

Donate

Volunteer/Sponsor

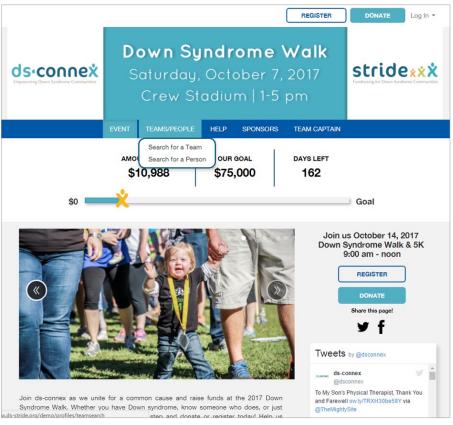
Social Media

3. Donate

There are several ways to donate. You can click the big donate button on the home page, or you can donate from a team or individual's profile. Either way, you can choose who you want to donate to, whether it's a team, an individual, or the general cause. Donations to a team or individual count toward their total raised, but all funds go to support the same cause in the end.

Searching For a Profile

To donate to the general cause and not in the name of an individual or team, click Donate. Otherwise, click "TEAMS/PEOPLE," the second item on the menu at the top of the page. Choose either the "Search for a Team" or "Search for a Person" tab.



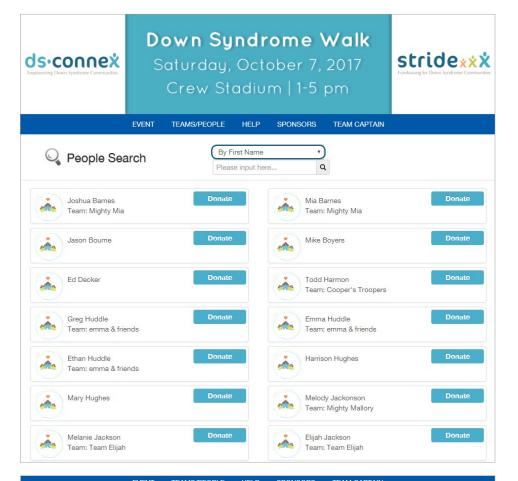
To search for a team, use the drop-down menu to choose to search by the team name or by team captain name. Enter the name then click the search button.

Click the Donate button next to the team profile.



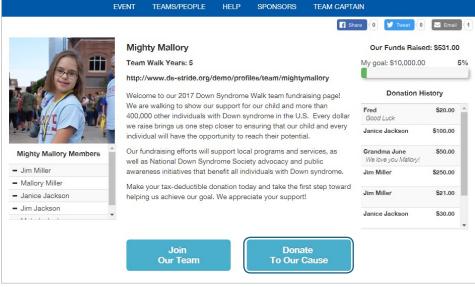
To search for a person, use the drop-down menu to choose to search by first or last name. Enter the name then click the search button.

Click the Donate button next to their profile.



Adding a Donation to Your Cart

After pulling up a profile using the search function, you can donate by clicking the "Donate" button to the right of the team or person's name on the search page, or clicking on their name and then clicking the "Donate To Our Cause" button on their profile.



Next, fill out the donation form. If you clicked the Donate button on the main page instead of searching for the profile, the donation process is much the same, but you will have to choose the name of the individual or team you want to donate for. You can also choose "General Donation" to donate to the walk in general.

Use the drop-down menu to select "Donate to a team," "Donate to a registrant," or "General Donation." If you chose to donate to a team or a registrant, use the search bar that pops up below to search for a team or individual to donate to.

If you'd prefer, you can leave the search terms blank and click "Search." This will bring up all teams or individuals associated with the event (right). Click the person or team in whose name you'd like to donate.

Choose the relationship to the person or team you are donating to, if applicable. Next, enter your donation amount. Use the next drop-down menu to choose how you heard about the event.

If you'd like to remain anonymous, check the Remain Anonymous field. Otherwise, you can fill out an optional recognition name and optional comment below. These will show up on the individual or team profile page.

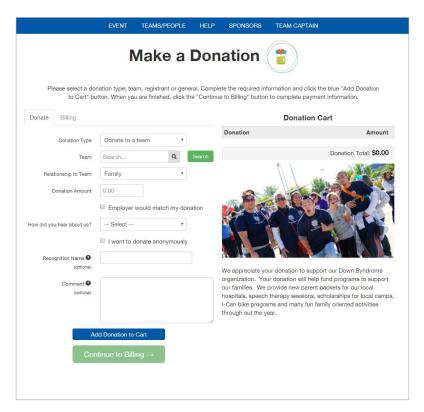
Click "Add Donation to Cart." If you want, you can add a donation to another individual or team, or to the general event. Just fill out the form again and click "Add Donation to Cart." The donations will be added up in your Donation Cart on the right. When you're done, click "Continue to Billing."

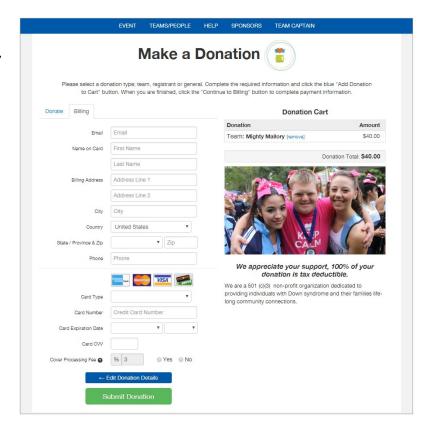
Completing Your Payment

Next, enter your billing information. Enter your Email, phone number, first name, last name, and billing address. Use the "Card Type" drop-down menu to select your card. Enter your card number. Then, use the drop-down menus to enter your expiration date. Enter your CVV in the text box.

If there is a processing fee option, choose "Yes" if you'd like to cover the processing fee for your purchase, or "No" to pay your original donation amount only. This option is not available for all events. Click "Submit Donation."

After you are finished paying, your receipt will appear on the next page. You will also receive one via email. To print your receipt, click the "Print Receipt" button.





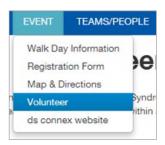
Register Your Account **Donate** Volunteer/Sponsor Social Media

4. Volunteer / Sponsor / Exhibitor

If you want to volunteer at the event, you can submit a volunteer form to the event coordinator. These forms are optional for the site, so if you can't find these forms on the home page, contact your event coordinator.

Submitting a Volunteer Form

If you'd like to volunteer at the event, you can fill out a volunteer form. The site administrator can put the volunteer form under any of the main tabs on the navigation bar. In this case, they are under EVENT." Click one of the drop-down menus on the navigation bar to find the volunteer form. Click "Volunteer."



Enter your name, email, phone number, and comments to send to the event coordinator. Click "Submit." Your form has been sent via email

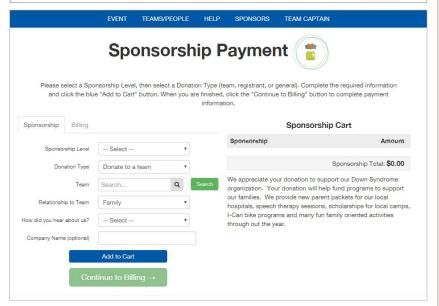
TEAMS/PEOPLE Volunteer Contact Form Thanks for your interest in volunteering for our Down Syndrome Walk. Please submit your name, email address, phone number and best time of day to reach you. We will get back within a week to confirm the information you will need. The ds-connex team * Phone Number Phone Number Submit

Sponsorship

To make a sponsorship payment online, go to the SPONSORS tab and click Sponsorship Payment by Credit Card.

Select a sponsorship level and donation type. If you're donating to a team or individual, search for their name in the search box that comes up and use the drop-down menu below to choose your relationship to the registrant or team. Otherwise, click General Donation.

Select how you heard about the event and fill out an optional company name. Click Add to Cart. Repeat the steps above to add any additional sponsorship payments, then click Continue to Billing.

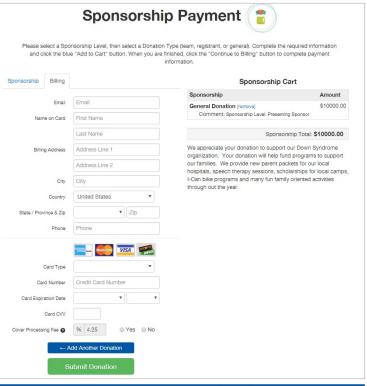


Fill out your email and credit card information. Next, choose if you'd like to help cover the processing fee and click Submit Donation.

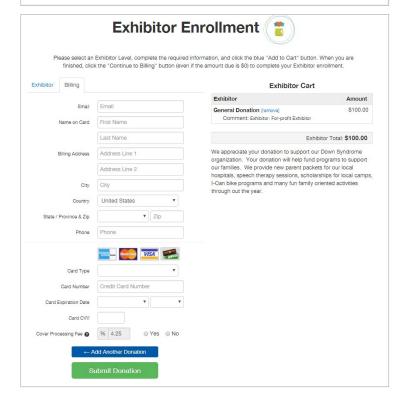
Exhibitor Enrollment

To enroll as an exhibitor, click SPONSORS, then Exhibitor Enrollment. Choose your exhibitor level, how you heard about the event, and enter an optional company name. Repeat the steps above to add any additional sponsorship payments, then click Continue to Billing.

Next, fill out your email and credit card information. Next, choose if you'd like to help cover the processing fee and click Submit Donation.







Register Your Account **Donate** Volunteer/Sponsor Social Media

5. Social Media

You can connect to multiple social media platforms from your team and individual profile pages. You can post comments on both profile types, and share the page through almost any medium.

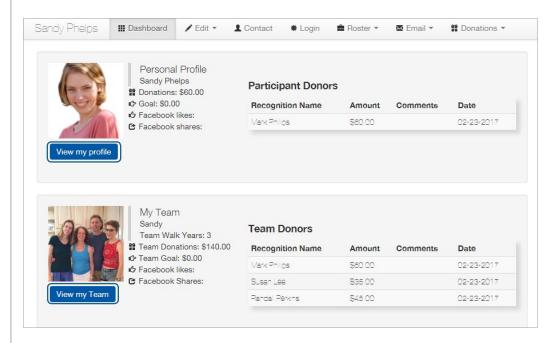
Promoting Your Team and Finding Donors

Stride, the fundraising software, has several built-in features to help you reach out to your network and find new donors and team members. Once you send someone your team or individual profile page, they can donate in your name if it is an individual profile, or donate and join if you sent them your team profile.

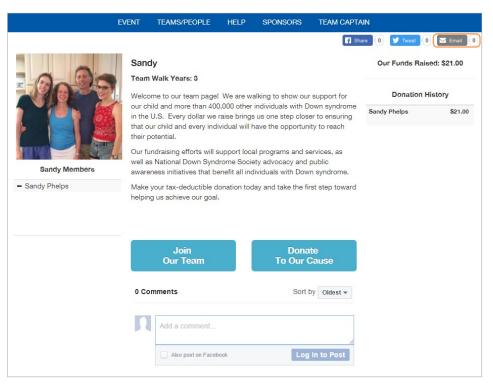
Sharing Your Page to Potential Donors and Team Members

It's easy to share both your individual and team pages. You can share your page via email or through social media. Team captains can also email team members and donors directly through Stride. Several templates are provided, and we'll explore that in the next section.

To share your profile via email, pull it up by clicking "View my profile" or "View my Team" from your dashboard. Your dashboard is the first thing that comes up when you log in, but if you've navigated away from it, you can bring your dashboard up by clicking "Hello [your name]" on the far-right of the navigation menu, then clicking "[Your name's] Profile Page" in the drop-down menu.



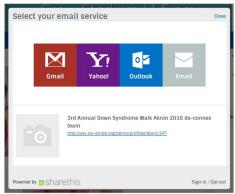
To share the profile page via email, click the Email icon in the upper right-hand corner of the profile, just below the menu bar.

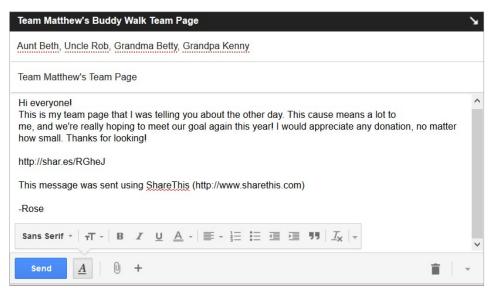


When you click the email icon, a screen with several sharing options will pop up. Choose the type of email account you have. The options are Microsoft Outlook, Gmail, Yahoo! Mail, or your native mail client, which is whatever mail program you have on your computer, if you're not using one of the first three email types.

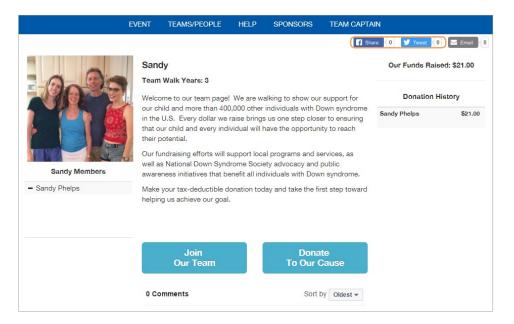
Once you pick an email type to use, you will be redirected to your email account. You may have to log in if you aren't logged in already. Follow the on-screen prompts to do so. An email draft will automatically pop up, with the link to your page already pasted in for you. Enter in your recipients' emails.

Next, fill in any additional message that you want to send to the recipients. In this case, we'll ask them to check out your team page and donate. Click Send when you're done. When they click the link, they will be taken directly to your team profile page, where they can donate by clicking the big blue "Donate to Our Cause" button. This ensures that your that their donations count toward your individual or team total.





You can also share a link to your page via Facebook and Twitter. In this case, you can click either the Facebook or Twitter icon, at the top of your team or individual page, right below the menu bar.



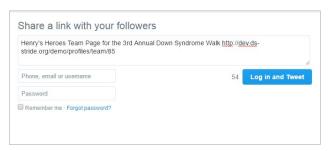
If you're sharing via Facebook, clicking the Facebook icon will bring you to the Facebook login screen if you weren't already logged in. Enter your email and password, then click Log In. A post with the link will already be drafted for you. You can choose to share the link in a message, on your timeline, or to a group. Enter any text you want. In this case, we'll ask our facebook friends to join our team. Click Share Link.

The link will show up on your timeline, on a group page, or in the private message you selected.

If you're sharing via Twitter, clicking the Tweet icon will bring you to a page where you can both edit what you want to tweet and log in. A tweet with the link will already be drafted for you. Enter any additional text you want. Next, enter your username or email and password, then click Log In and Tweet.

It's a good idea to use your event hashtag in your tweets. You can usually find this in the tweets in the Twitter feed on the event home page. We also recommend following your local Down syndrome organization Twitter account, so you can stay up-to-date on the event and help spread the word!







Posting a Comment

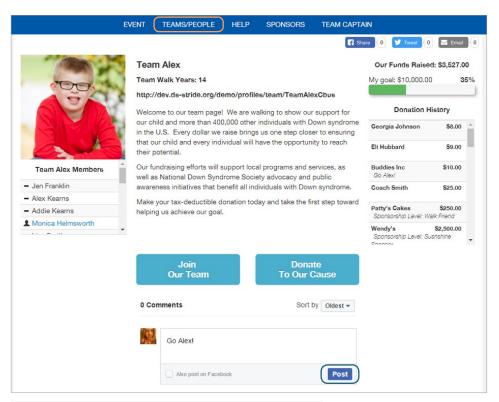
To post a comment to a team or individual profile, pull up the profile by searching for it under Teams/People or by accessing it from your dashboard.

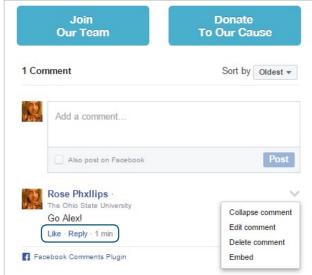
Click in the box to enter your text, then click Post or Log In to Post.

If you weren't already logged in, enter your username and password in the box that pops up, and click Log In.

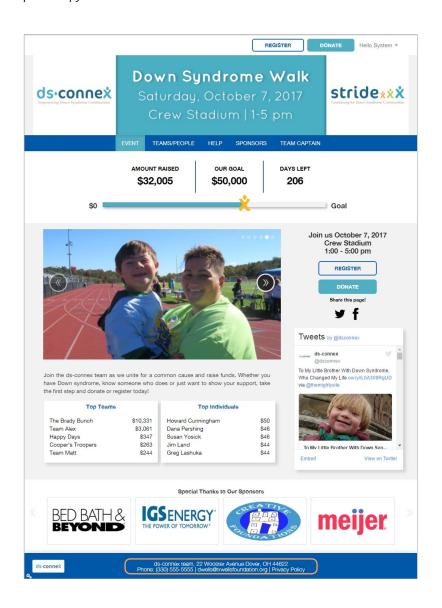
Once a comment is posted, the owner of the page can delete it by hovering the mouse over the comment, and clicking the X that comes up to its right.

Users will be able to reply to and like other comments by using the options below the comment.





Additional questions or changes to be made to your account? Your site administrator can edit your contact information and registration info like shirt size, team name, username, password, and team. Just call or email using the contact information at the footer of your event site.





Need help?

Send us your event name or city and issue. support@ds-connex.org

