

Quick-Start

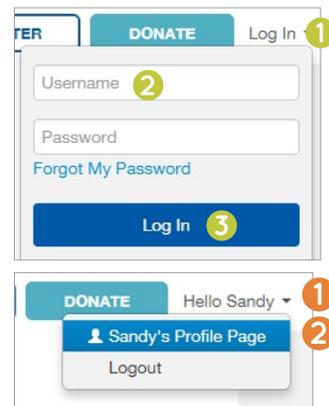
Managing Your Team Profile Page

Logging In

To manage your team profile 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.

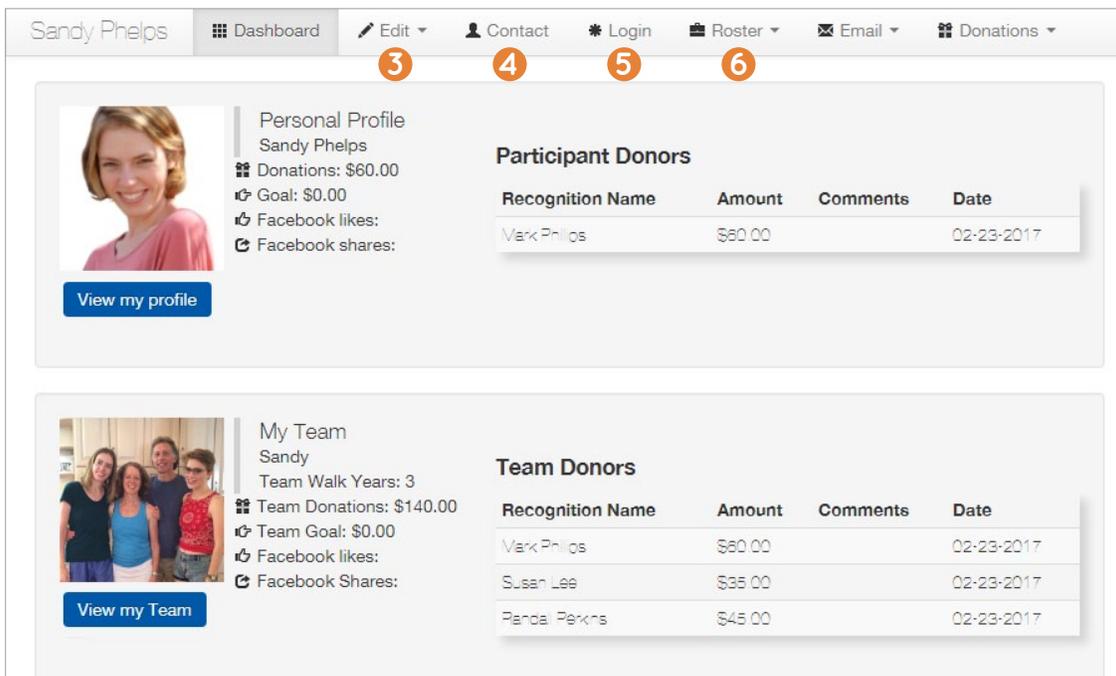


Your Dashboard

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 profile, click Edit then Team Profile **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**.



Editing Your Profile

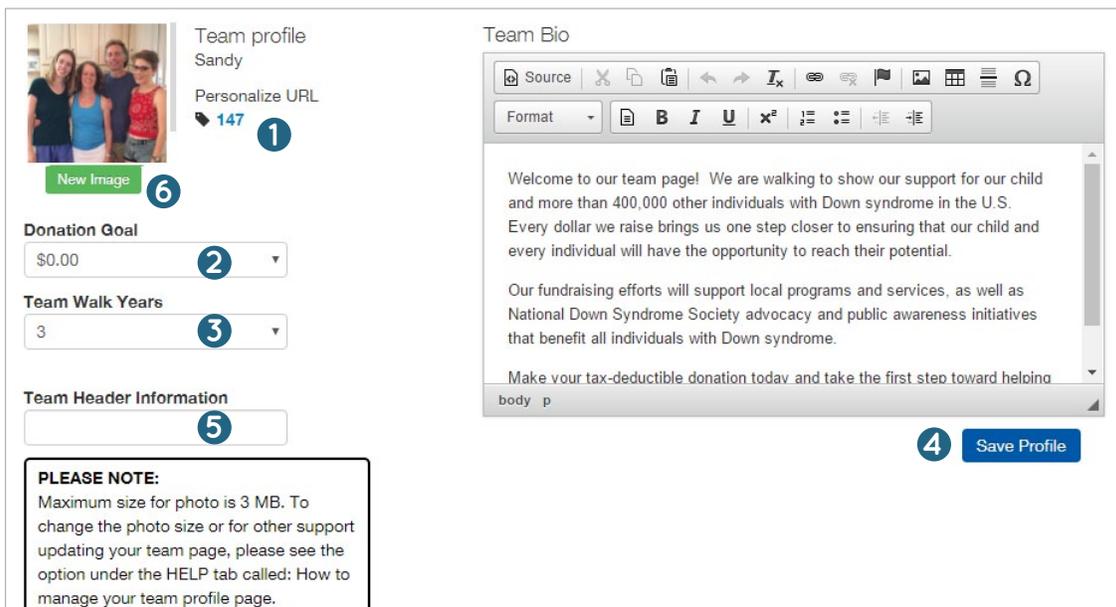
To customize your URL, click the URL link **1** and enter a new URL. Click "Save Changes."

To set a donation goal, use the Goal drop-down menu to select an amount **2**. Set your team walk 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 Profile" **4**.

Enter additional important information in the team header 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, drag the corners of the marquee box to choose what part of your picture to use **7**. Click "Save Image" to save **8**. 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, 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."

Viewing & Sharing Your Profile

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 profile page to appear with the post.

First, go to your profile by clicking “View My Team” 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 profile 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 green buttons at the bottom of your page **3**.

Commenting on a Profile

To post a comment to a team or individual profile, pull up the profile by searching for it under Teams/People and click inside the text box to add a comment **4**. 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.

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, email ds-connex at support@ds-connex.org.

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 1 MB or any number followed by KB. To shrink an image, see below.

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.

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.

The screenshot shows the dashboard for Sandy Phelps. At the top, there is a navigation bar with links for Dashboard, Edit, Contact, Login, Roster, Email, and Donations. The main content area is divided into two sections: "Personal Profile" and "My Team".

Personal Profile: Sandy Phelps, Donations: \$60.00, Goal: \$0.00, Facebook likes, Facebook shares. A "View my profile" button is visible.

Participant Donors:

Recognition Name	Amount	Comments	Date
Mark Phelps	\$60.00		02-23-2017

My Team: Sandy, Team Walk Years: 3, Team Donations: \$140.00, Team Goal: \$0.00, Facebook likes, Facebook Shares. A "View my Team" button is visible.

Team Donors:

Recognition Name	Amount	Comments	Date
Mark Phelps	\$60.00		02-23-2017
Susan Lee	\$38.00		02-23-2017
Panda Perkins	\$45.00		02-23-2017

The screenshot shows the team profile page for Sandy. It features a team photo, a "Sandy Members" list with Sandy Phelps, and a "Sandy" profile section. The profile includes a welcome message, fundraising goals, and a "Donation History" table.

Sandy
Team Walk Years: 3
Our Funds Raised: \$21.00

Welcome to our team page! We are walking to show our support for our child and more than 400,000 other individuals with Down syndrome in the U.S. 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 National Down Syndrome Society advocacy and public awareness initiatives that benefit all individuals with Down syndrome.

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

Donation History

Donor Name	Amount
Sandy Phelps	\$21.00

Buttons for "Join Our Team" and "Donate To Our Cause" are visible. A comment section shows "0 Comments" and a "Sort by Oldest" dropdown. A comment input field is also present.

View Your Rosters

As a team captain, you have two rosters: donors and team members. Your rosters provide you with a list of all team members, donors, their contact information, and additional information, like shirt size. To view your rosters, click “Roster” on your dashboard.

To view either your team or donor roster, click “Team Members” or “Donors” on the Roster drop-down menu **5**. 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.