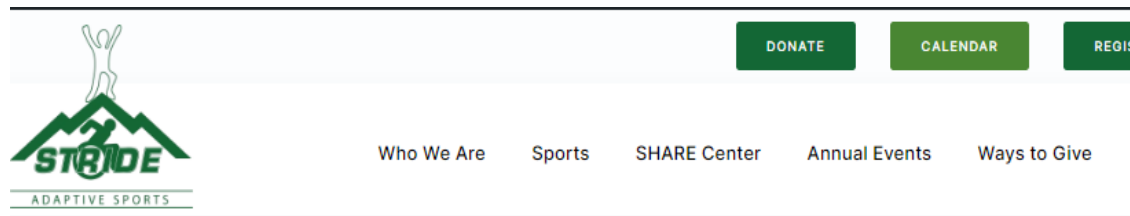




## How to Create Your 100k Team & Individual Fundraising Page(s)

**Step #1 – TEAM CAPTAINS MUST FIRST CREATE A TEAM PAGE.** Team captain: After you register, you will be taken to the confirmation screen below (Figure 1). The confirmation screen has a blue link “Click here to get started,” that will start the process of creating your team fundraising page. Click on the link to proceed (circled in red below).

You can also use this link: [Register](#)



## Vertical Challenge 2023

[CONFIGURE](#)

Welcome Christine Golden. ([Not Christine Golden, or want to register a different person?](#))

Thank you for registering.

Team captains must set up the team page before setting up a personal campaign page.

Once the team page is created, team members may register, and select their team in the drop-down menu as they set up their personal campaign pages.

If you do not have a team yet, and want to join one, please contact Chris: [cgolden@stride.org](mailto:cgolden@stride.org)

Want to be a virtual participant? You can set up a personal campaign page and participate virtually to fundraiser and support STRIDE programs.

Creating your personal campaign page: pay the \$75 registration fee.

**PLEASE NOTE - YOU MUST BE LOGGED INTO STRIDE'S WEBSITE WITH YOUR USERNAME AND PASSWORD TO SUCCESSFULLY COMPLETE THIS REGISTRATION.**

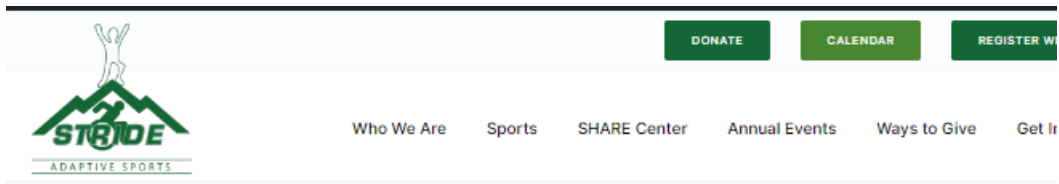
**TO LOGIN, CLICK ON THE BUTTON IN THE UPPER RIGHT HAND CORNER OF YOUR BROWSER AND ENTER IN YOUR USERNAME AND PASSWORD.**

**CONTACT CHRISTINE GOLDEN, DEVELOPMENT DIRECTOR, AT 518-598-1279; [cgolden@stride.org](mailto:cgolden@stride.org) IF YOU HAVE QUESTIONS OR REQUIRE ASSISTANCE.**

How many people are you registering? \*

1 (including yourself)

**Step #2 –Team Captains:** You must set up your team page before members can join the team.



## Setup a Fundraising Page – Step 2

Personalize the contents and appearance of your personal campaign page here. You will be able to return to this page and make changes at any time.

If you want to start a team, first create a team page. Then you (and your friends) can create your individual pages for the team.

If you want to join an existing team, choose "Individual" page below, then select the team name from the "Team" drop-down list.

### Type

Individual  Team

Choose "Team" and name your team in the title field; otherwise choose "Individual" to create a personal page. If you are a member of a team, choose "Individual" here and then choose the team to join.

### Title \*

### Welcome \*

Introduce the campaign and why you're supporting it. This text will appear at the top of your personal page AND at the top of the main contribution or event registration page.

### Your Goal \*

Total amount you would like to raise for this campaign.

### Progress Bar



If this option is checked, a "thermometer" showing progress toward your goal will be included on the page.

### Donation Button

The text for the contribute or register button.

### Your Message

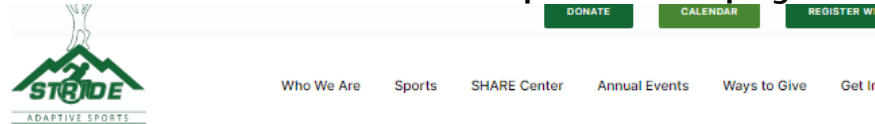
Rich text editor toolbar with icons for Source, Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Image, Table, and Help.



**Step #2 – Personal Individual Campaign Page** – If you are interested in participating but not a part of a team, please contact [cgolden@stride.org](mailto:cgolden@stride.org) and we will find a team for you. You need to be part of a team to sign up as an individual. Fill in your first name, last name, and email. Click on the dark blue “Continue” button.

**Figure 2.** After entering your information, click on the dark blue “Continue” button. You will receive an email that includes a link to set up your page. Below is the screen you will see to set up a personal campaign page (team page needs to be created first by the Team Captain).

## Follow instructions for individual personal campaign.



### Setup a Fundraising Page – Step 2

Personalize the contents and appearance of your personal campaign page here. You will be able to return to this page and make changes at any time.

If you want to start a team, first create a team page. Then you (and your friends) can create your individual pages for the team.

If you want to join an existing team, choose "Individual" page below, then select the team name from the "Team" drop-down list.

#### Type

Individual  Team

Choose "Team" and name your team in the title field; otherwise choose "Individual" to create a personal page. If you are a member of a team, choose "Individual" here and then choose the team to join.

#### Team

- select -

Choose the team you'd like to join. Leave this field empty if you do not want to join a team.

#### Title \*

#### Welcome \*

Welcome to my fundraising page.

Introduce the campaign and why you're supporting it. This text will appear at the top of your personal page AND at the top of the main contribution or event registration page.

#### Your Goal \*

250.00

Total amount you would like to raise for this campaign.

#### Progress Bar

If this option is checked, a "thermometer" showing progress toward your goal will be included on the page.

#### Donation Button

Donate Now

The text for the contribute or register button.

#### Your Message



**\*\*\*Virtual Participants -please contact [cgolden@stride.org](mailto:cgolden@stride.org)**

**Step #3** – when creating an individual page, specify which team in the dropdown, or leave it blank (-select-) if you aren't sure yet.

If the team you want to join is not an option in the dropdown box, it means no one has created a page for your team yet (please notify your team captain so they can create the page).

If you are creating a team, you will be given an option to name the team. After you create the page, it will show up in the Team dropdown box for your team members to select when they create their individual pages.

**Step #4** – Fill out the rest of the information on the form, and attach a photo for your page. When all of your information has been filled in, click on the blue “Save” button at the bottom of the page (circled below).

▼ Include a Picture or an Image

You can upload a picture or image to include on your page. Your file should be in .jpg, .gif, or .png format. Recommended image size is 250 x 250 pixels. Images over 360 pixels wide will be automatically resized to fit.

Attach File  No file chosen

Browse to the **file** you want to upload. Each file must be less than 3M in size. You can also add a short description.

**Honor Roll**

If this option is checked, an "honor roll" will be displayed with the names (or nicknames) of the people who supported you. (Donors will have the option to remain anonymous. Their names will NOT be listed.)

**Notify me via email when someone donates to my page**

If this option is checked, you will receive an email notification when people contribute to your campaign.

**Active**

Is your Personal Campaign Page active? You can activate/de-activate it any time during its lifecycle.



**Step #5** – Now that your page has been created, you will be brought to your dashboard on STRIDE’s website (you must be logged in). Click on “Edit Your Page” and you will be able to edit the details of your page.

## Chris Golden

**i** Your Fundraising Page has been created and is ready to use.  
**i**

**Fundraising Preview** - This is a preview of your Fundraising Page in support of [2023 100K Fundraising Page](#).

The current status of your page is: **Approved**.

This campaign is active from **December 1st, 2022** until **May 1st, 2023**.

You can:

- [> Edit Your Page](#) *Change the content and appearance of your page*
- [> Tell Friends](#) *Send emails inviting your friends to support your campaign!*
- [> URL for this Page](#) *Right Click on this link to copy and share with your network. Or you can copy the link from the address bar above.*
- [> Update Contact Information](#) *Update your personal contact information*
- [> Disable](#) *De-activate the page (you can re-activate it later)*
- [> Delete](#) *Remove the page (this cannot be undone!)*

**Tip** -

You must be logged in to your account to access the editing options above. (If you visit this page without logging in, you will be viewing the page in "live" mode - as your visitors and friends see it.)

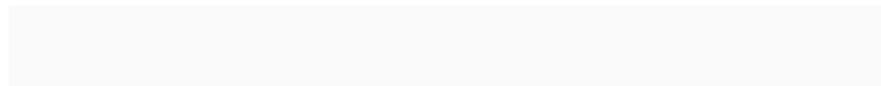
Welcome to my fundraising page.

Goal \$250.00

0% towards our goal

\$0.00 raised

HONOR ROLL





**Step#6**– Get a shareable link for your page by right clicking on the link in your dashboard that says “URL for this Page.” Copy the link. You can now paste it into an email, etc. to share.

**Fundraising Preview** - This is a preview of your Fundraising Page in support of [2023 100K Fundraising Page](#).

The current status of your page is: **Approved**.

This campaign is active from **December 1st, 2022** until **May 1st, 2023**.

## You can:

[Edit Your Page](#)

*Change the content and appearance of your page*

[Tell Friends](#)

*Send emails inviting your friends to support your campaign!*

[URL for this Page](#)

*Right Click on this link to copy and share with your network. Or you can copy the link from the address bar above.*

[Update Contact Information](#)

*Update your personal contact information*

[Disable](#)

*De-activate the page (you can re-activate it later)*

[Delete](#)

*Remove the page (this cannot be undone!)*



NOTE: The link for your fundraising page might not work well when pasted into Facebook. If this happens, go to <https://bitly.com/>, paste the link into the “Shorten your link” box, and click on the blue “Shorten” button. The new link it creates should work in Facebook.

A screenshot of the Bitly QR Code Generator interface. The top section is an orange banner with the Bitly logo and the text "Bitly is excited to announce the acquisition of QR Code Generator, the world's leading QR code platform. Check out our combined capabilities." and a "Learn More" button. Below this is a dark blue section containing a white input field with the placeholder text "Shorten your link", a blue "Shorten" button, and a small disclaimer: "By clicking SHORTEN, you are agreeing to Bitly's Terms of Service and Privacy Policy". A red hand-drawn circle highlights the input field.