



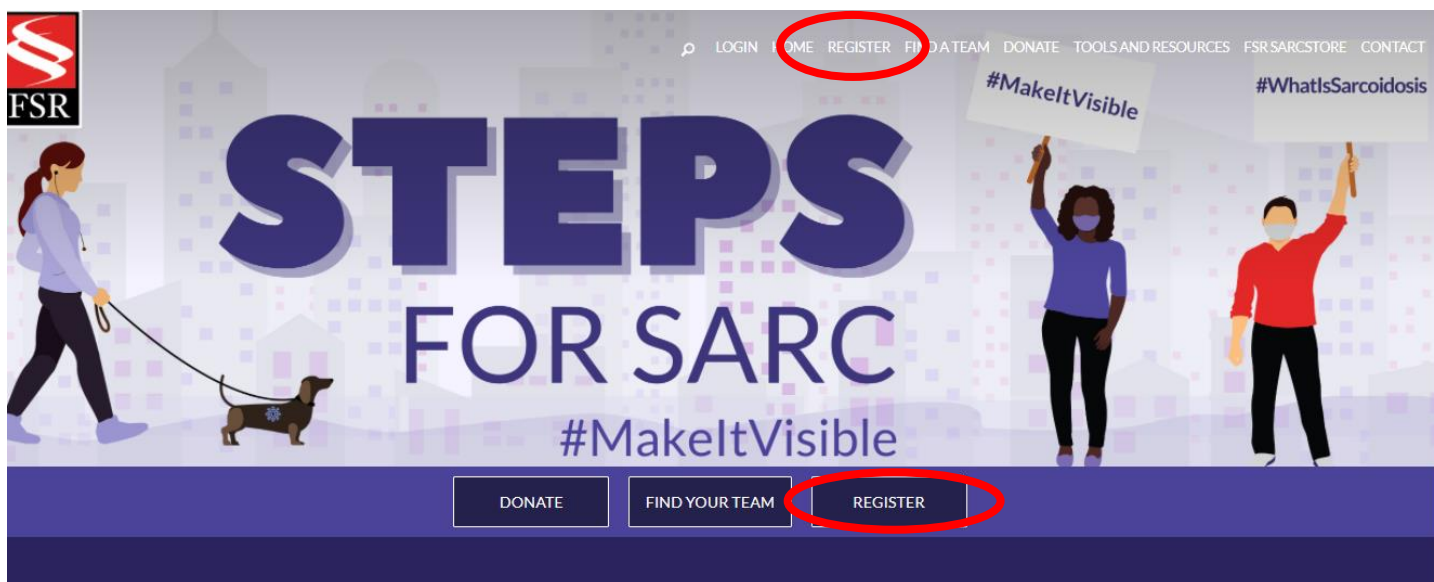
FOUNDATION FOR
SARCOIDOSIS RESEARCH

Steps for Sarc Campaign Instructions

Thank you for joining The Foundation for Sarcoidosis Research (FSR) in the #MakeltVisible Steps for Sarc step challenge! As a participant you will be able to create your very own online step page using the Team KISS platform. Included in this guide is a step-by-step breakdown of how you can create your page and start completing your steps and fundraising during April's Sarcoidosis Awareness Month!

Step 1: Register for the Campaign

1. Begin by going to the Steps for Sarc website:
<https://stopsarcoidosis.rallybound.org/stepsforsarc2022>
2. Click **Register** in the navigation bar or on the welcome message to begin.



3. If you have used the Team KISS fundraising website in the past, enter email address used in your previous campaign. If you have not, simply enter your email address to create a Team KISS account.
Note - If you need a password reset, simply click **Forgot Password** and you will be emailed a link to reset your password.

Enter your email address to get started.

test123@aol.com

NEXT

OR

4. Enter in your contact information and then scroll down to edit your participation preferences.
Note - This is the section where you can create a new team or join an existing team, see below.

STEPS FOR SABC

stepsforabc.org/resources

Your details Add friends Confirm

STEPS FOR SABC

FSR TEST

Address *

Street 1820 W. Webster Ave. Apt/Ste/Unit 304

Country UNITED STATES

City Chicago

State Illinois

Zip 60614

Phone Number 3123410500

Fundraiser

Goal Amount *

\$ 175

Campaign Name

Custom URL

Note - Your individual default fundraising goal has been set to \$175 and default distance goal has been set to 175,000 steps.

FOR SARC

Supporting Survivors

#TEAM

Your details

Add friends

Confirm

60618

Phone Number

3123410500

Fundraiser

Goal Amount *

\$ 300

Campaign Name

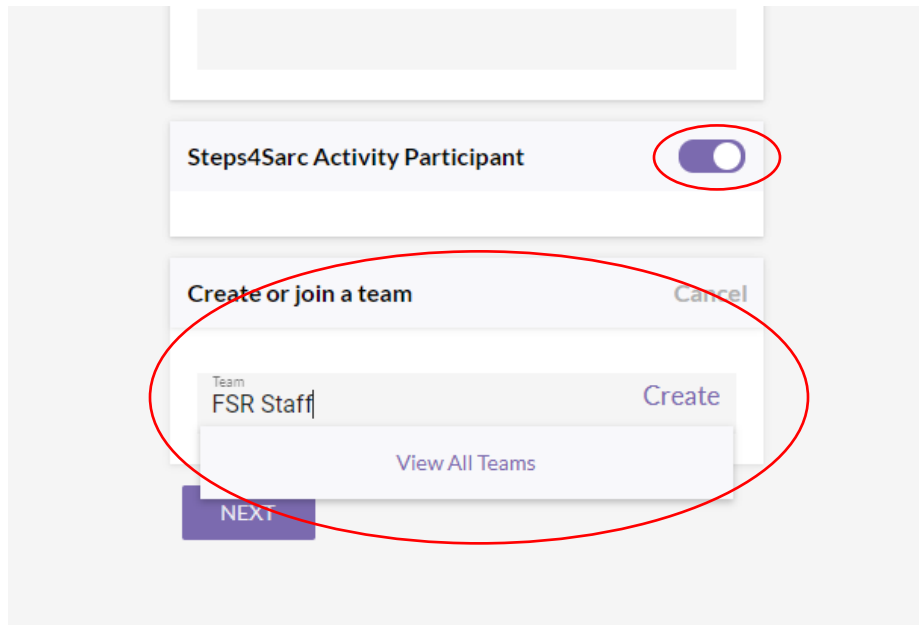
Steps for Sarc Goal Amount

15 miles

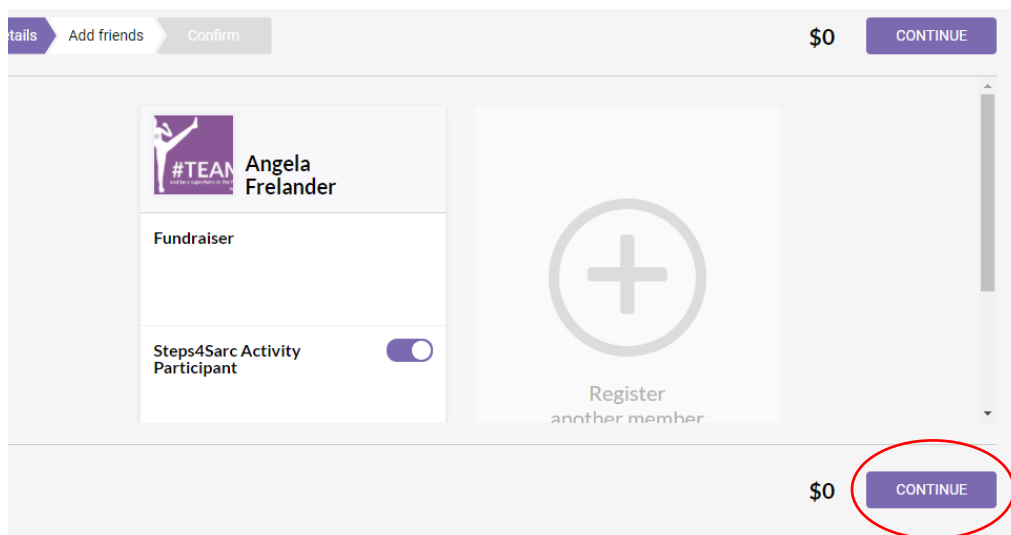
Custom URL

5. Leave the Steps4Sarc Activity Participant tab to be toggled on, as indicated below.
6. Follow these instructions if you would like to 1) Create a Team or 2) Join a Team.
 - a. **Create a Team**

- i. Simply begin entering the name of your desired team into the search box. A **Create** button will appear if the team name is available, click **Create** to proceed. (See in screenshot below.)
- b. **Join a Team**
 - i. Start entering the name of the team you would like to join, you will be able to click on the button, **View All Teams**, to search for your team.
- c. Once you have created a team, or joined a team, click **Next** to proceed.



7. Review the information on the next page to ensure it is correct and then click **Continue**.



8. Show your supporters you are dedicated to the campaign by being the first one to make a donation! People are much more likely to donate when they see the donations have started. Even a small donation from yourself can get the ball rolling (This will also be a prompt in your dashboard.)

STEPS FOR SARC

Get your campaign started with a donation of your own!

\$0

CONTINUE

No thanks

9. Agree to the participant waiver and click **Complete Registration**

STEPS FOR SARC

Your details Add friends **Confirm**

sponsors, cooperating organizations and any other parties connected with this event in any way together with their respective successors and assigns, singly and collectively, from and against any blame and liability for any injury, harm, loss, inconvenience or any other damage of any kind whatsoever, which may arise out of the negligence or carelessness on the part of any person named in this waiver.

I hereby consent to and permit emergency treatment in the event of injury or illness while participating in Steps for Sarc. I also hereby give permission to Foundation for Sarcoidosis Research to use my name or image by way of a photograph, video or audio format taken of me during the event in any promotional materials, publications or any other electronic media in addition to disclosing my name on Foundation for Sarcoidosis Research's Web site, which includes online pledging.

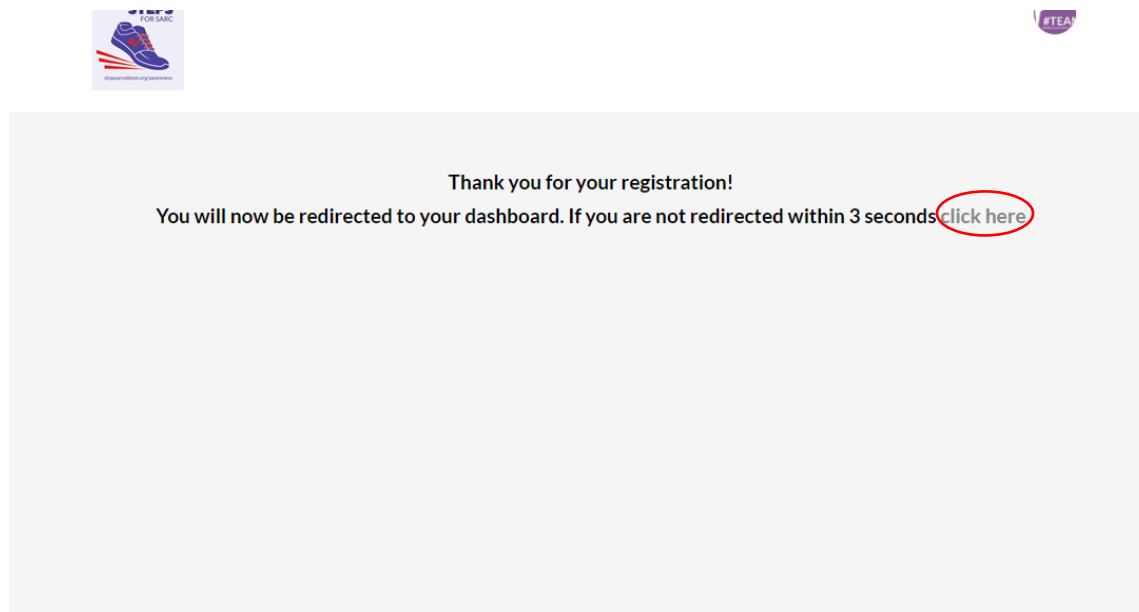
Foundation for Sarcoidosis Research reserves the right to refuse or dismiss anyone that may cause any disturbance or hindrance in any manner that could jeopardize the safety of oneself or others.

☐ I agree to this waiver

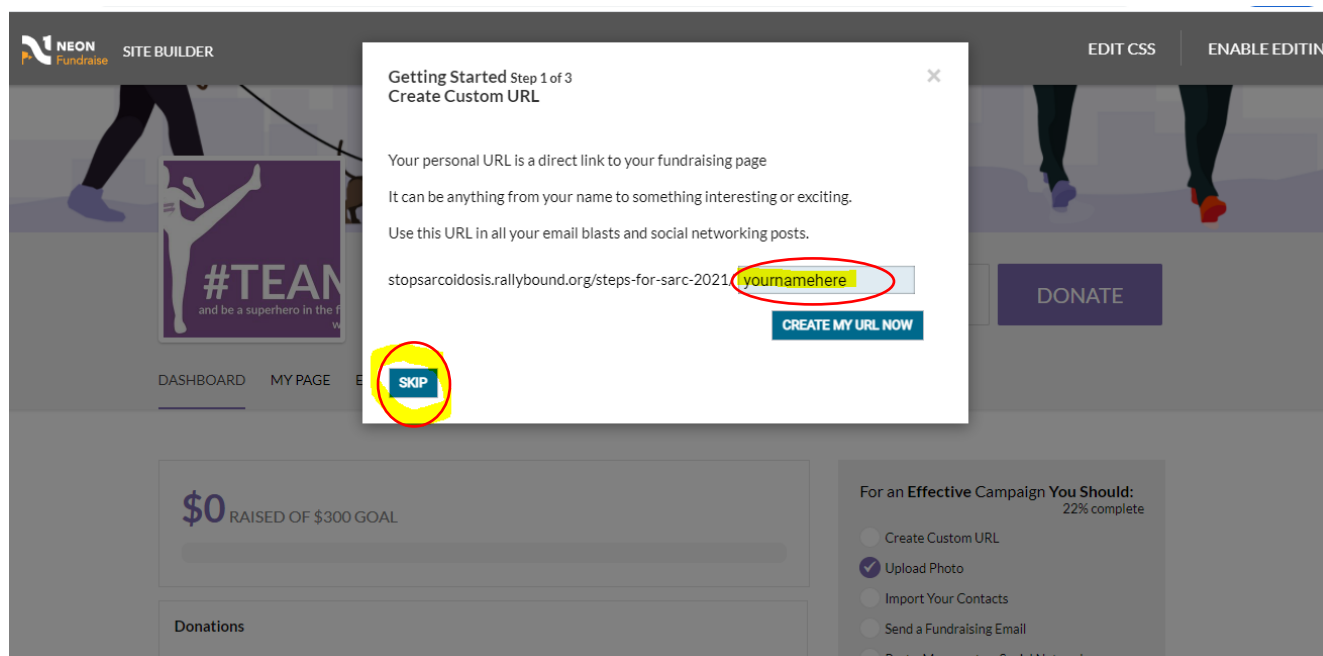
COMPLETE REGISTRATION

Angela Frelander	
Steps4Sarc	
Activity	\$0
Participant	
Fundraiser	\$0
Totals:	
Donation:	\$0
Registration total:	\$0
Discount:	\$0
Total:	\$0

10. You will be taken to this page that confirms your registration. This will automatically pop-up. If the page does not move on after 3 seconds, to proceed click the **Click Here** on the page.



11. Create your own personal URL; if you do not want to, you can always skip!



12. To change your picture, click **Upload Photo** in the **Dashboard** section.

Angela's Steps for Sarc Personal Page
Angela Frelander

DASHBOARD MY PAGE EMAIL CONTACT BOOK REPORTS MY INFO STEPS FOR SARC MY TEAM

\$0 RAISED OF \$300 GOAL

Donations

Start fundraising to see your progress.

For an Effective Campaign You Should: 33% complete

- ☒ Create Custom URL
- ☒ **Upload Photo**
- ☐ Import Your Contacts
- ☐ Send a Fundraising Email
- ☐ Post a Message to a Social Network
- ☐ RSVP for Steps for Sarc
- ☒ Create or Join a Team
- ☐ Personalize My Page
- ☐ Update Goal Amount

13. Click **Import Contacts** in the **Dashboard** section to invite friends and family to join your team!

DASHBOARD MY PAGE EMAIL CONTACT BOOK REPORTS MY INFO STEPS FOR SARC MY TEAM

\$0 RAISED OF \$300 GOAL

Donations

Start fundraising to see your progress.

For an Effective Campaign You Should: 33% complete

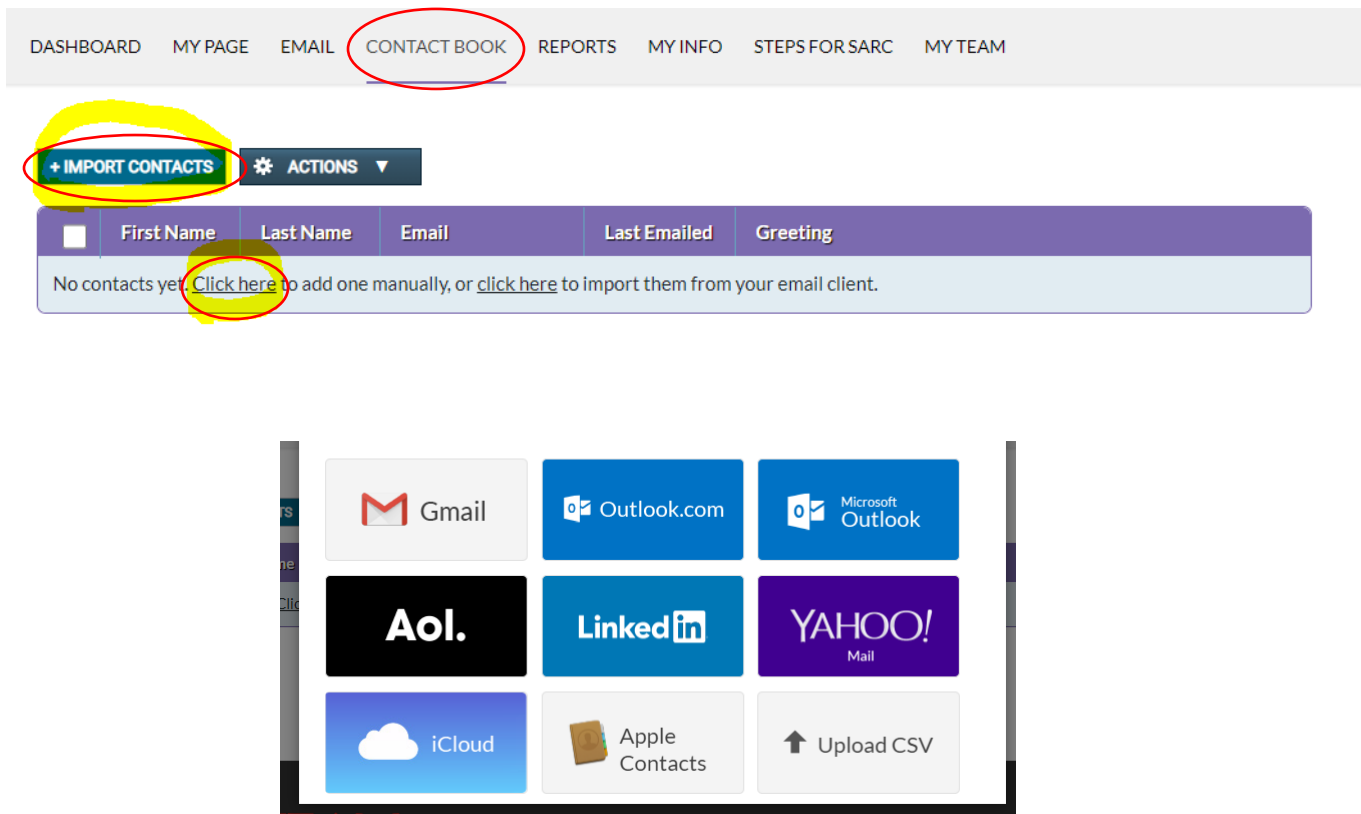
- ☒ Create Custom URL
- ☒ Upload Photo
- ☒ **Import Your Contacts**
- ☐ Send a Fundraising Email
- ☐ Post a Message to a Social Network
- ☐ RSVP for Steps for Sarc
- ☒ Create or Join a Team
- ☐ Personalize My Page
- ☐ Update Goal Amount

1 TEAM

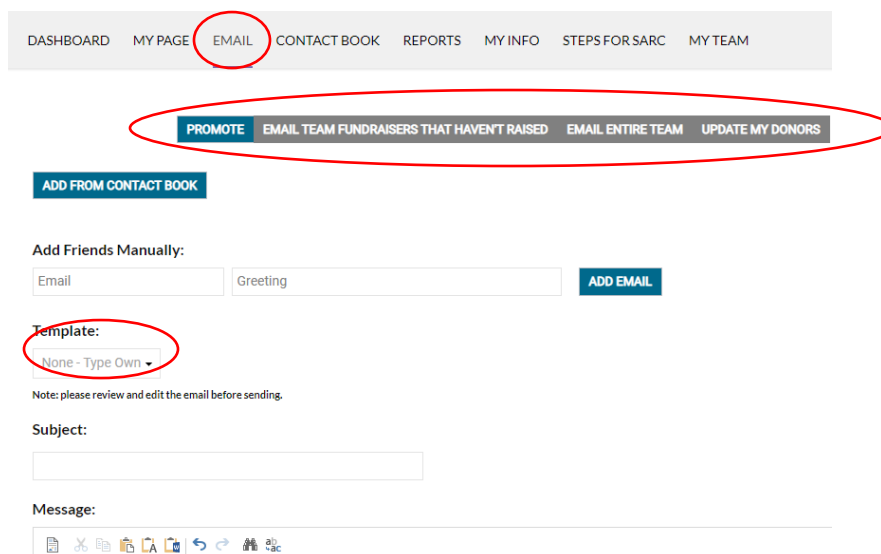
0 EMAILS SENT

SHARE

14. Click **Import Contacts** in the **Contact Book** section to use one of the apps indicated in the screenshot below or select the option to add contacts in manually. This will add individuals to your own email list so you can use the **Email** function in the dashboard to send emails for individuals about your campaign.



15. In the **Email** section, you can send your contacts the following emails using the templated email messages.
- *Note* the screenshot below is the view for **Team Captains** only.



- *Note* the screenshot below is the view for **members of teams/individuals** only.

DASHBOARD MY PAGE **EMAIL** CONTACT BOOK REPORTS MY INFO STEPS FOR SARC MY TEAM

PROMOTE UPDATE MY DONORS

ADD FROM CONTACT BOOK

Add Friends Manually:

Email Greeting **ADD EMAIL**

Template:

None - Type Own

Note: please review and edit the email before sending.

Subject:

Message:

16. Post a message to social media!

- Under the **Dashboard**, you will see the option to post a message to **Social Network**.
- Use the **FSR Social Media Toolkit** to copy and paste one of the pre-written social media posts!

DASHBOARD MY PAGE EMAIL CONTACT BOOK REPORTS MY INFO STEPS FOR SARC MY TEAM

\$0 RAISED OF \$300 GOAL

Donations

Start fundraising to see your progress.

2 TEAM FUNDRAISERS 0 EMAILS SENT SHARE

For an Effective Campaign You Should: 67% complete

- ✓ Create Custom URL
- ✓ Upload Photo
- ✓ Import Your Contacts
- Send a Fundraising Email
- ✓ **Post a Message to a Social Network**
- RSVP for Steps for Sarc
- ✓ Create or Join a Team
- Personalize My Page
- ✓ Update Goal Amount

CONGRATULATIONS! You have successfully built your Steps for Sarc Page! Continue reading to learn how to log your distance!

17. Click the tab titled, **Steps for Sarc**, in the backend of the page to view the distance tracking section.

- a. Once you are ready to track your distance, click **Enter Activity**.

DASHBOARD MY PAGE EMAIL CONTACT BOOK REPORTS MY INFO **STEPS FOR SARC** MY TEAM

Steps for Sarc

1 mile
of 15 mile goal
[Edit Goal](#)

3/20/2021 Run 1 mile 0:45 [EDIT](#) [DELETE](#)

ENTER ACTIVITY

Connect with **STRAVA**

18. After clicking, **Enter Activity**, this screen will popup and prompt you to enter in your activity.

- a. After you have logged your activity, click **Add Activity**.
- b. ***Note*** - if you need to convert steps to miles, use this website:

<https://www.thecalculatorsite.com/health/steps-miles.php>

FSR TEST

DASHBOARD MY PAGE EMAIL CONTACT BOOK REPORTS MY INFO MY TEAM

Steps for Sarc

1 mile
of 15 mile goal
[Edit Goal](#)

3/20/2021 Run 1 mile 0:45 [EDIT](#) [DELETE](#)

ENTER ACTIVITY

Connect with **STRAVA**

Enter Activity

Activity Type *
Run

Date *

Distance *
 miles

Duration

ADD ACTIVITY CANCEL

19. If you want to return to your page and login, follow these simple instructions.

- a. Go to the Steps for Sarc website: <https://stopsarcoidosis.rallybound.org/steps-for-sarc-2021/>
- b. Click Login on the navigation bar of the homepage and enter in your credentials.

The image shows a login form with the title 'Enter your email to log in'. Below the title is a text input field containing the email address 'info@stopsarcoidosis.org'. The input field is circled in red. Below the input field is a purple button labeled 'NEXT'. Below the button are two links: 'Remember me' with an unchecked checkbox, and 'Forgot Password?'. Below these links is a horizontal line with the text 'OR' in the center.

If you have questions or are running into problems getting started, reach out to FSR's Director of Development, Angela Frelander, at angela@stopsarcoidosis.org.