

Starlight  
**SUPERSTEPS**

# YOUR ORGANISATION'S HOW-TO GUIDE



1 - 31 May

[supersteps.org.au](https://supersteps.org.au)

Register as AN ORGANISATION to walk or run 10,000 steps a day this May and make hospital a happier place for sick kids!

# Signing Up

**1** Visit [www.supersteps.org.au/register/](http://www.supersteps.org.au/register/)

**2** **Set up your profile.**

Enter your details including your daily step goal and fundraising target.

**Note: You'll need to sign up as an individual and create your own profile, before being able to create an organisation/team**

Sign up now to score a FREE pair of Starlight socks  
\*Limited to the first 1,000 people to register.

Starlight **SUPER STEPS** DONATE SIGN UP NOW Login



ACCOUNT ▼ YOUR PAGE ORGANISATION TEAM OPTIONAL DONATION

### Customise your fundraising page

#### Set your fitness goal

6,000 STEPS A DAY	<b>10,000 STEPS A DAY</b>	16,000 STEPS A DAY	SET YOUR OWN GOAL
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#### Set your fundraising goal

	<b>\$300</b> That's enough to provide four seriously ill children with a wish planning kit to start their Starlight Wish Journey Raise \$300 and earn a medal!
	<b>\$500</b> Set this as your target, and you'll raise enough to deliver surprise activity packs to 10 sick children's bedrooms

Don't forget to add a profile image and profile description. This will help you and your team become more identifiable throughout the challenge. You can include your personal experiences, connection to Starlight or general fitness goals. It is totally up to you!

### Add a personal image, title and description

These will be displayed on your fundraising page. Don't worry you can change them at anytime.

	<input type="text" value="I'm fundraising for the Starlight Children's Foundation. And I need"/>
<input type="button" value="PROFILE IMAGE"/>	<div><p>Did you know? Every minute of every day, a sick child is admitted to hospital in Australia.</p><p>This May, I'm taking on the Super Steps challenge to raise funds that will make hospital a happier place for sick kids.</p><p>I've set myself a goal to walk or run thousands of steps every day, for an entire month. And I need your support.</p></div>

Continued 

# Signing Up

## 3 Create or Join an Organisation umbrella. (Skip this step if you just want to create ONE team).

If the organisation already exists, simply search for the organisation at this stage by typing your organisation name in the search bar.

Otherwise, toggle to 'Create an organisation' and follow the prompts. You will become the organisation owner at this stage!

Make sure you enter the organisation name correctly, so it is identifiable to others. If you would like others to join the organisation without sharing the unique referral code every time, select 'yes' to 'allow anyone to join my organisation' (recommended).

Don't forget to add your profile picture and update your organisation's description here.

ACCOUNT ✓ YOUR PAGE ✓ ORGANISATION TEAM OPTIONAL DONATION

### Create or Join an organisation

[No thanks](#)

Create an organisation Join an organisation

Organisation Name \*

Allow anyone to join my organisation

Yes No This will add a join button on your organisation page allowing anyone to join your organisation

### Add a organisation image, title and description

These will be displayed on your fundraising page. Don't worry you can change them at anytime.

Page Title & Message

We're fundraising for the Starlight Children's Foundation. And we

Did you know? Every minute of every day, a sick child is admitted to hospital in Australia. This May, we're taking on the Super Steps challenge to raise funds that will make hospital a happier place for sick kids. We've set a goal to walk or run thousands of steps every day, for an entire month. And we need your support.

UPLOAD LOGO

Continued



# Signing Up

## 4 Create teams within your organisation's umbrella.

If the team already exists, simply toggle to 'join a team' and search for your team name in the search bar.

Alternatively, create a team! This team will automatically sit within your organisation.

Choose your team's name and set a distance goal. If you would like others to join the team from your dashboard, select 'yes' to 'allow anyone to join my organisation'. Don't forget to add your profile picture and update your organisation's description here. This will become a good visual aid to differentiate teams within your organisation as you race each other to the top of the leaderboard.

You can repeat this step to set up multiple teams. You will need a new 'team captain' to register each time. But, if you are not ready to create teams within your organisational team just yet, don't worry you can do that later.

ACCOUNT ✓ YOUR PAGE ✓ ORGANISATION ✓ **TEAM** OPTIONAL DONATION

### Create a Team

[No thanks](#)

Team Name \*

Fundraising Target

\$ 1500

Allow anyone to join my team

This will add a join button on your team page allowing anyone to join your team

#### Add a team image, title and description


These will be displayed on your fundraising page. Don't worry you can change them at anytime.

Page Title & Message

We're fundraising for the Starlight Children's Foundation. And we

Did you know? Every minute of every day, a sick child is admitted to hospital in Australia.

This May, we're taking on the Super Steps challenge to raise funds that will make hospital a happier place for sick kids.



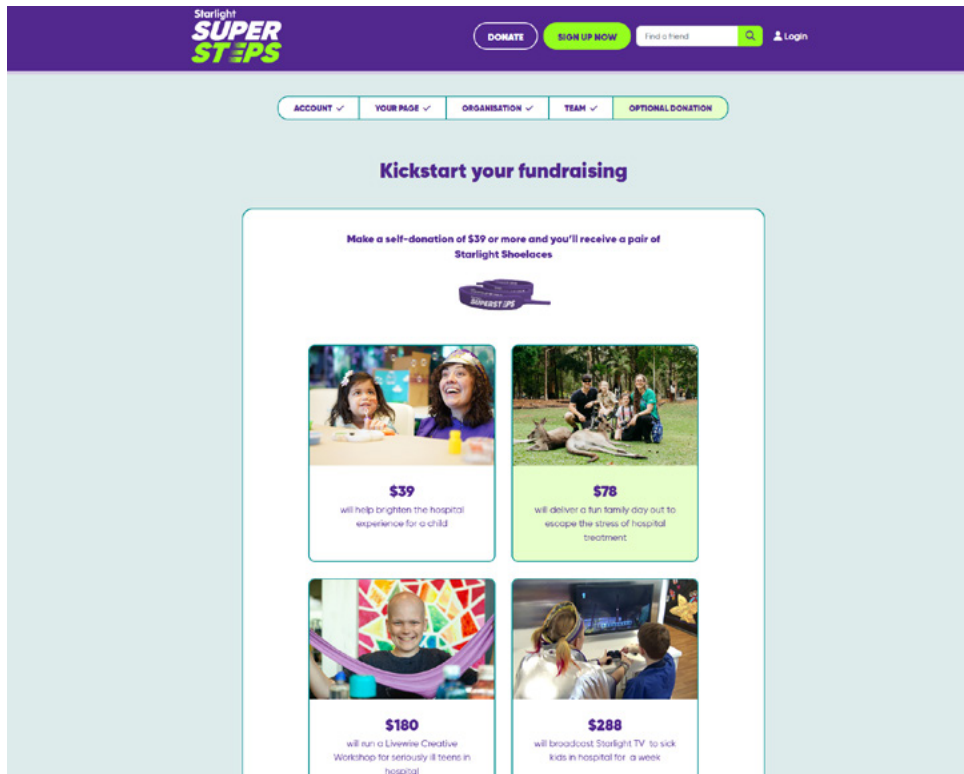
Continued



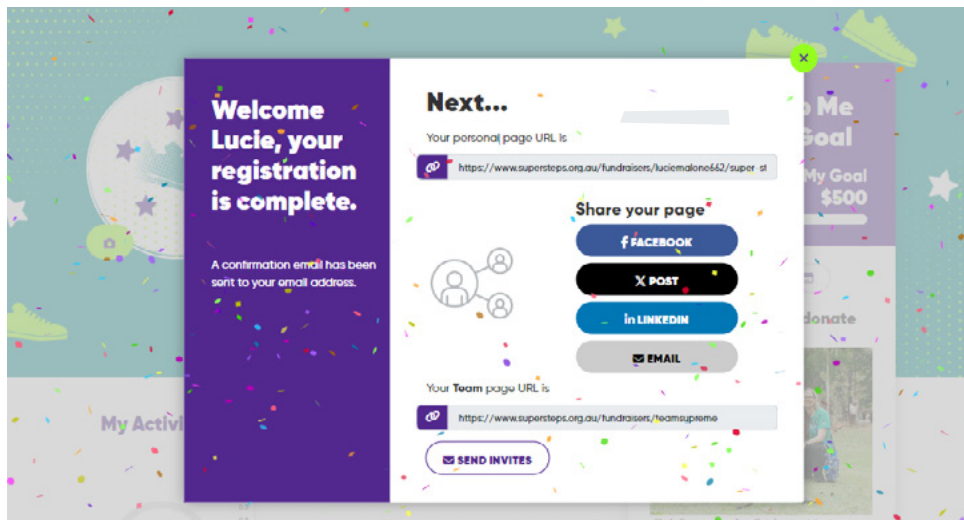
# Signing Up

## 5 Kickstart your fundraising

Make a self-donation to your personal fundraising account here. This will show up against your fundraising goal as well as the team and then organisation too. What a way to kickstart the challenge!! PLUS you can earn some funky shoelaces.



## 6 Follow the remaining prompts, enjoy the registration confetti party and now you are READY to STEP UP!



# Navigating your dashboard

CONGRATULATIONS your organisation is officially all set up, including your unique fundraising pages and dashboard.

Your fundraising page is the front-end view of your fundraising and step challenge. You have a personal fundraising page, a team fundraising page AND an organisation fundraising page.

## Personal Fundraising Page

Sign up now to score a FREE pair of Starlight socks  
\*limited to the first 1000 people to register

Starlight **SUPER STEPS** DONATE SIGN UP NOW Lucie

**Lucie**  
Share my page  
f X m in TEAM SUPREME  
STARRY'S ORG

**Please Help Me Reach My Goal**  
Raised \$0 My Goal \$500

Select amount to donate

My Activity Tracking  
My target 10000 Steps

will deliver a fun family day out to escape the stress of hospital treatment

## Team Fundraising Page

Sign up now to score a FREE pair of Starlight socks  
\*limited to the first 1000 people to register

Starlight **SUPER STEPS** DONATE SIGN UP NOW Lucie

**team supreme**  
Share my page  
f X m in

**Please Help Us Reach Our Goal**  
Raised \$0 Our Goal \$1,500

Select amount to donate

**We're fundraising for the Starlight Children's Foundation. And we need YOUR support.**

Did you know? Every minute of every day, a sick child is admitted to hospital in Australia.

This May, we're taking on the Super Steps challenge to raise funds that will make hospital a happier place for sick kids.

We've set a goal to walk or run thousands of steps every day, for an entire month. And we need your support.

will deliver a fun family day out to escape the stress of hospital treatment

Continued

# Navigating your dashboard

## Organisation Fundraising Page

Sign up now to score a FREE pair of Starlight socks  
\*Limited to the first 1,000 people to register.

Starlight  
**SUPER STEPS**

DONATE SIGN UP NOW Lucie ▾

**Starry's Org**  
Share my page  
f X i

**Please Help Us Reach Our Goal**

Raised **\$0** Our Goal **\$1,500**

Select amount to donate

\$30 **\$70** \$100 \$200  
\$ Or enter an amount

**DONATE**

All payments are secure & encrypted

**We're fundraising for the Starlight Children's Foundation. And we need YOUR support.**

Did you know? Every minute of every day, a sick child is admitted to hospital in Australia.

This May, we're taking on the Super Steps challenge to raise funds that will make hospital a happier place for sick kids.

We've set a goal to walk or run thousands of steps every day, for an entire month. And we need your support.

When you sponsor our challenge, you'll help create much needed happiness for sick kids and their families. The money you donate will help sick kids cope better with the pain and stress of treatment, and helps families feel more connected and positive about what lies ahead.

Any amount you can spare will help brighten kids' lives when they're going through tough times in hospital. Can we count on your support?

## Switching views

Your dashboard is the back-end view of your progress. Here is where your shoes get dirty. Navigate between your personal, team and organisation dashboard using the tabs.

**Lucie** **\$0**

CREATE A FACEBOOK FUNDRAISER

Super Steps

Your Page  
<https://www.supersteps.org.au/fundraisers/> VIEW

Raised of \$500 on

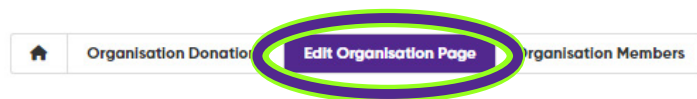
f X i

**MY PAGE** MY TEAM MY ORGANISATION MY ACCOUNT

# Editing Your Dashboard

As the Captain of your organisation, not only can you see all the fundraising information and all the sign-ups at a glance, but you can also make changes to your organisation page, like raising the fundraising target. Add offline donations here, and keep your supporters updated by adding your org's progress.

Why not add in a blog post or two explaining why you are stepping up this May and what fun activations you have running as an organisation? Everyone loves hearing positive stories!



## Update Your Organisation Page

Organisation Fundraising target

Your Organisation Page URL \*

Allow anyone to join my organisation

 Yes  No

This will add a join button on your organisation page allowing anyone to join your organisation

*P.S If you change your Organisation page URL any links you've previously sent may not work.*

UPDATE DETAILS

## Update Your Organisation Blog

ADD AN UPDATE ▾

Keep your friends, family and supporters updated with your progress.

Blog Title	Date Posted	
We're fundraising for the Starlight Children's Foundation. And we need YOUR support.	2024-03-15	<input checked="" type="button" value="EDIT"/> <input type="button" value="DELETE"/> <input type="button" value="SHARE"/>

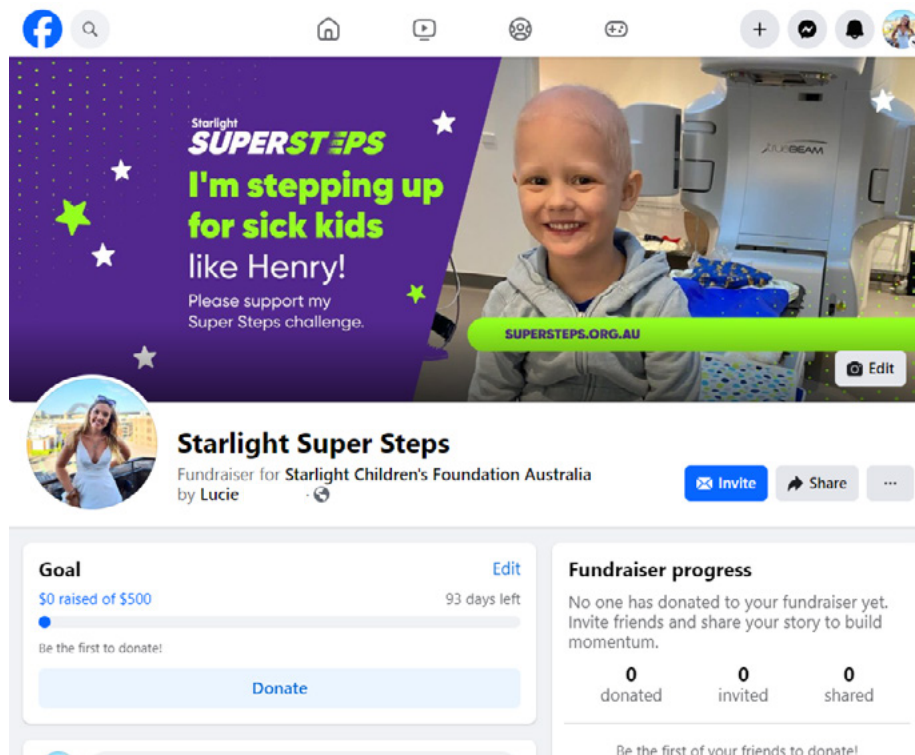
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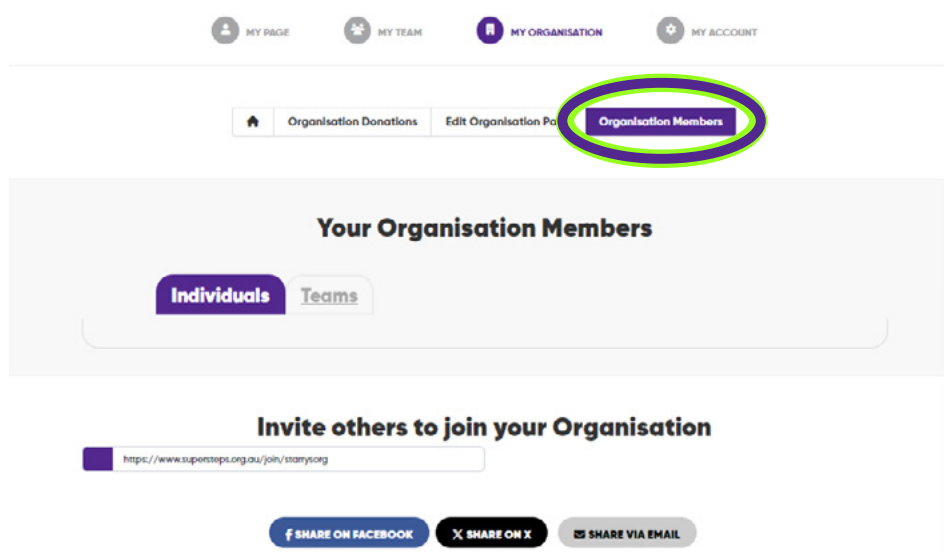


# Editing Your Dashboard

Create a **Facebook fundraiser** for your organisation and share the page link on your company's social media platforms and emails to rally for more support.



You can even view all your team members' and individual profiles that have joined in on the fun here, or **invite even more members** to join.



# Sharing Your Fundraising Pages

Now your organisation is in action, a bit of healthy competition is in order! As your teams race each other to the top of the leaderboard, make sure you keep your sponsors up to date by sharing all the epic progress. Share your individual and team fundraising pages using the following features found in your individual and team dashboards.



## Via Social Media

Spread the word about you Stepping Up further this May with your company socials. Check out our handy social tiles and other resources at [supersteps.org.au/resources](https://supersteps.org.au/resources)

Or create Facebook fundraiser links as teams or individuals. Don't forget to share them throughout your networks.



[Join our Facebook group](#) or follow and tag us [@starlightsupersteps](#) on Insta to share your progress and stay motivated!



## Using a QR Code

Share your team fundraising page easily by creating a QR code in the 'get support' tab of your dashboard and sharing it with your network.



## Via Email

Email your network using our EDM journey template and supporting Super Steps assets from [supersteps.org.au/resources](https://supersteps.org.au/resources)

