



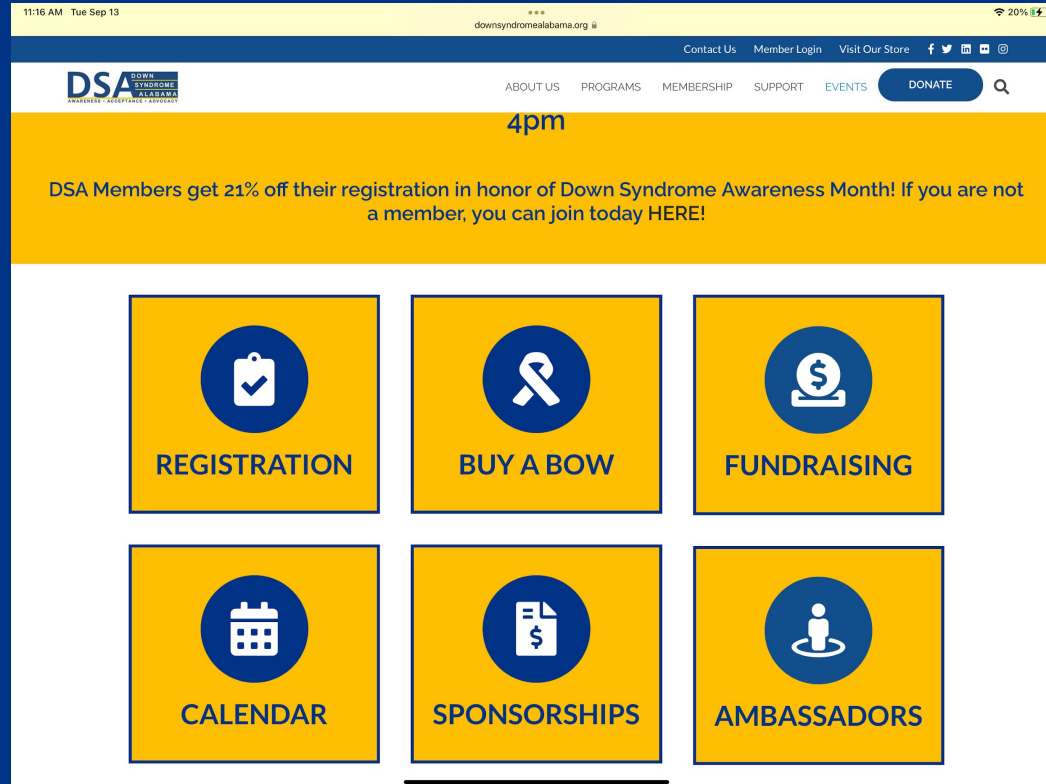
STEP UP for DOWN SYNDROME

Instructions for Joining a Team and creating a
Fundraising Page!

This document will hopefully walk you through the steps to join a Walk Team and create your own fundraising page for the STEP UP Walk! Please let us know if you have any questions or confusion about the set up. It is better if you join the Walk Team and create your fundraising page first before you register for the Walk so that you can credit your Walk registration to your fundraiser.

Go to www.downsyndromealabama.org and click on the events tab. Then select STEP UP FOR DOWN SYNDROME

2. You will see six boxes with different options for the Walk events. Click on the Fundraising Box and go to the fundraising page.



3. Scroll down to see the buttons for joining a Walk team.
4. Choose the button for your appropriate team.

The screenshot shows the homepage of the DSA Alabama website. The header includes the DSA logo, navigation links (Contact Us, Member Login, Visit Our Store, social media icons), and a search bar. The main content area has a yellow background with the heading "Join a team and create your personalized fundraising page!". Below this, there is a paragraph explaining the importance of fundraising for the annual STEP UP Walk. A button labeled "For Fundraising Page Instructions, Click Here!" is centered. Three columns represent different walk teams: DSA Birmingham, DSA West AL, and DSA Auburn/Opelika. Each column lists the location, date (Sunday, October 23, 2022), and a button to "Join the [Team Name] Team & Create a Fundraising Page". At the bottom, there is a section for "DSA Virtual Walk Where You Are" with a paragraph and a date, followed by a large button that says "Find or Create Your Own Fundraising Page to Support DSA".

11:16 AM Tue Sep 13 downsyndromealabama.org

Contact Us Member Login Visit Our Store f t i s i

DSA DOWN SYNDROME ALABAMA PREVENTION • ACCEPTANCE • SUPPORT

ABOUT US PROGRAMS MEMBERSHIP SUPPORT EVENTS DONATE

Join a team and create your personalized fundraising page!

Fundraising is an important part of our annual STEP UP Walk. You can join one of our Walk Teams and create your own individual page. Customize your fundraising page with your loved one with Down syndrome or your reason for supporting DSA.

First find the Walk Team you would like to join - Birmingham, Tuscaloosa or Auburn. Then create your own fundraising page and share with your friends and family so they can donate and support your loved one with Down syndrome. It is best to create your fundraising page first and then register for a Walk. That way you can credit your registration to your fundraiser and when your freinds and family register, they can credit their registratitons as well.

For Fundraising Page Instructions, Click Here!

DSA Birmingham	DSA West AL	DSA Auburn/Opelika
Snow Hinton Park, Vestavia Hills	Snow Hinton Park, Tuscaloosa, AL	Exceptional Foundation East AL, Auburn
Sunday, October 23, 2022	Sunday, October 23, 2022	Sunday, October 23, 2022
Join the DSA Birmingham Team & Create a Fundraising Page	Join the DSA West AL Team & Create a Fundraising Page	Join the DSA Auburn/Opelika Team & Create a Fundraising Page


DSA Virtual Walk Where You Are

Walk in your hometown or neighborhood if you can't come to our three STEP UP Walk venues! You can still create a fundraising page and help support DSA!

Sunday, October 23, 2022


Find or Create Your Own Fundraising Page to Support DSA

5. The link should have taken you to the Team Page. Click the “Join Team” button.



DSA BIRMINGHAM 2023 STEP UP TEAM


IF YOU ARE CELEBRATING WITH US IN BIRMINGHAM, JOIN THIS TEAM AND CREATE YOUR INDIVIDUAL FUNDRAISING PAGE. THEN SHARE YOUR PAGE ON SOCIAL MEDIA FOR FRIENDS TO DONATE. YOU CAN ADD A WALK REGISTRATION LINK TO YOUR PAGE SO THAT YOUR FRIENDS CAN JOIN YOU ON OCTOBER 22ND.



ABOUT STEP UP FOR DOWN SYNDROME 2023

[Edit My Team](#) [Report Abuse](#)


Nate's Party People



Raised: \$135.97
Goal: \$2,500.00

Donate

Zac's Pack



Raised: \$20.00
Goal: \$1,500.00

Donate

Team progress:

0%

\$155.97 Raised \$40,000.00 Goal

[+ Join Team](#)

[All fundraisers](#)

6. You will be taken to a login page. If you have not ever created an account with DSA's new system, click the "CREATE NEW ACCOUNT" button. If you have and you know your login, log into your DSA account and proceed to step number 9. If you are not sure, click the "Get Help" button and follow subsequent instructions to either create an account or get your login info.

The screenshot shows a web browser at the URL `secure.downsyndromealabama.org`. The page features a background image of a group of young women in red and blue cheerleader uniforms running on a path. Overlaid on the right side of the page is a white login and registration form. The form has a header with the DSA logo and the text "DOWN SYNDROME ALABAMA" and "AWARENESS • ACCEPTANCE • ADVOCACY". Below the header, the form is divided into two main sections: "Create an account to start fundraising." and "Already have an account?". The "Create an account" section includes a blue "CREATE NEW ACCOUNT" button, a "Sign in with Facebook" button, and a "Sign in with Twitter" button. The "Already have an account?" section includes fields for "Login Name:" and "Password:", a "Remember me" checkbox, and a blue "Log In" button. Below the "Log In" button is a link that says "Forgot your password? Get help". Three yellow arrows point from red handwritten text annotations to the form: one points to the "CREATE NEW ACCOUNT" button with the text "Create an account", another points to the "Login Name:" field with the text "Log in", and a third points to the "Forgot your password? Get help" link with the text "Reset password".

3:14 PM Fri Aug 28

AA `secure.downsyndromealabama.org`

Matt Dermc for Matt Der... Wedding Re... Easy-to-use... kitchen the... ArcSite ArcSite Frigidaire St... Frigidaire 25... Down Syndr...

DSA DOWN SYNDROME ALABAMA
AWARENESS • ACCEPTANCE • ADVOCACY

Create an account to start fundraising.

CREATE NEW ACCOUNT

f Sign in with Facebook

Sign in with Twitter

Already have an account?

Login Name:

Password:

☐ Remember me

Log In

Forgot your password? [Get help](#)


Create an account

Log in

Reset password

7. Once you click “Create New Account” and you submit your information, look for an email that looks similar to this one. Click the link in the email and create your login and password.

Thank you for your registration!  Inbox

 Down Syndrome Alabama 3:22 PM
to Test ▾

If you're having trouble viewing this email, you may [see it online](#)



Dear Test Fundraiser,

Thank you for registering with Down Syndrome Alabama.

To manage your account, make contributions, register for events, and more, log into our portal. Click here to choose your login name & password:

https://downsyndromealabama.z2systems.com/np/clients/downsyndromealabama/setLogin.jsp?secureId=xHNTthRihhBl5yqmpA71IGE44kLjBhW0IexufsoYk20nSHWvSgQ2XQl05pZ624rxQQ6iycDB_0o&

Down Syndrome Alabama is dedicated to supporting people living with Down syndrome, their families and their communities throughout Alabama.

Sincerely,

Kelly Peoples, Executive Director



1020 Caruso Road, Birmingham, AL 35216 (205) 988-0810 downsyndromealabama@gmail.com

8. The page to create your login name and password is below.

◀ Gmail 3:25 PM Fri Aug 28 97%
secure.downsyndromealabama.org

Contact Us Member Login f t i n s i

DSA DOWN SYNDROME ALABAMA
AWARENESS • ACCEPTANCE • ADVOCACY

ABOUT US NEW PARENTS MEMBERSHIP SUPPORT EVENTS **DONATE** 🔍

Set Login/Password
Please select the account for which you would like to reset your password:
● **Account:** Test Fundraiser
Login Name:
Individual Constituent User

Please enter a login name you would like to use (at least 4 characters)
TestFundraiser

Please enter a login password you would like to use (at least 8 characters, including at least one number)
.....

Please re-enter your login password
.....

Submit

NeonCRM by Neon One

Down Syndrome Alabama
1929 Canyon Road, Vestavia Hills, AL 35216

Contact Us Search our Site Quick Links
Join DSA

< > 🏠 📄 📁

◀ Safari 12:25 PM Tue Aug 30 secure.downsyndromelabama.org 82%


Welcome Test Account (Account# 2137) What would you like to do?

[Back To Fundraising Page List](#)

Your Fundraising Page For: [View My Fundraising Page](#)

STEP UP For DOWN SYNDROME 2022


YOUR PAGE



\$0
RAISED

GOAL N/A

CAMPAIGN CONTRIBUTIONS



\$49
RAISED

GOAL \$48,000

TOP FUNDRAISERS

1. Stephanie M Langford	\$49
2. Test Account	\$0
3. Katherine Coursey Gorham	\$0

[Page Content](#) [Share My Page](#) [Donations](#) [Event Registrations](#) [Comments](#) [Team](#)

Page Content

Manage your personal fundraising page.

Fundraising Page Title: ☒ Test Account's Fundraising Page


Fundraising Page Url: ☒ <https://secure.downsyndromelabama.org/campaign.jsp?campaign=38&fundraiser=2171&>
☐ <https://secure.downsyndromelabama.org/>

Your Fundraising Goal *:

Current Photo: Upload a personal photo to your fundraising page.

(No Photo) [Select File](#) No file chosen [Upload](#)

My Page Content:

Source 

9. Once you create your login, it should take you to your fundraising set up page. If not, you can go back through the first steps and login when it prompts you. This is also the page you will come to when you login after clicking the “Join Team” button.

10. Fill in the fields to your choosing. You can change the name of your page, the url of your page and set a goal amount.



- You can also add a picture for the top of your page. If you are using an iPhone or iPad for this process, the picture may not upload because of the type file. You may have to do this on a laptop or desktop.

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Back To Fundraising Page List

Your Fundraising Page For: [View My Fundraising Page](#)

STEP UP For DOWN SYNDROME 2022

YOUR PAGE	CAMPAIGN CONTRIBUTIONS	TOP FUNDRAISERS
 \$0 RAISED GOAL N/A	 \$49 RAISED GOAL \$48,000	<div><div></div>1. Stephanie M Langford \$49</div> <div><div></div>2. Test Account \$0</div> <div><div></div>3. Katherine Coursey Gorham \$0</div>

Page Content | Share My Page | Donations | Event Registrations | Comments | Team

Page Content
Manage your personal fundraising page.

Fundraising Page Title:
☐ Test Account's Fundraising Page
☒ Any Name You Choose

Fundraising Page Url:
☐ https://secure.downsyndromealabama.org/campaign.jsp?campaign=38&fundraiser=2171&
☒ https://secure.downsyndromealabama.org/@anynameyouchoose


Your Fundraising Goal *:
\$1,000

Current Photo:
(No Photo)

Upload a personal photo to your fundraising page.
 No file chosen

My Page Content:

Source



11. You can then add in the page content box anything you would like to personalize your page.

- Make sure to hit the save button when you are done!
- You can always come back to this page and edit your fundraising page.

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secure.downsyndromealabama.org

Page Content | Share My Page | Donations | Event Registrations | Comments | Team

Page Content

Manage your personal fundraising page.

Fundraising Page Title:

☐ Test Account's Fundraising Page
☒ Any Name You Choose

Fundraising Page Url:

☐ <https://secure.downsyndromealabama.org/campaign.jsp?campaign=38&fundraiser=2171&>
☒ <https://secure.downsyndromealabama.org/anynameyouchoose>

Your Fundraising Goal *:

\$1000

Current Photo:

Upload a personal photo to your fundraising page.

(No Photo)

Select File No file chosen

Upload

My Page Content:

Source

Normal Font Size

This area is where you can add text and media to customize your page however you see fit. You can also highlight text and links. Use this section to make it personal. Make sure to hit the "Save" button below when you are done!

body p

Save

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Okay | I | We

12. After you have saved your fundraising page info, click the “Team” button. You should already be selected for the Team you chose to join. If you do not want to choose a Walk Team, you can click, “I’m fundraising on my own”.

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GOAL N/A GOAL \$48,000

Page Content Share My Page Donations Event Registrations Comments **Team**

Page Content
Manage your personal fundraising page.

Fundraising Page Title:
☐ Test Account's Fundraising Page
☒ Any Name You Choose

Fundraising Page URL:
☐ https://secure.downsyndromealabama.org/campaign.jsp?campaign=38&fundraiser=21716
☒ https://secure.downsyndromealabama.org/givenameyourhouse

Your Fundraising Goal *
\$1,000

Current Photo:
Upload a personal photo to your fundraising page.
 No file chosen

My Page Content:

9 PM Tue Aug 30 secure.downsyndromealabama.org

Welcome Test Account (Account# 2137) What would you like to do?

[Back To Fundraising Page List](#) [View Team Fundraising Page](#)

Your Fundraising Page For:
STEP UP For DOWN SYNDROME 2022

YOUR PAGE **TEAM CONTRIBUTIONS** **TOP TEAM FUNDRAISERS**

\$0 RAISED **\$49** RAISED

GOAL N/A GOAL \$38,000

1. Stephanie M Langford \$49
2. Test Account \$0
3. Katherine Coursey Gorham \$0

Page Content Share My Page Donations Event Registrations Comments **Team**

Team
Manage your team's fundraising page.

Are you part of a team:
☐ No thanks, I'm fundraising on my own.
☒ Yes - and I'm team captain.
☐ I'd like to join a team. [STEP UP Birmingham Team](#)

13. Now click on “View My Fundraising Page.”

12:52 PM Tue Aug 30 secure.downsyndromealabama.org

Your Fundraising Page For:
STEP UP For DOWN SYNDROME 2022

View My Fundraising Page

YOUR PAGE **CAMPAIGN CONTRIBUTIONS** **TOP FUNDRAISERS**

\$0 RAISED **\$49** RAISED

GOAL \$1,000 **GOAL \$48,000**

1. Stephanie M Langford \$49
2. Test Account \$0
3. Katherine Coursey Gorham \$0

Page Content Share My Page Donations Event Registrations Comments Team

Page Content
Manage your personal fundraising page.

Fundraising Page Title:
☐ Test Account's Fundraising Page
☒ Any Name You Choose

Fundraising Page Url:
☐ https://secure.downsyndromealabama.org/campaign.jsp?campaign=38&fundraiser=2171&
☒ https://secure.downsyndromealabama.org/anynameyouchoose

Your Fundraising Goal \$:

Current Photo:
Upload a personal photo to your fundraising page.

(No Photo) **Select File** No file chosen **Upload**

My Page Content:

This section will show up on your fundraising page!

14. This will show you what you created!

- Every page will include the STEP UP logo.
- As people donate and register, they will be able to choose to credit their donation and registration to your fundraiser. It will show up here!



Hope this helps! Please let us know if you have any questions and we can help you through them!