

# How to Set Up Your 2022 Step Up for Down Syndrome Team

Teams are an opportunity for our members and community to come together and show support for loved ones with Down syndrome. In the months leading up to event day on September 10th, teams compete to raise the most money and register the most participants. There are [a ton of exciting prizes available this year](#) to reward teams for their efforts, so get registered now!

## **Step 1: Identify a Team Captain**

Your team captain will create the team's fundraising page and register initial team members for the event. The larger your team is - the better!

## **Step 2: Create a team**

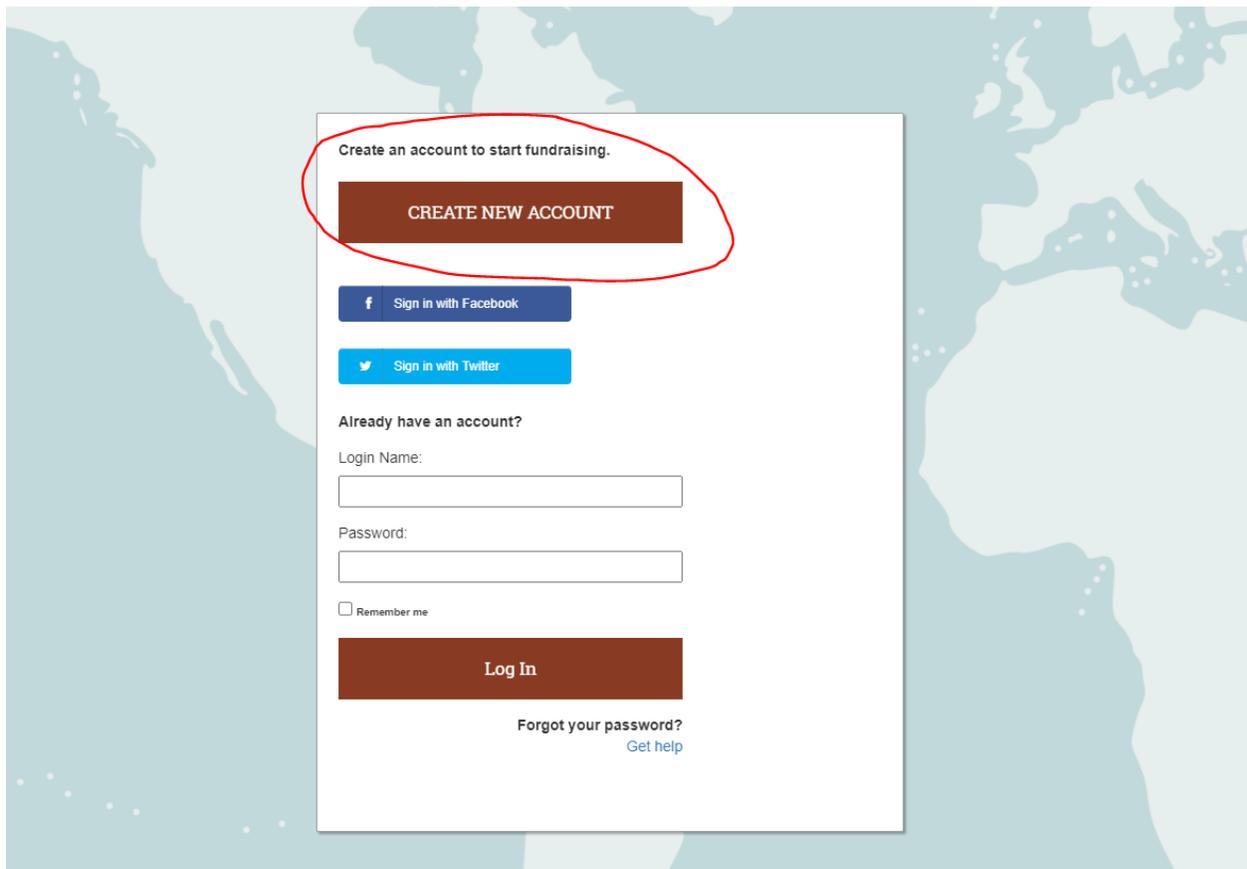
The Team Captain will create their team through our new event registration site either at [dsawm.org/stepup](https://dsawm.org/stepup) or directly through the link below:

<https://dsawm.app.neoncrm.com/np/clients/dsawm/createFundraiser.jsp?campaignId=1&&test=true>

## **Step 3: Create an account**

Before creating a team, our new event registration site will ask the Team Captain to create an account. Create an account by providing your first and last name, then creating a login.

**\*\*DSAWM members:** Use the email associated with your DSAWM membership and this will automatically set up your new member portal.



The image shows a web form for creating an account. At the top, it says "Create an account to start fundraising." Below this is a prominent brown button labeled "CREATE NEW ACCOUNT", which is circled in red. Underneath are two social media login options: "Sign in with Facebook" and "Sign in with Twitter". A section titled "Already have an account?" contains a "Login Name:" field, a "Password:" field, and a "Remember me" checkbox. At the bottom of this section is a brown "Log In" button. Below the "Log In" button are links for "Forgot your password?" and "Get help".

**Create Fundraiser Account**

First Name: \*

Last Name: \*

Email: \*

Login Name: \*

Login Password: \*

Retype Password: \*

I'm not a robot

reCAPTCHA  
Privacy - Terms

**Submit**

#### **Step 4: Login**

On the next screen you will see a URL link that you can use to access your Fundraiser Portal. This same URL link will be emailed to you. Login with the credentials you just created.

#### **Step 5: Customize your fundraising page!**

Your fundraiser portal allows you to customize your team fundraising page. Make sure you do the following:

- **Update your Fundraising Page Title** with your team name
- **Update the tail end of your Fundraising Page URL** with your team name
  - One is automatically generated if you prefer to use that one
- **Set your personal Fundraising Goal** - this will allow donors to see how close you are to reaching your goal!
- **Upload a photo** of yourself, your family, or the individual that inspired you to participate
  - When uploading photos, be sure to use only JPEG files and click the gray "Upload" button to add the image.
- **Add your page content**
  - Your page content is *your* "why", *your* "call to action". Here is some inspiration. Here's a sample from our Executive Director Katie:

Back to Fundraising Page List

What would you like to do?

Your Fundraising Page For:

### Step Up For Down Syndrome

YOUR PAGE      CAMPAIGN CONTRIBUTIONS

**\$0** RAISED      **\$5** RAISED

GOAL \$100      GOAL \$150,000

TOP FUNDRAISERS

1. Katherine Hollis \$5
2. Victoria Hart \$0
3. John Smith \$0

Page Content   Share My Page   Donations   Event Registrations   Comments

#### Page Content

Manage your personal fundraising page.

Fundraising Page Title:  
 Victoria Hart's Fundraising Page  
 Team 21 Shades

Fundraising Page URL:  
 https://dsawm.app.ncoconcm.com/campaign.jsp?campaign=1&fundraiser=854935  
 https://dsawm.app.ncoconcm.com/team21shades

Your Fundraising Goal:

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

Delete

My Page Content:

Source   Undo   Redo   Bold   Italic   Underline   Link   Unlink   Bulleted List   Numbered List   Indent   Outdent   Font   Font   Size   Color   Background Color   Help

Families of color and multicultural and multiracial families are invited to join Team 21 Shades at this year's Step Up for Down Syndrome as we celebrate our families and community and fundraise to support DSAW/M

Learn more about DSAW/M's 21 Shades support group at [dsawm.org/21shades](https://dsawm.org/21shades).

"Show your support Fynn and his peers by joining his team, *The FYNNishers* for this year's annual Step-Up for Down Syndrome event. While we would love to have you join us at the walk on September 10th, you do not have to attend in-person to be part of his team. We just want to grow our team as big as possible to spread awareness about how down right awesome people with Down syndrome can be!"

- You have complete control of the font type, size, color, and the story you choose to tell.

**When you're done, click "Save"!** You can always make edits to your page on an as needed basis.

When you're ready to see your fundraising page select "View my Fundraising Page" in the top right corner. This will allow you to see your personal fundraising page from a donor's perspective.

**2022 STEP UP FOR DOWN SYNDROME**  
DSA WM

### THE FYNNISHERS

This is Fynn's first year as a walker and he's getting quick!

Show your support Fynn and his peers by joining his team, **The FYNNishers** for this year's annual Step-Up for Down Syndrome event. While we would love to have you join us at the walk on September 10th, you do not have to attend in-person to be part of his team. We just want to grow our team as big as possible to spread awareness about how *down right awesome* people with Down syndrome can be!



### ABOUT STEP UP FOR DOWN SYNDROME

**Will You Step Up for Down syndrome?**

**Register to join a team**

Step Up For Down Syndrome is the largest Down syndrome awareness event in Michigan and the Down Syndrome Association of West Michigan's (DSAWM) annual fundraiser. Families, friends, and the public are invited to this community celebration and walk where we come together to support our loved ones with Down syndrome. The event is held every September in Grand Rapids.

**> Donate**

Fundraising progress:

0%

\$0.00 Raised      \$5,000.00 Goal

**+ Create a page**

**+ All fundraisers**

+ | f | t | p | e

**Your fundraising page is now ready to go live! Copy your page's URL and share it on Facebook or any other social media platforms or select one of the social media icons to share instantly.**

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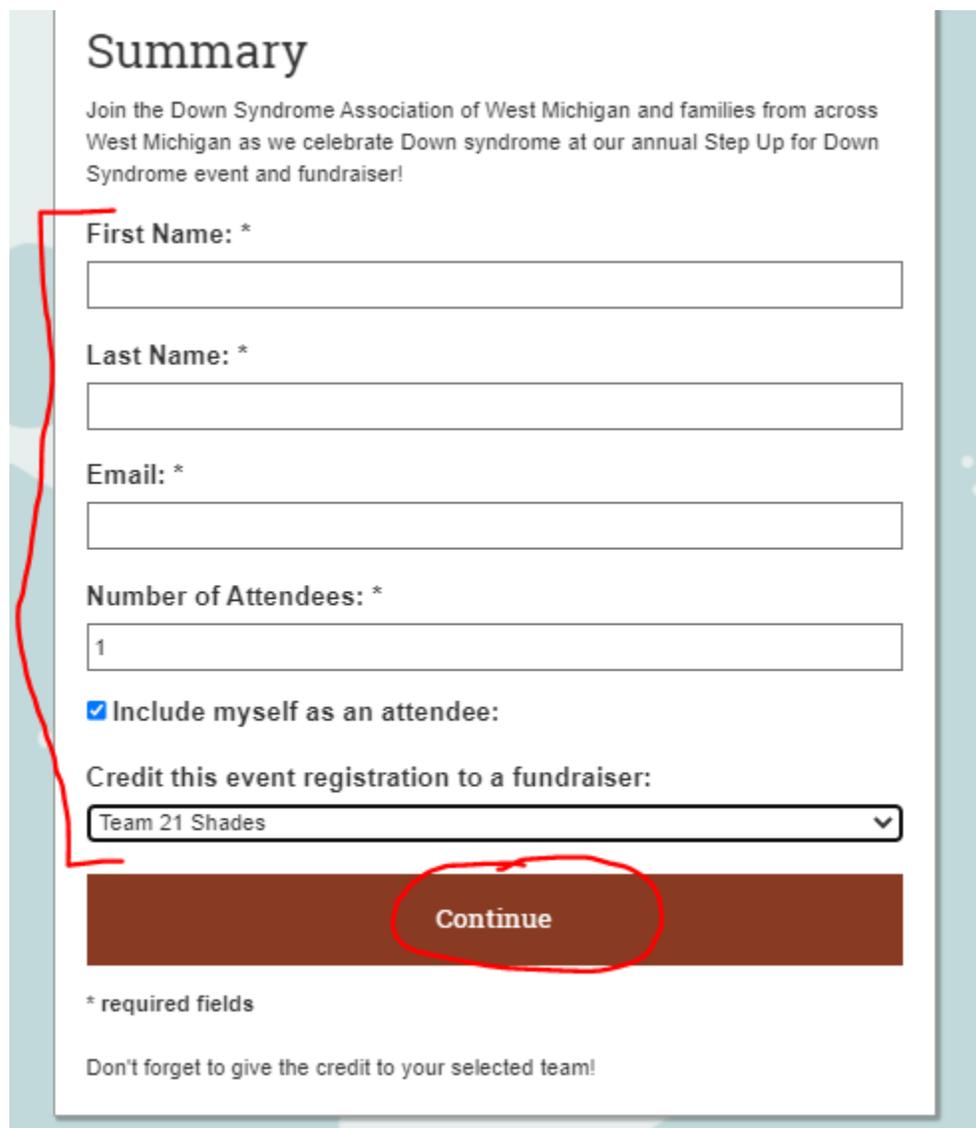
## Step 6: REGISTER!!

Once you have finalized your team fundraiser page, it's time to register! Register yourself and your initial team members. This will probably include your household family, though you're welcome to register anyone who you know right away wants to be on your team. To register, click the "Register to join a team" button on your team page or directly through the link below:

<https://dsawm.app.neoncrm.com/np/clients/dsawm/eventRegistration.jsp?event=1>

Begin by registering yourself:

- **Number of Attendees:** Enter the number of people you are initially registering. For example, if you (the team captain), your spouse, and your two children are participating, enter 4 and check the "Include myself as an attendee" box.
- **Credit this event registration to a fundraiser:** Select your team name from the drop-down to ensure your team is credited with the number of registrants.



**Summary**

Join the Down Syndrome Association of West Michigan and families from across West Michigan as we celebrate Down syndrome at our annual Step Up for Down Syndrome event and fundraiser!

**First Name: \***

**Last Name: \***

**Email: \***

**Number of Attendees: \***

**Include myself as an attendee:**

**Credit this event registration to a fundraiser:**

**Continue**

\* required fields

Don't forget to give the credit to your selected team!

Continue completing the attendee registration form:

- For each attendee, enter/select the following information:
  - **First Name, Last Name, and Email** (if applicable)
  - **Event Attendance:** How is each registrant planning to participate on September 10th?
    - **In-person:** in-person at the SOMI Unified Sports & Inclusion Center
    - **Virtual:** at-home using our at-home activity packet
    - **Not participating:** a registrant who wants to support a team and add to their participant numbers, but isn't planning to attend in-person or participate virtually
  - **Event Admission:** Most all team members will select the Team Member option. The other options relate to sponsorships. If you have a team member who would like to sponsor, please [share our sponsorship brochure](#) with them.
  - **Event Session:** These are all the event apparel options unique to this year's event! Above the entry fields, you'll see images of each of the options. **Please note, apparel is NOT included with the \$5 registration fee. The event shirt/apparel must be selected as an add-on to receive that item.**
    - **Team captains are responsible for the distribution of event apparel. All apparel will be available for pick-up at Step Up on September 10th and we plan to have pick-up available at our office the week leading up to the event.**

Attendee 1

First Name \*

Jane

Last Name

Doe

Email

Event Attendance on September 10, 2022 \*

- In-person
- Virtual
- Not participating

Event Admission \*

- Team Member - \$5.00
- Traveler Sponsor - \$500.00
- Seeker Sponsorship - \$1,000.00
- Adventurer Sponsorship - \$2,500.00
- Explorer Sponsorship - \$5,000.00

Event Session

- Navy T-shirt  
Youth XS - \$10.00
- Sand T-Shirt  
Youth XS - \$10.00
- 3/4 Sleeve Shirt - Grey/Blue  
Youth XS - \$15.00
- Infant Body Suit  
NB - \$10.00
- Hat - \$15.00

Attendee 2

**Step 7: Congratulations, you've done it! Now share your team page!**

Share your team page with family and friends to encourage people to register and donate to your team! Share using the social media buttons on your team page or your page's URL.

**\*\*\*If you have any questions, please contact us at 616-956-3488 or [victoria@dsawm.org](mailto:victoria@dsawm.org).\*\*\***

**Watch a video about how to register a team:**

<https://www.iorad.com/player/1702156/How-to-Create-your-Fundraiser-Account---With-Account-Match#trysteps-1>