

Starlight  
**SUPERSTEPS**  
POWERED BY  cashrewards

# YOUR ORGANISATION'S HOW-TO GUIDE



THIS 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.

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

The screenshot shows the Starlight Super Steps registration page. At the top, there's a purple header with the Starlight Super Steps logo (powered by cashrewards) and navigation links: Home, About, Meet your motivators, Resources, Rewards, Workplaces, FAQs, and Login. There are also 'DONATE' and 'SIGN UP NOW' buttons. Below the header is a tabbed interface with 'ACCOUNT', 'YOUR PAGE', 'ORGANISATION', 'TEAM', and 'OPTIONAL DONATION'. The 'ACCOUNT' tab is active, showing a 'Let's get started!' message and a 'Start by typing your details below' instruction. The form is divided into three main sections: 'Create Account' (highlighted in purple) and 'Already have an Account'. The 'Create Account' section includes a 'Personal Details' box with fields for First Name, Last Name, Email Address, Password, Mobile, and Your age (with a checkbox for 'I am over 18'). Below this is a 'Postal Address' box with a text input field and a '(enter manually)' label. The 'Additional Information' section has two dropdown menus for 'Why are you participating in Starlight Super Steps?' and 'Is there someone who has inspired your Super Steps Challenge?'. It also includes a section for 'Prizes and Rewards for you - select your shirt size' with a dropdown menu and an image of two t-shirts: one with the Starlight Super Steps logo and another with the text 'STEPPING UP FOR SICK KIDS'.

Starlight  
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[Home](#) [About](#) [Meet your motivators](#) [Resources](#) [Rewards](#) [Workplaces](#) [FAQs](#) [Login](#)

[DONATE](#) [SIGN UP NOW](#)

[ACCOUNT](#) [YOUR PAGE](#) [ORGANISATION](#) [TEAM](#) [OPTIONAL DONATION](#)

**Let's get started!**  
Start by typing your details below

**Create Account** **Already have an Account**

**Personal Details**

First Name \*

Last Name \*

Email Address \*

Password \*

Mobile

Your age ☐ I am over 18

**Postal Address \*** (enter manually)



**Additional Information**

Why are you participating in Starlight Super Steps?

Is there someone who has inspired your Super Steps Challenge?

Prizes and Rewards for you - select your shirt size \*

As you raise vital funds to help sick kids, you'll earn special rewards along the way including Super Steps shoeboxes, Medal, T-shirt, Picnic Blanket, and more.

Continued

## Signing Up

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

The screenshot shows the 'Starlight SUPER STEPS' website with a purple header. The navigation bar includes 'DONATE' and 'SIGN UP NOW' buttons, and a menu with 'Home', 'About', 'Meet your motivators', 'Resources', 'Rewards', 'Workplaces', 'FAQs', and 'Login'. Below the header, a breadcrumb trail shows 'ACCOUNT' (checked), 'YOUR PAGE', 'ORGANISATION', 'TEAM', and 'OPTIONAL DONATION'. The main section is titled 'Customise your fundraising page'. It contains two main sections: 'Set your fitness goal' with four buttons for '6,000 STEPS A DAY', '10,000 STEPS A DAY' (highlighted), '16,000 STEPS A DAY', and 'SET YOUR OWN GOAL'; and 'Set your fundraising goal' with three options: '\$300' (highlighted), '\$500', and a third partially visible option. Each fundraising goal option includes a small image and a description of what the goal can achieve.

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!

The screenshot shows a form titled 'Add a personal image, title and description'. Below the title, it says 'These will be displayed on your fundraising page. Don't worry you can change them at anytime.' The form has two main sections: a 'PROFILE IMAGE' section with a placeholder image of a green sneaker and a 'PROFILE DESCRIPTION' section with a text area. The text area contains the following text: 'I'm fundraising for the Starlight Children's Foundation. And I need Did you know? Every minute at every day, a sick child is admitted to hospital in Australia. This May, I'm taking on the Super Steps challenge to raise funds that will make hospital a happier place for sick kids. I've set myself a goal to walk or run thousands of steps every day, for an entire month. And I need your support.'

Continued



## Signing Up

### 4 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.

### Create or Join an Organisation

[No thanks](#)

**Take on the challenge with your workmates! Foster teamwork, have fun & feel fitter while raising funds to make hospital a happier place for sick kids**

Create an organisation

Join an organisation

Organisation Name \*

ADD YOUR ORG NAME HERE

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

Continued



## Signing Up

### 5 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 or Join a Team

[No thanks](#)

It's always more fun to walk and talk with a friend. Why not invite them to step with you?

Create a team

Join a team

Team Name \*

Team Name Finance Steppers

Fundraising Target

\$ 1500

Allow anyone to join my team

Yes

No

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

Continued

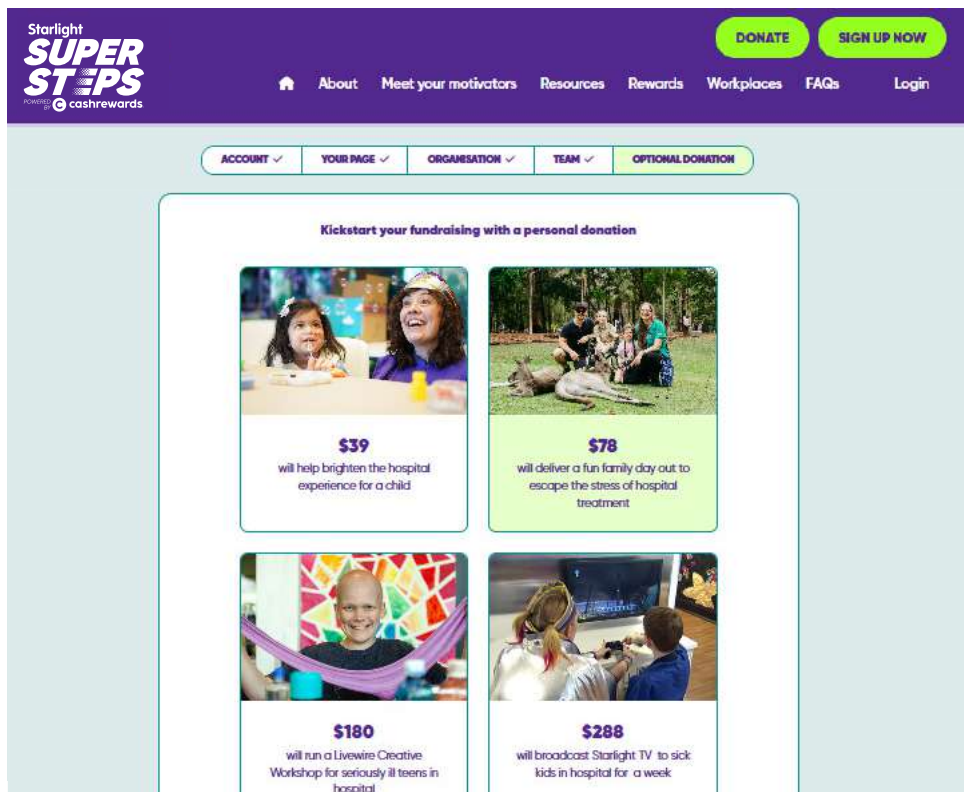




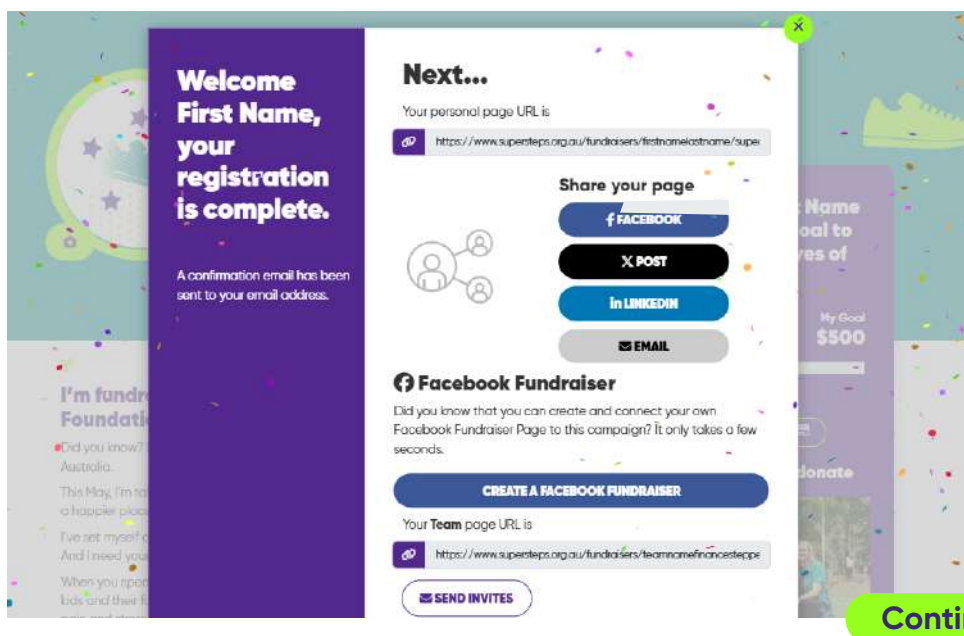
## Signing Up

### 6 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!!



### 7 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

The screenshot shows a personal fundraising page for the Starlight SUPER STEPS challenge. The header includes the Starlight SUPER STEPS logo, powered by cashrewards, and navigation links: About, Meet your motivators, Resources, Rewards, Workplaces, FAQs, and a user profile 'Amy'. There are 'DONATE' and 'SIGN UP NOW' buttons. The main content area features a green background with a circular graphic containing a sneaker and stars. The text reads 'TEAM CAPTAIN NAME' and 'Share my page' with social media icons (Facebook, Twitter, Email, LinkedIn) and buttons for 'TEAM NAME' and 'ORGANISATION NAME'. A progress bar shows 'Raised \$0' and 'My Goal \$100,000'. A call to action says 'Please help Amy to reach their goal to brighten the lives of sick kids'. Below this, there's a section titled 'I'm fundraising for the Starlight Children's Foundation. And I need YOUR support.' with a brief description of the challenge and a link to 'Learn more about the challenge'.

## Team Fundraising Page

The screenshot shows a team fundraising page for the Starlight SUPER STEPS challenge. The header includes the Starlight SUPER STEPS logo, powered by cashrewards, and navigation links: About, Meet your motivators, Resources, Rewards, Workplaces, FAQs, and a 'Login' button. There are 'DONATE' and 'SIGN UP NOW' buttons. The main content area features a green background with a circular graphic containing a sneaker and stars. The text reads 'TEAM NAME' and 'Share my page' with social media icons (Facebook, Twitter, Email, LinkedIn). A progress bar shows 'Raised \$0' and 'Our Goal \$500,000'. A call to action says 'Please Help Us Reach Our Goal'. Below this, there's a section titled 'We're fundraising for the Starlight Children's Foundation. And we need YOUR support.' with a brief description of the challenge and a link to 'Learn more about the challenge'. At the bottom, there's a photo of a group of people outdoors.

Continued

# Navigating your dashboard

## Organisation Fundraising Page

The screenshot shows the 'Organisation Fundraising Page' for a user named Amy. The header includes the 'Starlight SUPER STEPS' logo, a navigation menu (Home, About, Meet your motivators, Resources, Rewards, Workplaces, FAQs, Amy), and buttons for 'DONATE' and 'SIGN UP NOW'. The main content area features a 'TEAM CAPTAIN NAME' section with a shoe icon and social media sharing options. A progress bar shows 'Raised \$0' towards a 'My Goal \$100,000'. A text box explains the fundraising goal: 'I'm fundraising for the Starlight Children's Foundation. And I need YOUR support.' Below this, a photo of a family is shown with the text 'will deliver a fun family day out to escape the stress of hospital treatment'.

## 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.

The screenshot shows the 'Organisation Fundraising Page' for a user named Lucie. The header includes the 'Starlight SUPER STEPS' logo, a navigation menu (Home, About, Meet your motivators, Resources, Rewards, Workplaces, FAQs, Lucie), and buttons for 'DONATE' and 'SIGN UP NOW'. The main content area features a 'TEAM CAPTAIN NAME' section with a shoe icon and social media sharing options. A progress bar shows 'Raised of \$500'. A text box explains the fundraising goal: 'I'm fundraising for the Starlight Children's Foundation. And I need YOUR support.' Below this, a photo of a family is shown with the text 'will deliver a fun family day out to escape the stress of hospital treatment'. At the bottom, there are tabs for 'MY PAGE', 'MY TEAM', 'MY ORGANISATION', and 'MY ACCOUNT'.

Continued



# 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

\$ 1500

Your Organisation Page URL \*

Starry's Org

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

EDIT

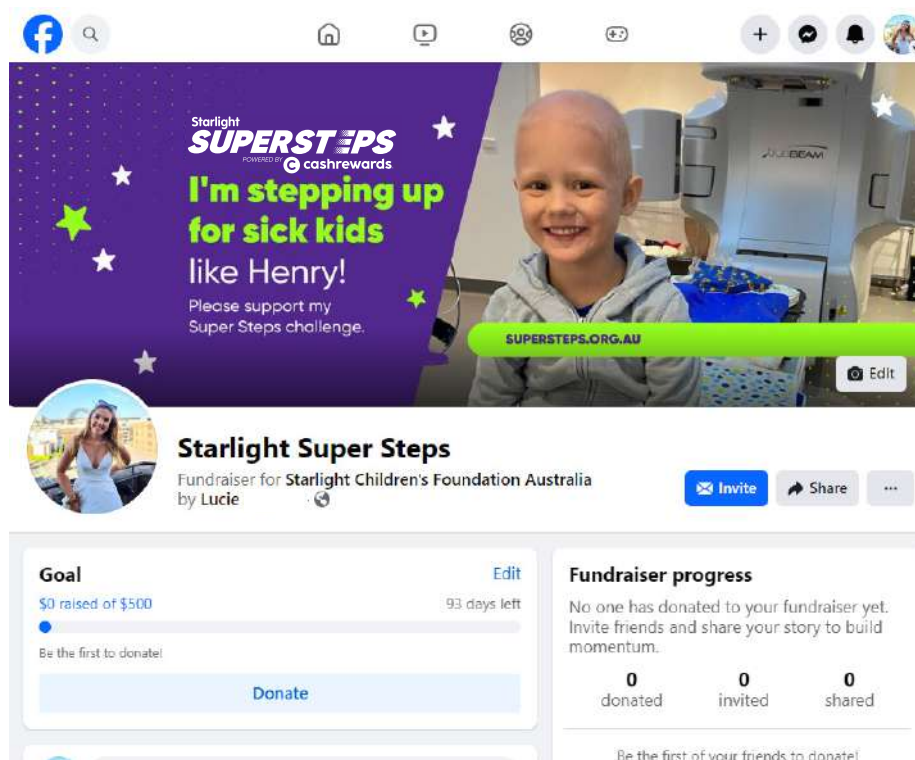
DELETE

SHARE

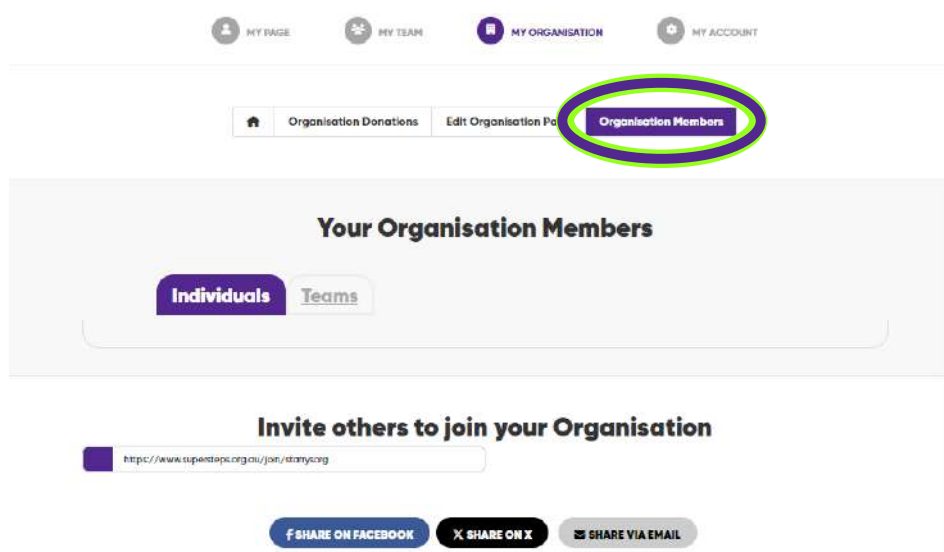
Continued

# 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)

