

Starlight  
**SUPERSTEPS**  
POWERED BY velocity frequent flyer

# 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 an organisation/team

The screenshot shows the registration page for Starlight Super Steps. At the top, there is a purple navigation bar with the logo and links for 'DONATE' and 'SIGN UP NOW'. Below this is a secondary navigation bar with links for 'ACCOUNT', 'YOUR PAGE', 'ORGANISATION', 'TEAM', and 'OPTIONAL DONATION'. The main content area is titled 'Let's get started!' and includes a 'Create Account' button and a link for 'Already have an Account'. The registration form is divided into three sections: 'Personal Details' with fields for First Name, Last Name, Email Address, Password, Mobile, and Your age; 'Postal Address' with a field for street address; and 'Additional Information' with dropdown menus for participation reasons and inspiration, and a section for prizes and rewards with a shirt size selection. Two t-shirt images are shown at the bottom right of the form.

Starlight  
**SUPER STEPS**  
powered by velocity | recipient type

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

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

[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 \*  +61  04

Your age \*  I am over 18

#### Postal Address

(enter manually)

Please enter your street address

#### 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 shoelaces, Medal, T-shirt, Picnic Blanket, and more.

[Continued](#)

# Signing Up

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

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!

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.

### Will you step up with your workplace?

[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 \*

Allow anyone to join my organisation


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

Organisation Fundraising Target

\$ 2000

### 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 child is admitted to hospital in Australia.

This May we're taking on the Super Steps

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.

### Create a Team

[No thanks](#)

#### Within your workplace you can create teams, think HR vs Finance or Sydney vs Melbourne.

This is optional and you can create teams later from your dashboard too.

Team Name \*

Team Fundraising Target

Allow anyone to join my team

 Yes  No

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

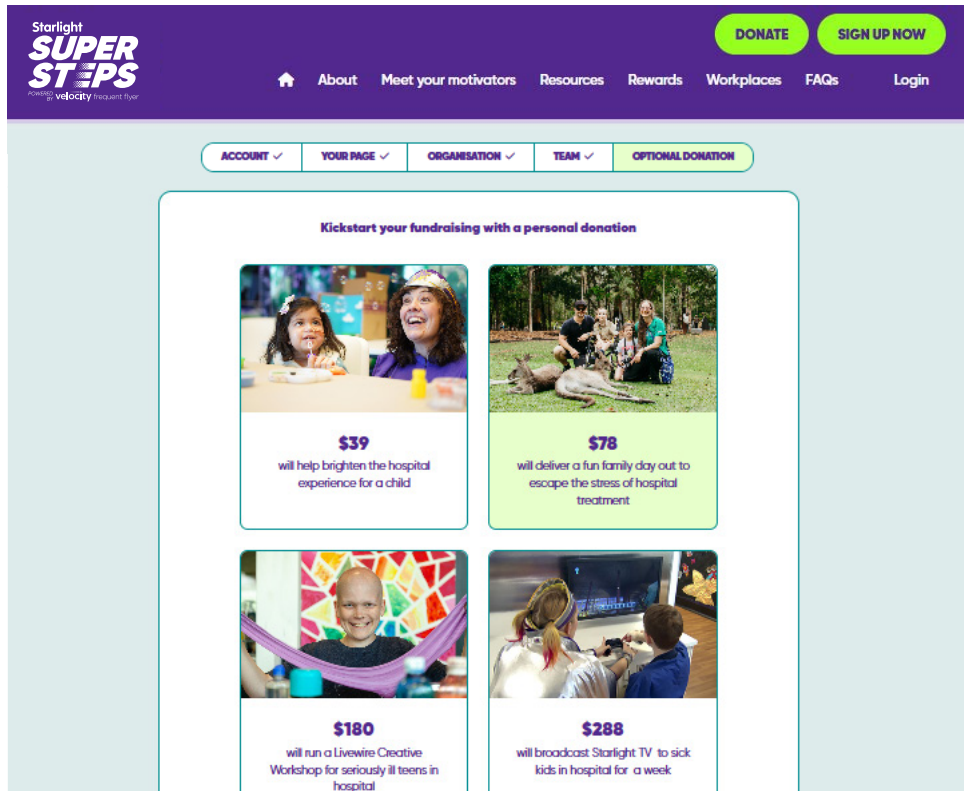
Continued



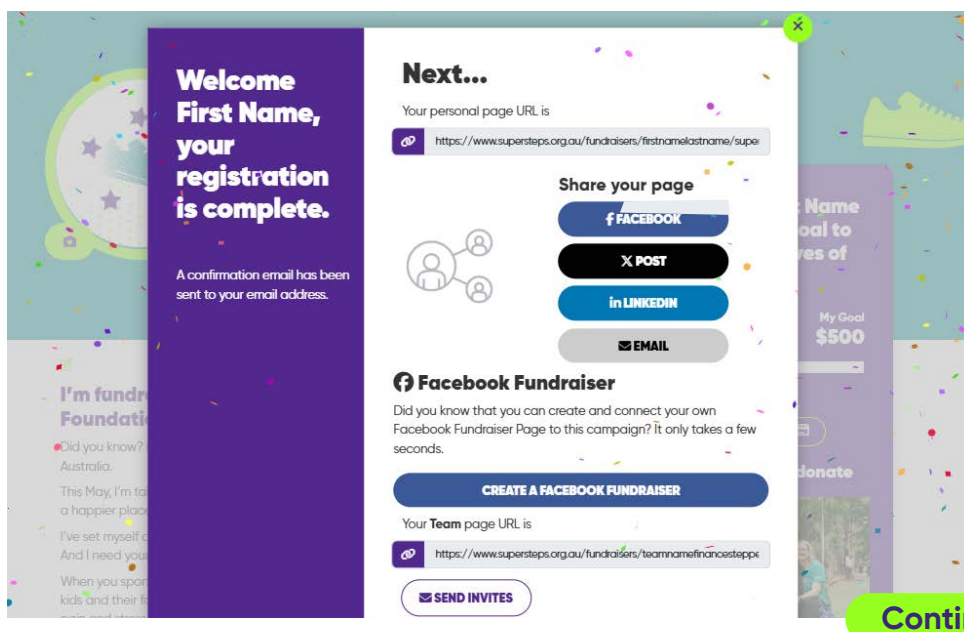
# Signing Up

## 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

Starlight **SUPER STEPS**  
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Home About Meet your motivators Resources Rewards Workplaces FAQs Amy ▾

**TEAM CAPTAIN NAME**

Share my page

f X e in TEAM NAME

ORGANISATION NAME

**Please help Amy to reach their goal to brighten the lives of sick kids**

Raised \$0 My Goal \$100,000

\$ [person] [message]

Select amount to donate

**I'm fundraising for the Starlight Children's Foundation. And I need YOUR support.**

Did you know? Every minute of 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

## Team Fundraising Page

Starlight **SUPER STEPS**  
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Home About Meet your motivators Resources Rewards Workplaces FAQs Login

**TEAM NAME**

Share my page

f X e in

**Please Help Us Reach Our Goal**

Raised \$0 Our Goal \$500,000

\$ [person] [message]

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.

When you sponsor our challenge, you'll help create much needed happiness for sick

Continued

# Navigating your dashboard

## Organisation Fundraising Page

The screenshot shows the Starlight SUPER STEPS fundraising dashboard for a user named Amy. The header includes the logo, navigation links (About, Meet your motivators, Resources, Rewards, Workplaces, FAQs), and buttons for DONATE and SIGN UP NOW. The main content area features a 'TEAM CAPTAIN NAME' section with social media sharing options and a 'Please help Amy to reach their goal to brighten the lives of sick kids' section. A progress bar shows 'Raised \$0' and 'My Goal \$100,000'. Below the progress bar are icons for currency, user profile, and a 'Select amount to donate' button. A photo of a family with a dog is shown, with the text 'will deliver a fun family day out to escape the stress of hospital treatment'.

### I'm fundraising for the Starlight Children's Foundation. And I need YOUR support.

Did you know? Every minute of 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.

When you sponsor my 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 I 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.

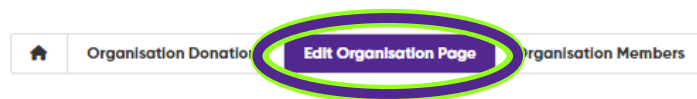
The screenshot shows the Starlight SUPER STEPS fundraising dashboard for a user named Lucie. The header includes the logo, navigation links, and buttons for DONATE and SIGN UP NOW. The main content area features a 'TEAM CAPTAIN NAME' section with social media sharing options and a 'Please help Amy to reach their goal to brighten the lives of sick kids' section. A progress bar shows 'Raised of \$500' and 'My Goal \$100,000'. Below the progress bar are icons for currency, user profile, and a 'Select amount to donate' button. A photo of a family with a dog 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. The MY PAGE tab is highlighted with a red circle.

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# 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"/>

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.

The screenshot shows a Facebook fundraiser page for 'Starlight Super Steps'. The header features a purple banner with a child's photo and the text: 'Starlight SUPERSTEPS POWERED BY velocity frequent flyer. I'm stepping up for sick kids like Henry! Please support my Super Steps challenge. SUPERSTEPS.ORG.AU'. Below the banner is the fundraiser title 'Starlight Super Steps' and the text 'Fundraiser for Starlight Children's Foundation Australia by Lucie'. The page includes a 'Goal' section showing '\$0 raised of \$500' and '93 days left', and a 'Fundraiser progress' section showing '0 donated', '0 invited', and '0 shared'. A 'Donate' button is visible in the goal section.

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.

The screenshot shows the dashboard for the Starlight Super Steps fundraiser. At the top, there are navigation tabs: 'MY PAGE', 'MY TEAM', 'MY ORGANISATION', and 'MY ACCOUNT'. Below these are three buttons: 'Organisation Donations', 'Edit Organisation Page', and 'Organisation Members', with the latter being highlighted by a red circle. The main content area is titled 'Your Organisation Members' and has two sub-tabs: 'Individuals' and 'Teams'. Below this is a section titled 'Invite others to join your Organisation' with a text input field containing the URL 'https://www.supersteps.org.au/join/starysong'. At the bottom, there are three buttons: 'SHARE ON FACEBOOK', 'SHARE ON X', and 'SHARE VIA EMAIL'.

# 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)

