



2025

How to Guide

Signing up, joining a team, setting up your page and making an impactful move this May.



PROUDLY SUPPORTING



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Signing up (without a team)

Participating in Step by Step on your own? Here's how to sign up!

- 1 Head to the **Register** page
- 2 Complete your individual details, including how you're moving
Note: this is just to get you started and you can change your movement goal later if you need to
- 3 Under **Fundraising Page Type** select **Individual (no team)**



The screenshot shows a web form titled "Fundraising Page Type". Below the title is a label "Select your fundraising page type: *". A dropdown menu is open, displaying four options: "--please select--", "✓ Individual (no team)", "Create a new team", and "Join an existing team". The "Individual (no team)" option is selected, indicated by a checkmark and a small arrow pointing to it.

- 4 Fill in your individual fundraising page details – this is where you create a fundraising page title, tell people why you're taking part in the challenge and set your fundraising target
- 5 Confirm your details and complete your registration!



Need help troubleshooting? Contact us at
events@steppingstonehouse.com.au

Creating a team

Ready to create your Step by Step team?
Here's what you need to do!

- 1 Head to the **Register** page
- 2 Fill in your details and follow the steps
- 3 Under **Fundraising Page Type** select **Create a New Team**

Pro tip

There are teams for workplaces, or just for friends and family.

Fundraising Page Type

Select your fundraising page type: *

--please select--
Individual (no team)
✓ Create a new team
Join an existing team

Is your team a workplace team? *

- 4 Write your team name and follow the **Next** button
- 5 Follow the steps to complete your registration



Your page is now created!
Time to invite others to join you.

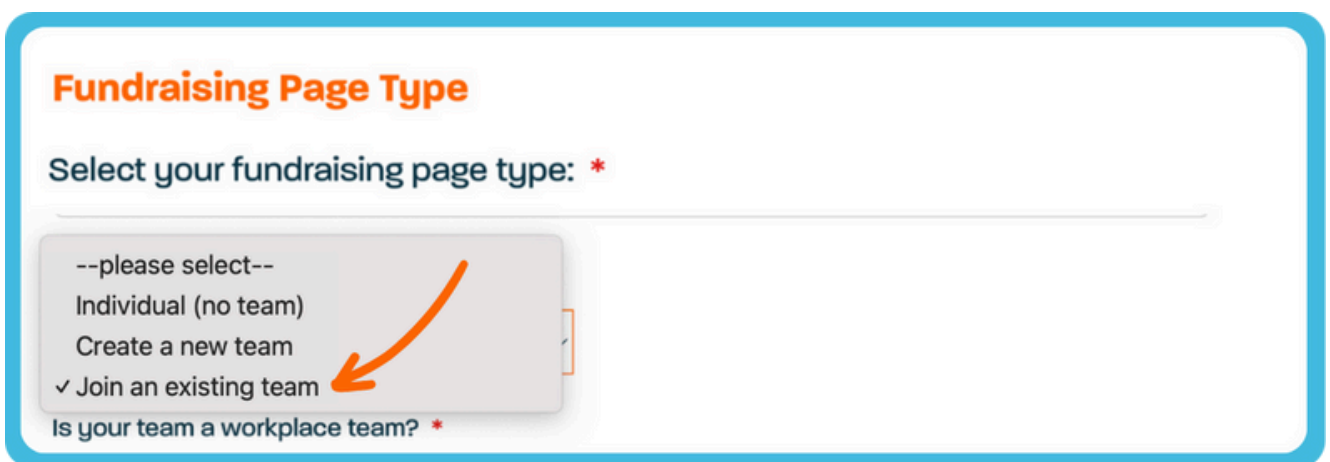
Need help troubleshooting? Contact us at
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Joining a team

Pro tip

You can only be in **ONE** team, so choose wisely!

- 1 Head to the **Register** page
- 2 Fill in your details and follow the steps
- 3 Under **Fundraising Page Type** select **Join an existing Team**



Fundraising Page Type

Select your fundraising page type: *

--please select--
Individual (no team)
Create a new team
✓ Join an existing team
Is your team a workplace team? *

- 4 Search using your team name or team leader's name
- 5 Follow the steps to complete your registration

**You're part of the team!
Now you can get fundraising.**

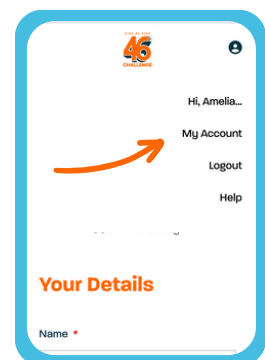
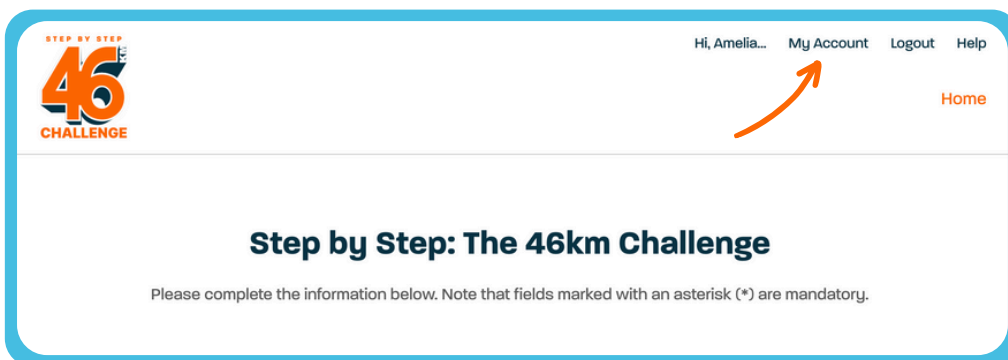
Already registered?

Have you already signed up and didn't join or create a team?
Reach out to us and we can help to add you to a team at
[**events@steppingstonehouse.com.au**](mailto:events@steppingstonehouse.com.au)

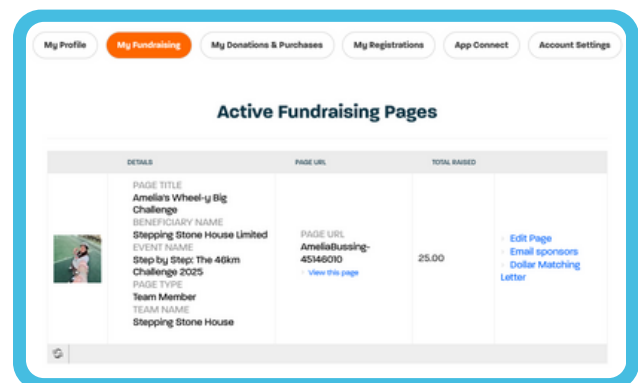
Manage your page

Once you're set up you can update your profile image or story, share your page to request donations and connect to fitness apps to track your movement.

- 1 **Log in** to your fundraising account
- 2 Visit **My Account** to find your account details
(Located in the top left of the screen on desktop, or in the dropdown menu on mobile)



- 3 Go to the **My Fundraising** tab to find your individual page, and team page if you are a team leader
- 4 Click **View this page** to visit your fundraising page

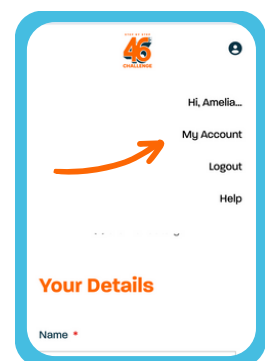
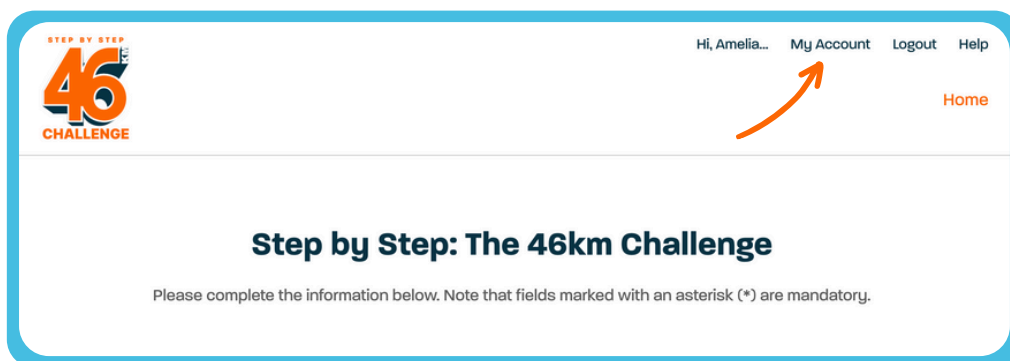


- 5 From here, you can edit your story, update your profile photo, log activity, post on your blog, and view any donations!

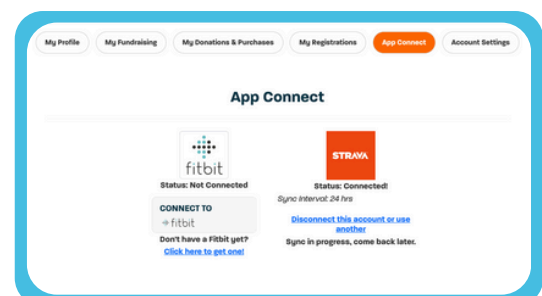
Connecting your fitness apps

Did you know you can connect your Fitbit or Strava account to track your activity automatically? Here's how...

- 1 **Log in** to your fundraising account
- 2 Visit **My Account** to find your account details
(Located in the top left of the screen on desktop, or in the dropdown menu on mobile)



- 3 Navigate to the **App Connect** tab
- 4 Follow the steps to connect your Fitbit or Strava account



Don't have a Fitbit or Strava account?

Currently, we only support integrations with Fitbit and Strava. If you use a different activity tracking device, such as an Apple Watch or Garmin, you can manually add your movement to your fundraising page by following the instructions on page 8.

Logging your activity

You can log your activity manually or by setting up your fitness apps such as Fitbit or Strava to sync movement automatically.

- 1 **Log in** to your fundraising account
- 2 Visit the **My Fundraising** tab in **My Account**
- 3 Click **View this page** to visit your fundraising page
- 4 Select **Log activity** (At the top of page or under **Activity**)



- 5 Fill in the details of the activity you'd like to log in the pop-up box, such as exercise type, distance, and date
- 6 Click the **Save** button

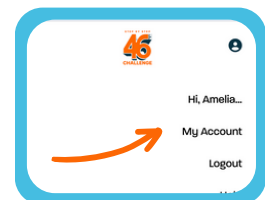
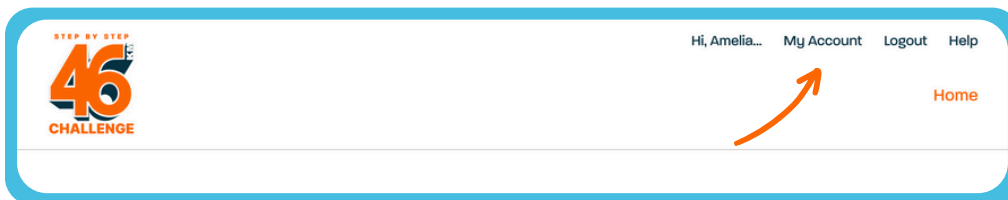
A screenshot of the 'Complete the activities you would like to log' pop-up form. The form includes fields for Exercise Type (Running), Steps (How many?), Distance (How far? km), Duration (How long? min), Activity Date (Today, Yesterday, 19/03/2025), and Start Time (1:36 PM). A 'Save' button is at the bottom right.

Activity may take a few minutes to log, so avoid refreshing the page for a few moments after submitting.

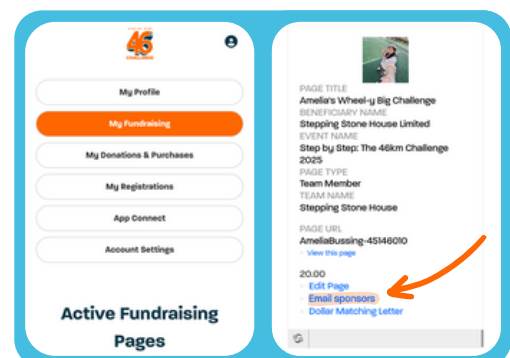
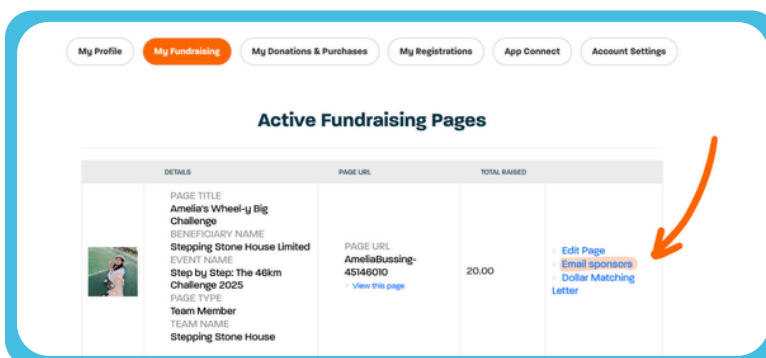
Email your supporters

Did you know you can easily email your supporters directly from your fundraising account? Here's how!

- 1 **Log in** to your fundraising account
- 2 Visit **My Account** to find your account details
(Located in the top left of the screen on desktop, or in the dropdown menu on mobile)



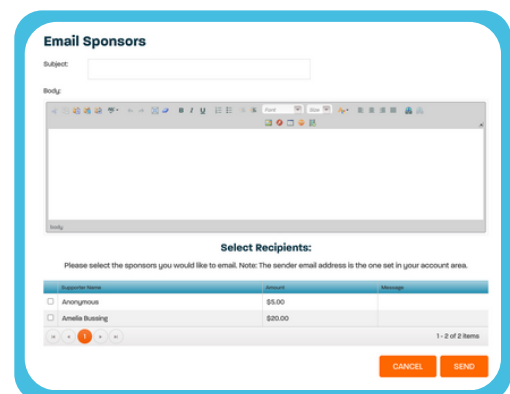
- 3 Go to the **My Fundraising** tab and select **Email sponsors**



- 4 Fill your subject line and email body, then select recipients to receive the message

- 5 When you're ready, hit

SEND

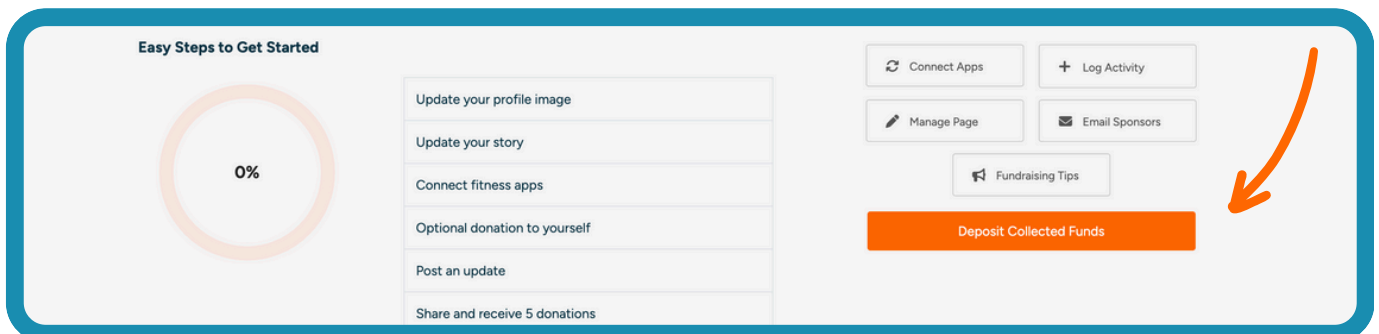


Deposit Collected Funds to Your Page



Have you done some offline fundraising and want to log it on your page? Here's how to do it!

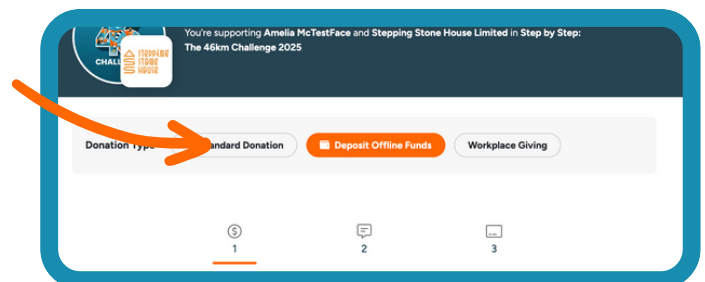
- 1 Deposit the collected funds into your bank account
- 2 **Log in** to your fundraising account
- 3 Go to your Fundraising Page and click **Deposit collected funds**



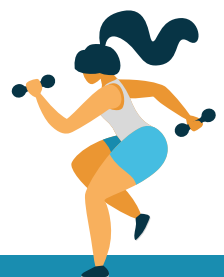
- 4 Beside Donation Type select

Deposit Offline Funds

- 5 Fill in the donation amount and your details



- 6 Once lodged, you will receive a receipt. Funds may take a few minutes to appear on your page.



Support and Contact Info



Frequently Asked Questions

stepbystep46.com.au/cms/faqs



Fundraising Resources

stepbystep46.com.au/cms/resources



General Enquiries

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Workplace and Partnership Enquiries

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