



THE
STEEP
Cycle Challenge

20
23



University of
Sheffield

JUSTGIVING PAGE SET UP INSTRUCTIONS - STEEP CHALLENGE 2023

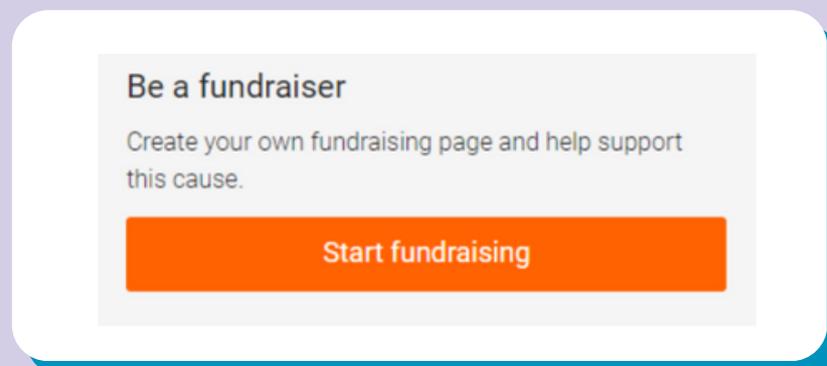


STEP ONE - CREATE YOUR PAGE

- Click on this [JustGiving](#) link
- This will take you to the [STEEP Cycle Challenge 2023](#) fundraising hub page, which looks like this:



- Click on the orange 'Start Fundraising' button:



- This will take you to a page named “Check your details”. Here you will be asked to:
 - Choose a URL for your fundraising page (i.e. /John-Smith-STEEP2023)
 - Declare “Yes, my page can claim GiftAid”

- Opt in or out to the following statement: 'I'm happy for University of Sheffield to keep me informed, by email, about the impact of my fundraising and other ways to stay involved including future events, campaigns and appeals. '

We encourage you to opt in at this point, as this means we can contact you about how your fundraising efforts are making a difference to MND research.

- Then click “Create my page”

STEP TWO - PERSONALISE YOUR PAGE

Add as much detail as possible about your challenge, including any pictures - you can add plenty of images to create a gallery on your Just Giving page.

Feel free to use the text below as guidance for what to write, including information about your STEEP Cycle Challenge and the impact of donations with have to MND research at the University.

Example text – please change where applicable:

Thank you for visiting my Just Giving page. This year I will be taking on the STEEP Cycle Challenge - on Friday 23rd June - to support Motor Neurone Disease research at the University of Sheffield.

My team will be battling it out with other cyclists to determine who is the STEEP champion. We'll be putting our orienteering skills and endurance to the test with this 4.5 hour scavenger hunt through the Peaks.

Please support me and give that extra push I need to be on the winning team!

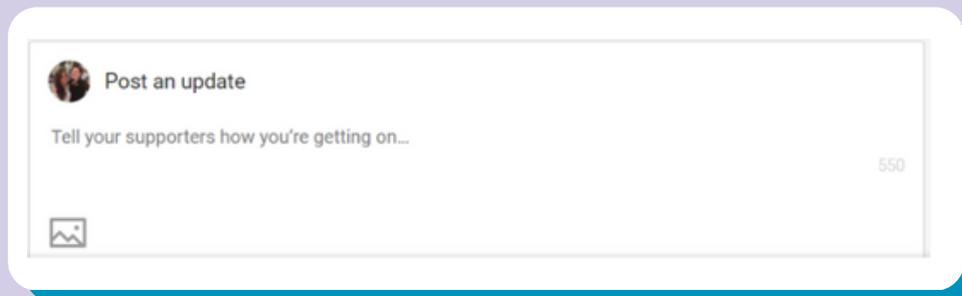
Don't forget to set yourself a fundraising target for your challenge! (Our suggested target is £1,000 min.)

If you experience problems with formatting in Just Giving, our advice is to copy and paste your story into a notepad before you copy and paste the text into Just Giving.

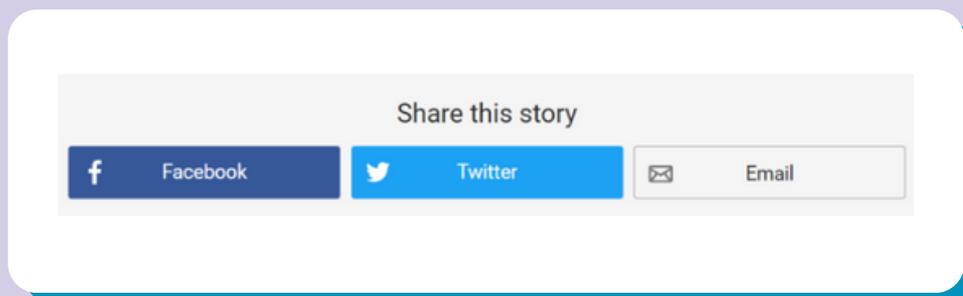
NEXT STEPS...

Keep your supporters up to date with your training. This will make them feel like part of your fundraising journey and is a great way for you to track your progress. It's a win-win!

1. Write updates and include photos to provide a newsfeed on your page, to let your friends and family know how you are getting on



2. Share your story on social media / via email:



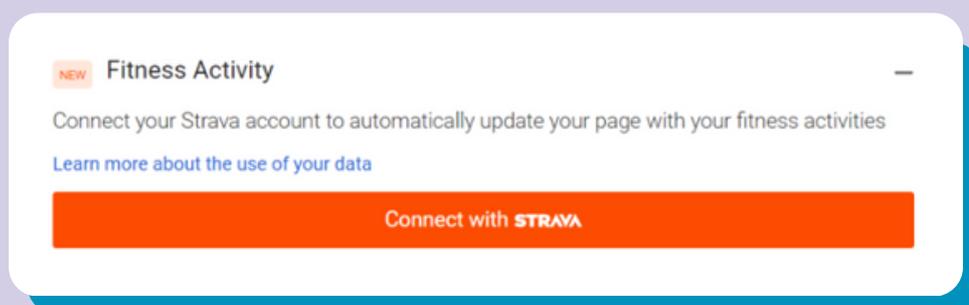
**DON'T FORGET TO USE #TUOSSTEEP WHEN SHARING
UPDATES ON SOCIAL MEDIA!**



Let your colleagues know you're taking part in the STEEP cycle Challenge by adding this '[I'm Fundraising for MND research](#)' banner to your email signature & link to your page.



3. If you have Strava, link your account to your page, and your activity from Strava can copy directly onto your page.



4. Kick off your fundraising by becoming your first supporter! An empty page might be intimidating for some donors, so having a couple of donations on the page should encourage other supporters.

Lastly, best of luck with your preparation for The STEEP Cycle Challenge and your fundraising. We can't wait to meet you on 23rd June!

If you have any questions please contact the team: giving@sheffield.ac.uk

