Step Up 4 Life FAQ

1. HOW TO FIND THE REGISTRATION PAGE (2 Options)

OPTION 1: go directly to https://www.charityfootprints.com/StepUp4Life/

OPTION 2:

- a. Go to Lutherans For Life home page www.lutheransforlife.org
- b. On the home page, click on the purple box under the video to go to the Step Up 4 Life webpage.

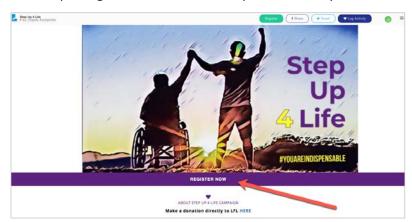
STEP UP 4 LIFE REGISTRATION

c. On the webpage, click the red line to go to the Charity Footprints registration page.

CLICK HERE TO REGISTER BEGINNING MAY 8 OR TO DONATE NOW!

2. HOW TO REGISTER

a. Click on the Purple Registration Bar under the picture that says, "REGISTER NOW".



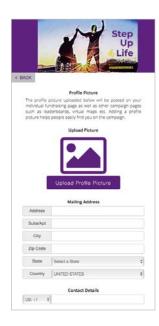
b. Complete the User Sign-up.



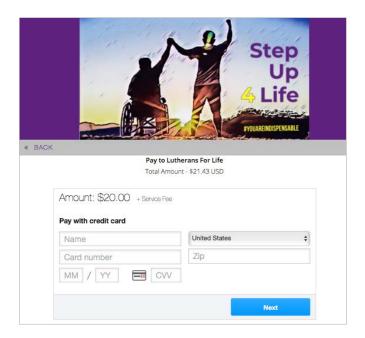
3. **REGISTRATION TYPE & DONATIONS.** You may register as a Student/Family/Team for \$20 or as an individual for \$25. Click your option shown in the red circle below.



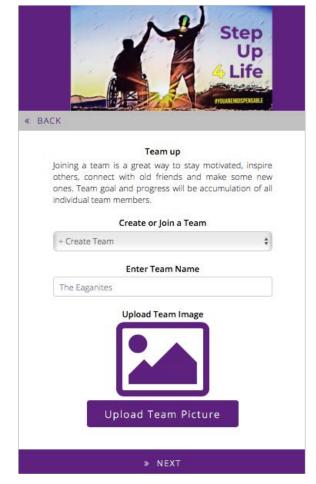
- a. Family and Team Registration. (Additional Members). You may sign up additional family members or team members by listing how many you will be adding; however, only do this if you are paying for them. Otherwise, they should register themselves and JOIN your team after you create your team.
- b. Add a Profile Picture. You can add a profile picture during the registration process or later in the Settings drop down. Please add your Mailing Address and Phone Number.



c. **How to Pay.** Complete the credit card information. If you checked the box to pay the additional credit card processing fee, it will be included in this completed form.



4. **CREATE A TEAM.** You can Create or Join a Team during the registration process on the page shown here. Indicate if you are an Individual or if you are joining or creating a team. If you are creating a team, enter a Team Name that will be listed on the Team Leaderboard. You can also join or create a team later at any time.

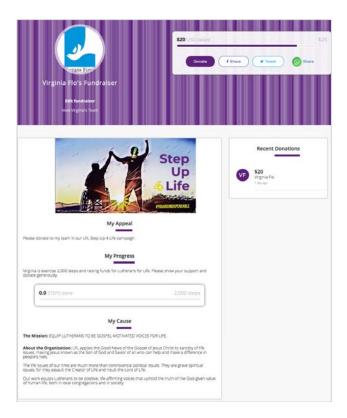


5. **INVITE DONORS & PARTICIPANTS.** This page will allow you to enter potential donors you would like to help you in this campaign to raise funds. You can list multiple emails by placing a comma between email addresses. There is also a sample message that you can customize. Their contributions will then come to your account when they donate. You can add donors and participants at any time using the pulldown menu in the upper right corner.

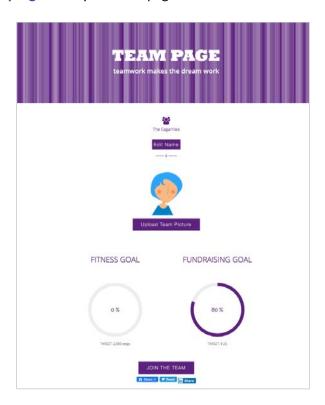


6. TRACK YOUR PROGRESS

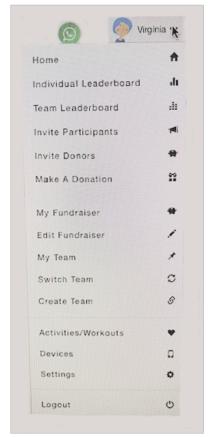
a. Track your personal progress at any time on your personal fundraising page.



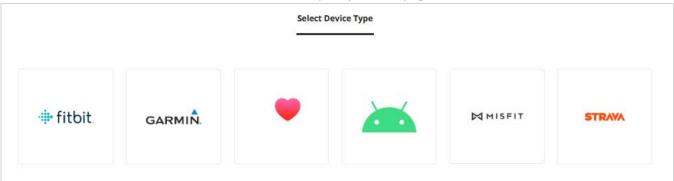
b. Track your team's progress on your team page.



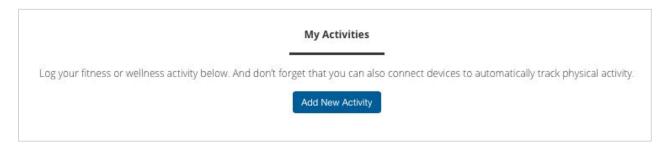
7. **MENU.** Move to various pages, make edits and change your settings by hovering over your name in the upper right corner of each page. This will pull down a menu bar where you can click to access any page listed.



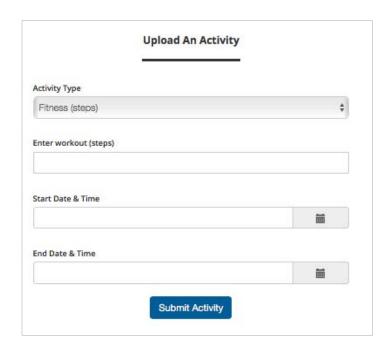
- 8. **CONNECT YOUR FITNESS DEVICES/LOG YOUR ACTIVITY.** You have the option of connecting your fitness device or manually entering your steps.
 - a. **Connect your fitness device** by using the pulldown menu and click on Devices. You can then select one of the available devices to your personal page.



b. Log your activity manually by using the pulldown menu and click on Activities/Workouts. On this page click "Add New Activity".



c. **Upload An Activity** by completing the form and clicking Submit Activity. All activity will be converted to steps on the leaderboard to provide consistency with all participants.



 QUESTIONS/TECHNICAL SUPPORT – click the icon of an envelope in the lower right-hand corner of each page to submit a question. A technical specialist will respond to your inquiry and handle your concern in the order it was received.