

# Challenge Rider Guide



This Guide provides easy instructions for :

- Registering to be a Challenge Rider
- Setting up your own fundraising page to help you raise donations for the Cure the Cycle Challenge,
- Joining a Team.

A **Challenge Rider** is anyone who is passionate about supporting the fight to conquer urea cycle disorders or identifies with our cause, and wishes to bike at the event in person. The Cure the Cycle Challenge is an official ride of the 42nd Annual Tour of Napa that attracts over 2000 riders. Our Challenge Riders will be supported all along the way with well-stocked rest stops and a post-ride BBQ lunch with live music, wine tasting and more. Best of all, you'll receive a hero's welcome at the finish line!

Challenge Riders are asked to set a minimum fundraising goal of \$500.00. This means you are pledging to collect a minimum of \$500.00 in donations to the Challenge on your fundraising page. We encourage you to set your pledge goal as high as you can realistically achieve.

**Go for it!**

Once registered, you will be able to:

- Create your own personal fundraising page on the Challenge website in just a few minutes to tell your friends and family about your goal. It's easy (no techy skills required!).
- Set a goal and optionally upload photos or personal videos to your page. (Consider uploading a personalized video message to your donors!).
- Email your friends and supporters the link to your fundraising page and share it on social media. They'll be able to read about your efforts, make a donation to your fundraising page, follow your fundraising progress, and leave you an inspirational message.
- Track the donations you've received, thank your donors, and check your progress with your own Goal Thermometer.

If you need help, we can set up your page for you or answer your questions. Just email us at [CuretheCycle@nucdf.org](mailto:CuretheCycle@nucdf.org) with your request.

**If you've received an invitation to join a Challenge Team:**

When you join your team, your individual fundraising page will be linked to the Team page. Your Team's page will list all the members of your team and your Team Goal.

Your Team Goal Thermometer measures your team's progress and the donations made on behalf of all your team members. The Team page tracks the top fundraisers on your team. Team members can challenge each other to see who can achieve the highest goal!

## Step-by-Step Instructions



### Step 1: REGISTER ONLINE at <http://curethecycle.com>

- Select “Register to Ride” on the Challenge home page menu (or Let’s Ride! on the home page).
- **Screen 1:** On Challenge Rider Registration Page, select your preference—“Individual” or “Join a Team” and click continue. (Be sure to write down your login username and password. You will receive an email confirmation with your login information in case you lose it).
- **Screen 2:**
  - Create a login username and password that you will use to access and manage your Personal Fundraising Page.
  - Enter your Personal Web Link—just create a simple, easy to remember nickname for your page (no spaces). For example, if you enter “smith” your link would be <http://curethecycle.dojiggy.com/smith>. This will be your page link (URL) that you send to your family and friends so they can easily access your fundraising page.
  - Select the size for your complimentary Challenge T-shirt.
  - Click “Continue to Checkout,” or “Submit and Continue Registrations if you wish to register more than 1 rider.
- **Screen 3:**
  - Select any additional event extras (e.g. non-rider lunch or extra event T-shirts).
  - Enter your payment details (e-check or credit card).
  - Once you’ve reached the confirmation/Thank you for registering page, click “Personalize your Page.” (You can exit and log back in at any time at the Challenge home page by clicking “Login” in the upper right corner of the page and using your user name and password. See Page 3 for complete instructions).

### Step 2: Create and Personalize your Fundraising Page (Using the **Participant Control Panel**)

Your Control Panel is located under the **My Page** section. This is where you will create and manage your personal webpage, email friends and review pledges (donations) made on your webpage. The My Page tab includes a sub-menu for Settings, Statement, Pictures, Videos, Donations, and Thank You Message:

#### Settings

- 1) Enter or edit your Personal Web Link that you created when you registered.
- 2) Enter the dollar amount you wish to set as your fundraising goal. Your personal thermometer will rise as you reach this goal. You can increase your goal anytime from this page.

#### Statement

Enter the text for your personal statement on your fundraising page. Tell your supporters “Why I Ride” - why you are excited to support the Cure the Cycle Challenge and about your personal connection to it. Each dollar you raise supports research to stop the effects of UCD and save lives. We’ve provided sample text which you can edit, or you can insert text you prefer. The text editor is easy to use—you can change fonts, font size and color by using the toolbar above the space that is provided for your text. REMEMBER TO SAVE YOUR CHANGES

#### Pictures

You can upload up to 4 pictures and videos to appear on your website. Images will be automatically resized to 415x300. All standard image formats are supported (jpg, gif, psd, etc.) After saving your changes, click on [View your personal webpage](#) to review.

#### Videos

You may upload any combination of four pictures and videos which will appear on your website. All video uploads must first be posted to YouTube. Then provide the YouTube Video ID for the video here. The video ID is the 11 character unique identifier for the video. If your video URL is: <http://www.youtube.com/watch?v=jebJ9itYTJE>, then the video ID is jebJ9itYTJE.

## Donations

The Donation Report is designed for you to review your donations and enter donations or pledges that you receive off-line. You can collect the donations from your friends at work or school and enter their pledges here. Entering pledges on this page causes your personal fundraising thermometer to rise and reflect how close you are in meeting your overall fundraising goal. Click on **Enter personal donations** and you can start manually entering the donations into your fundraising page.

You can send an email thank you to your donors by selecting their donation from the Donation Report. Although the system will send an auto-generated thank you to each donor, it is always nice to send a more personalized thank you. To send a personalized thank-you note to a donor or group of donors, check the donor's name and click on the 'Email Thanks' button.

## Thank You Message

This is the area where you can customize the thank you message that appears on the donation receipt that is automatically sent to all your donors as a record of their payment transaction. Enter the message you want to include in all your donors' receipts and click Save.

## EMAIL

This section is where you will write and send a personalized email message to your friends, family and co-workers telling them about your cause. Your heartfelt appeal asking them to make a donation can have a real impact in meeting your fundraising goal.

By clicking on Import from my address book, you can import your address book from your Yahoo, Gmail, Hotmail, AOL, Plaxo, or Outlook account. Alternately, enter the individual email addresses, each on a separate line, of the people you wish to tell about your personal website. Enter one email address per line, using this method.

Enter your Subject, customize your message, and click Send.

## MY ACCOUNT

### Update Profile

In this area you can easily change your profile or contact information, including your mailing address, Email address and phone numbers. Keep this information current so that your event administrator can stay in contact with you throughout your event. You may also update your account username and password here. Click on Save when you're finished updating your information.

### Questions

At the end of your registration, you may have answered some additional questions. Here in the Questions area, you can review, update and modify your answers as needed.

### Social Media Sharing

Your personal fundraising page includes social media sharing tools in the footer. You can share your personal fundraising page or other website pages with friends and family using your favorite social media tools—Facebook, Twitter and more. Ask them to spread the word—raising awareness of UCD saves lives!

In addition, four personalized fundraising widgets are available to add to any website or blog on the internet. Just copy and paste the sample HTML code provided into your web page editor. (Widgets shown on the Sharing page are examples only—your widget will have the look of the Cure the Cycle Challenge page.)

### Step 3: Start Fundraising!

By sending emails, letters, posting on your Facebook page, or asking in person, you have the opportunity to raise significant contributions! Here are some tips:

- Your Personal Goal — aim high, while being realistic!
- Tell friends why you are biking the Challenge — talk about your connection to urea cycle disorders and NUCDF, and why you support the cause. Let them know that every dollar they contribute helps save lives, and 100% of their donation is tax-deductible to the extent allowable by law.
- Say Thank You whether someone says yes or no! We appreciate you being a gracious ambassador for our cause.

### Step 4: Turn in your Donations

- **Online Donations:** Donations made online will automatically be credited to your fundraising goal. You will receive an e-mail each time someone donates on your fundraising page. Your donors can donate securely online on the Cure the Cycle Challenge website. Donors can also choose to pledge their donation online and mail their pledge check to NUCDF.
- **Donation Tracking:** Online donations are immediately linked to your fundraising goal. Any offline donations (personal checks) you receive can be manually entered through your personal fundraising page. Log into your page, select My Page, then the Donation link, and enter your donations. Watch your goal thermometer rise! Mail the donation checks to NUCDF (see Offline Donations, below).
- **Offline Donations:** Please enter these donations on the Challenge Donation Form. Please ask donors who give you checks to make the check payable to: **NUCDF.**  
**Please mail the checks to:**  
**National Urea Cycle Disorders Foundation**  
**75 S. Grand Ave., Pasadena, California 91105**
- Each donor will receive an acknowledgment directly from NUCDF, but you should also personally thank your donors.

## RESOURCES AND HELP

Good luck with your fundraising efforts and have an amazing day of cycling and fun with people who are as passionate about the fight to conquer UCD as you are. You will find Instructions and FAQs right in your Participant Control Panel that can help answer your questions about the functions of your fundraising page. If you need personalized help, please contact us at [CuretheCycle@nucdf.org](mailto:CuretheCycle@nucdf.org).

## FUNCTIONS FOR TEAM CAPTAINS

Team captains will have the ability to configure a team fundraising page and manage team donations from their Participant Control Panel. Only team captains (and not team members) will see a tab for Team Page. Here is where the a team fundraising page is configured. This team fundraising page includes team pictures or videos, a team mission statement, and thermometer which is different from the captain's personal settings.

From the Email tab, there is a submenu for Team. Here captains can email potential donors on behalf of the team. These functions work in the same way as described above for personal settings.

**Have Fun!** Thank you for making a difference!