

## Virtual Rider Guide



This Guide provides easy instructions for registering to be a Virtual Rider and setting up your own fundraising page to help you raise donations for the Cure the Cycle Challenge.

A **Virtual Rider** is anyone who is passionate about supporting the fight to conquer urea cycle disorders (UCDs) or identifies with our cause, but cannot attend the ride in person. It's a great way to raise awareness about UCDs and save the lives!

Virtual riders are asked to set a minimum goal of \$100.00. This means you are pledging to collect a minimum of \$100.00 in donations to the Challenge. If you are unable to commit to that goal, please support the Challenge by making a general donation on the Challenge homepage at [curethecycle.com](http://curethecycle.com). We encourage you to set your pledge goal as high as you can realistically achieve. You'll be surprised how many people want to help—they are just waiting to be asked! **Go for it!**

Once registered, you start your fundraising!

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

If you need help—no worries, 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.

**Have Friends? Form a Virtual Team!** Your efforts will go viral!

You can form a Virtual Team with its own Team fundraising page. Email the page link to your friends and challenge them join you as team members to raise donations! For example, create a team for a specific urea cycle disorder (Team OTC, Team ASA, etc.) or as a tribute (a team named after a child, your family, etc.). Your Team page will list all the members of your team and your Team Goal. Team members can create their own fundraising pages that are linked to your Team page. They can email the link to their family and friends and start fundraising.

## Step-by-Step Instructions



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

- Select the “Be A Virtual Rider” on the Challenge home page menu (or Join the Ride/Virtual Rider) on the home page.
- **Screen 1:** On the Be a Virtual Rider Registration Page, select your preference—“Join as an Individual,” “Set Up a Team” or “Join a Team,” and complete the form. (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).
- Click “**Next**” to proceed.
- **Screen 2:** Enter your Personal Web Link: 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 the link to your page (URL) that you send to your family and friends so they can easily access your fundraising page.
- Enter your fundraising goal. Click “I Agree” to the Waiver (the waiver does not apply to Virtual Riders, but is required by the system for you to complete registration).
- Select the size for your complimentary Cure the Cycle Challenge T-shirt.
- Click “Register.” If you need to change any of your information, click “confirm registration details” to return to Step 1.
- Once you’ve reached the confirmation page, click the “Control Panel” button to start personalizing your webpage! See Step 2. (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 using your user name and password. See Page 3 of this Guide 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, edit 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 change your goal anytime from this page.

#### Statement

Enter the text for your personal statement on you 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. We’ve provided sample text which you can edit, or insert whatever text you prefer. The text editor is easy to use. You can change fonts, font size and color by using the toolbar menus 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 webpage. 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.

After saving changes, click on [View your personal webpage](#) to review.

## Donations

The Donation Report is designed for you to review your donations and enter any donations or pledges that your donors give you in person. You can print out the Donation Form and use it to collect donations from your friends at work or school. 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 enter start manually entering the donations into your fundraising page. Then mail the completed donation forms and donations to NUCDF (see page 4).

You can send an email thank you to 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 and click on the 'Email Thanks' button.

## Thank You Message

This is the area where you can customize the system's thank you message that is automatically sent to your donors as part of their receipt for their donation. Enter the thank you message you want to include on the receipt your donors will receive, 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 to ask 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 number. Keep this information current so that your event administrator can stay in contact with you throughout your event. You can also update your account username and password here. Click on Save when you've 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 (bottom of the your page). You can share your personal fundraising page with friends and family using your favorite social media tools—Facebook, Twitter and more. Ask them to share your post and spread the word!

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 a “Virtual Rider” — talk about your connection to urea cycle disorders and NUCDF, and why you support the cause. Let your donors know that 100% of their tax-deductible contribution goes to support NUCDF’s mission to conquer UCDS.
- Say Thank You whether someone says yes or no! Always be 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 make a pledge online and mail their donation 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 ask donors who give you checks to make the check payable to “**NUCDF.**” Please enter these donations on the Challenge Donation Form. 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! 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!