

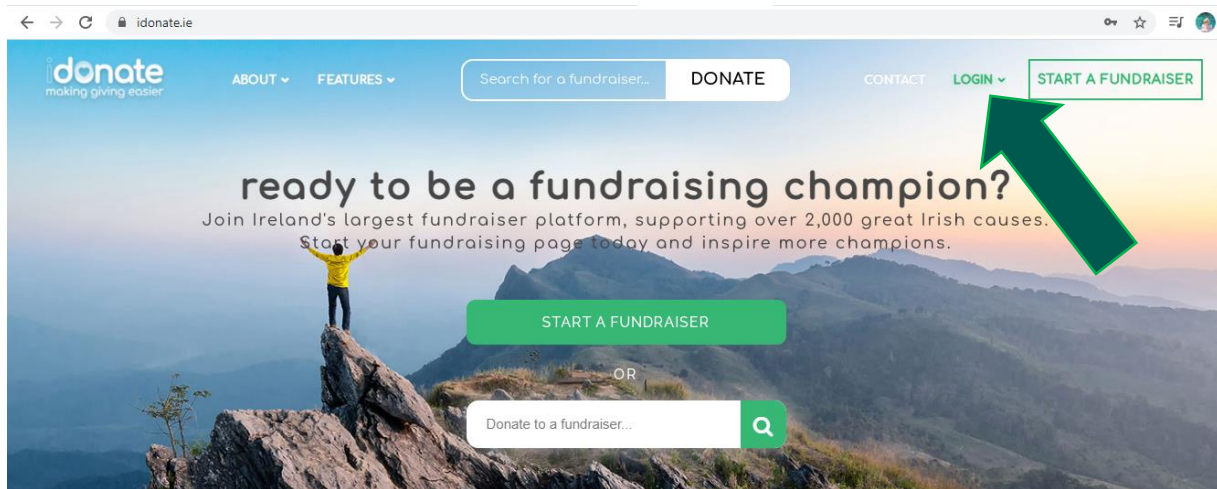
## HOW TO TRACK STEPS MANUALLY

You can manually update your steps for the CU Challenge. This can be done on [www.idonate.ie](http://www.idonate.ie) **1. website** or **2. mobile version**, alternatively you can download **3. iDonate app**, to your phone.

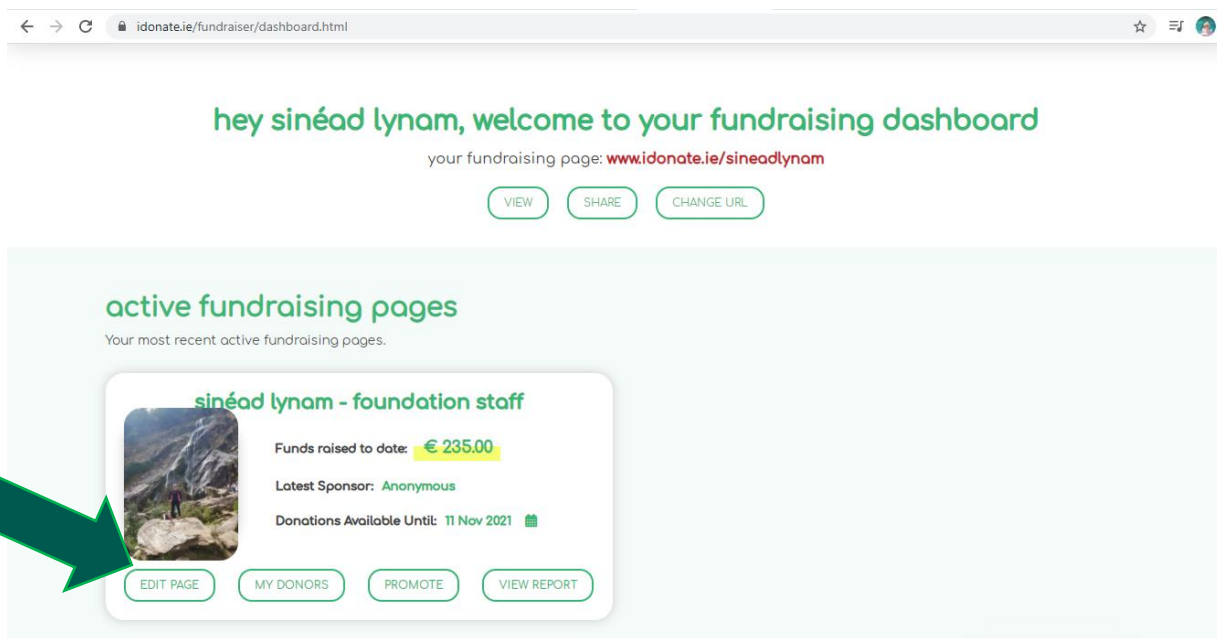
Below is a step-by-step guide for how to update your steps manually.

### 1. [WWW.IDONATE.IE](http://WWW.IDONATE.IE) Website

**1. Login** to your iDonate account at: <https://www.idonate.ie> using your email/password which you received in your activation email.



**2. You will be brought to your dashboard – click on **edit page** (below your image).**



3. On your page scroll down to Steps Completed (right hand side) and below click **UPDATE**

The screenshot shows the idonate website interface. At the top, there is a navigation bar with 'ABOUT', 'FEATURES', a search bar, 'DONATE', 'CONTACT', and 'MY ACCOUNT'. Below this is a fundraiser profile for Sinéad Lynam, a member of the Foundation staff. The profile details include her team, the fundraising goal for the ILCU International Development Foundation, and a 'Latest Update!!' stating she is participating in the CU Challenge. A progress bar on the right side of the profile shows '0 Steps Completed' out of a 'Total Steps : 100 Steps'. A green arrow points to the 'UPDATE' button located below the progress bar in the sidebar.

4. Input your Steps Completed and click **SAVE** (you can also set a target if you wish).

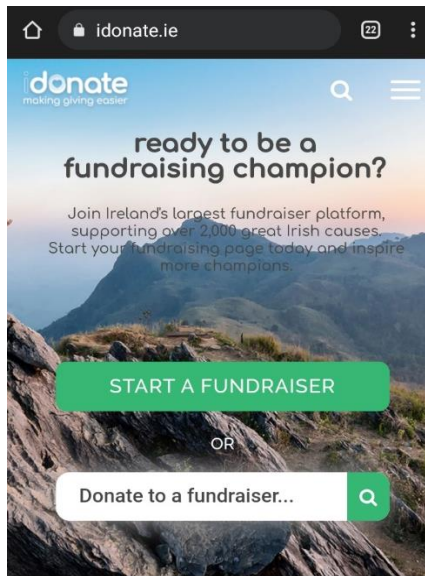
The screenshot shows a modal form for updating steps. It contains two input fields: 'Steps Completed' and 'Target (Steps)'. Below the fields are several activity icons: a running person, a cyclist, a walking person, a swimmer, and a group of people. At the bottom right of the form are 'CANCEL' and 'SAVE' buttons. A green arrow points to the 'Steps Completed' input field, and another green arrow points to the 'SAVE' button.

**N.B.** you can update your steps daily or update it every few days, just please ensure to update your steps so we know how close we are to reaching the target!

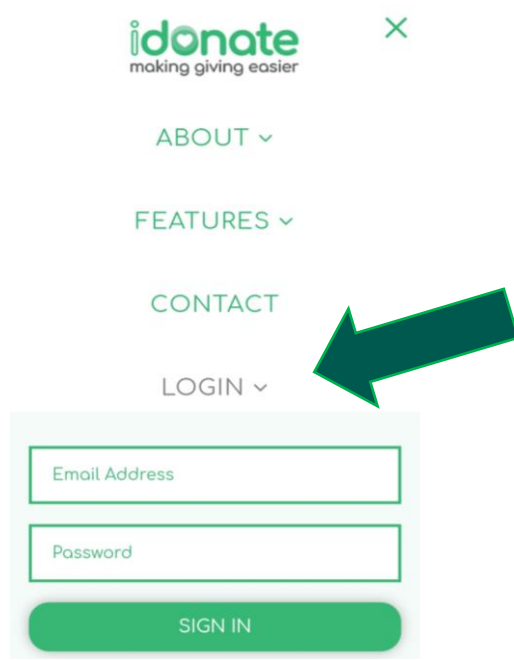
**THANK YOU FOR PARTICIPATING.**

## 2. WWW.IDONATE.IE Mobile Site

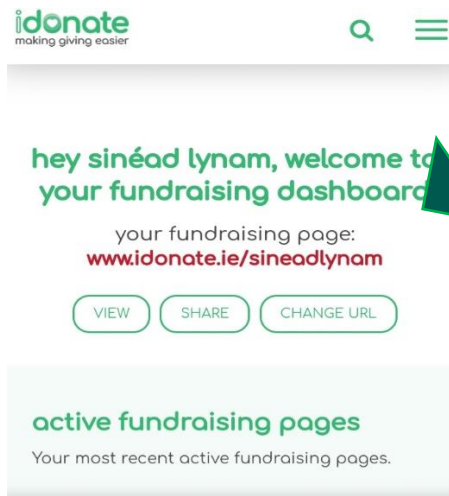
1. **Login** to your iDonate account at: <https://www.idonate.ie> – click top right hand corner, select LOGIN using your email/password which you received in your activation email.



online fundraising in ireland



2. You will be brought to your dashboard – scroll down and click **EDIT PAGE**



sinéad lynam - foundation staff



sinéad lynam - foundation staff

Active



Funds raised to date:

€ 235.00

Latest Sponsor:

Anonymous

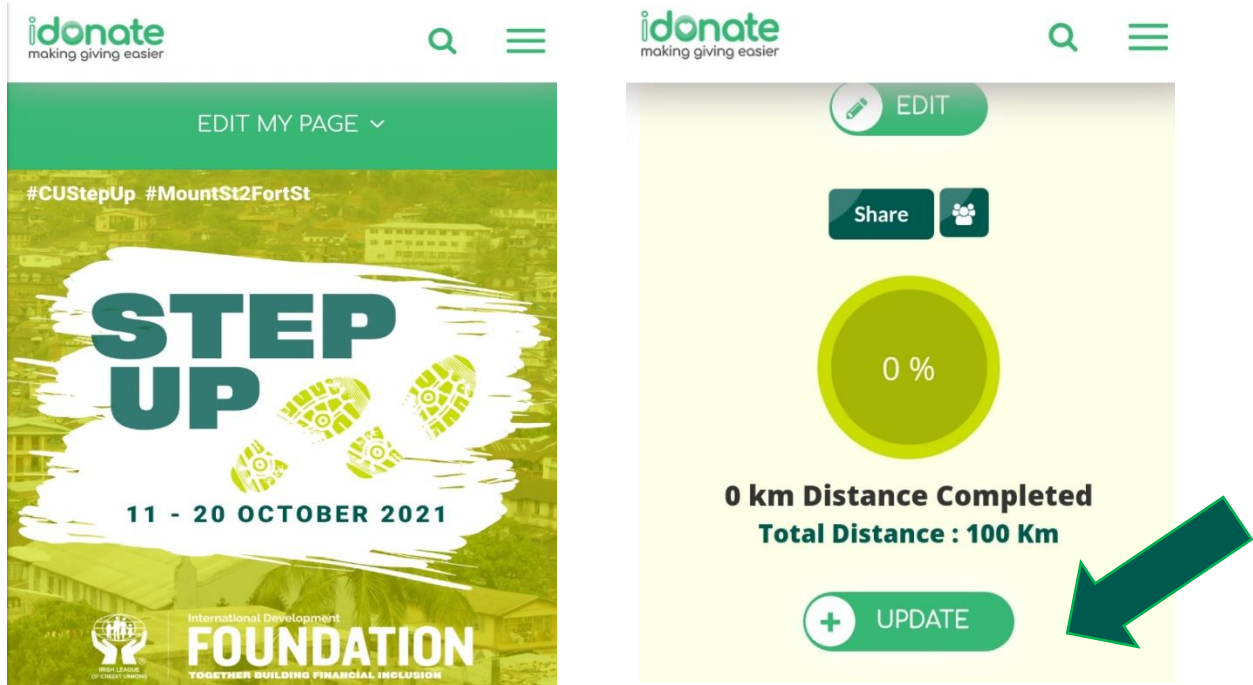
Donations Available Until:

11 Nov 2021

EDIT PAGE

MY DONORS

3. You are now on your main page – scroll down the page to find Steps Completed and click **UPDATE**



4. Input your STEPS COMPLETE and click **SAVE** (you can also set a target if you wish).

Steps Completed

Target (Steps)

Choose Activity Icon



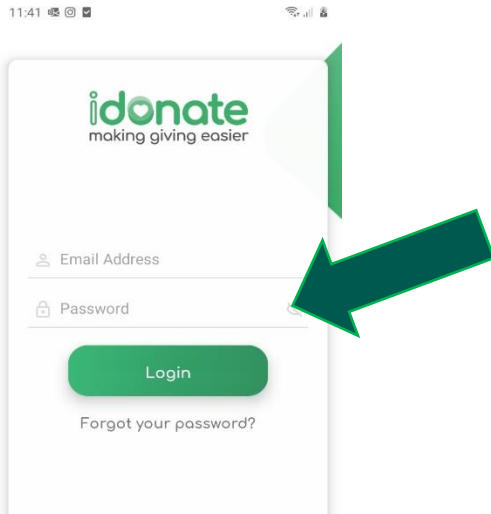
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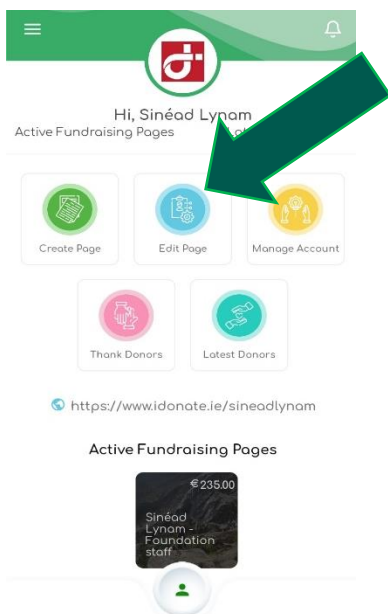
## 3. iDonate App

You must have the idonate app downloaded to your phone before you follow these steps.

1. **Login** to your iDonate app: using your email/password which you received in your activation email.



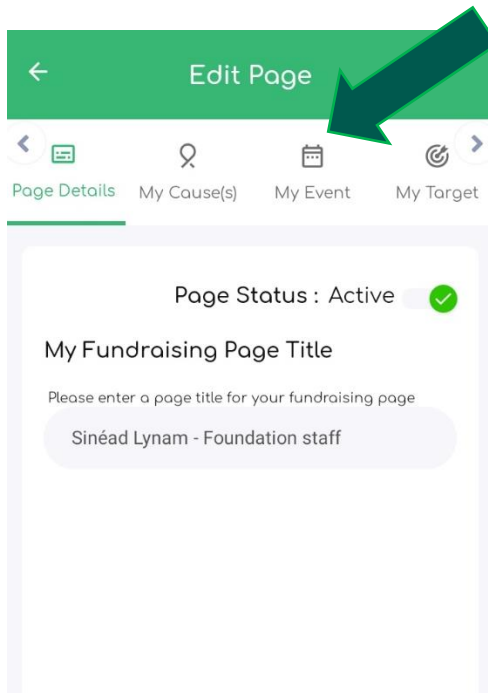
2. You will be brought to your dashboard – click on **edit page**.



3. On your profile, click on the three buttons in the top corner for options, and then click **Edit**



4. Use the arrows to scroll across the menu at the top of the page, and select **My Event**



5. On this page you can input the Steps Completed, and click SAVE.

The screenshot shows the 'Edit Page' interface for the STEP UP CU Challenge. The top navigation bar is green with a back arrow and the text 'Edit Page'. Below the navigation bar are four tabs: 'My Cause(s)', 'My Event', 'My Target', and 'Page Text'. The 'My Event' tab is selected. The event details section shows the date '11-10-2021' and the event name 'STEP UP CU Challenge' with a sub-date '11th October 2021' and location 'Nationwide'. The 'Steps Completed' field is a light blue rounded rectangle containing the number '0'. At the bottom of the screen are two circular buttons: 'Preview' on the left and 'Save' on the right. Two green arrows point to the 'Steps Completed' field and the 'Save' button.

**N.B.** you can update your steps daily or update it every few days, just please ensure to update your steps so we know how close we are to reaching the target!

**THANK YOU FOR PARTICIPATING.**