

# How to Register for the 2015 Walk to End Alzheimer's

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## Main page

From alz.org/walk you can search for a walk via the:

**Walks Near You** section that uses a technology called "Geolocation". When you arrive on the site, you will be prompted to share your location. This location is based on the IP Address of your Internet Service Provider, GPS or cell data. By sharing your data, the website can quickly show you the five walks closest to you.

'Find a Walk' Map if you want to search via state.

'Find a Walk' Zip Code Search if you want to search via your zip code.

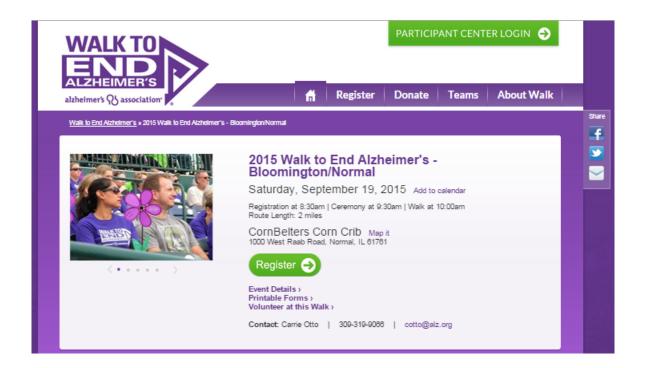




## **Greeting page**

Once you find your Walk you will be taken to the greeting page of your local walk.

Click on the green 'Register' button to begin the registration process.





#### Join Us

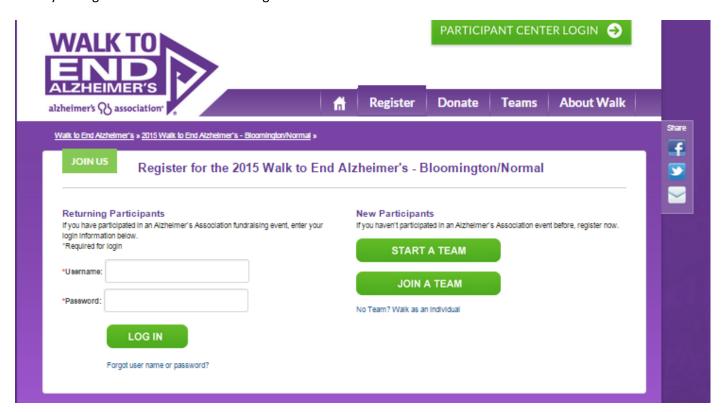
If you are a New Participant, WELCOME! And now you have the opportunity to:

- Start a Team proceed to Page 6
- Join a Team proceed to Page 7
- Walk as an Individual proceed to Page 8

**If you are a Returning Participant**, use your username and password to log in. Not only will your registration form autofill to make your registration a breeze, but you will also have access to your past Walk information like: address books, participant page photos and text, donor history, and if you are restarting your team, past team member email addresses so you can quickly recreate your team in 2014.

If you can't remember your login, click the 'Forgot user name or password?' link to have your username and password emailed to you. Are you responding to a recruitment email? Your username was probably sent to you, so you're halfway there!

Enter your login information and click "Log In."

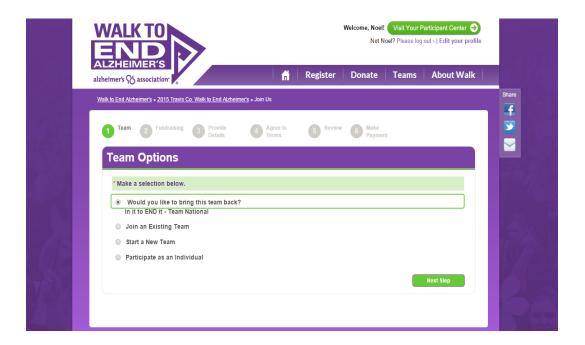




## **Returning Participants**

Once you log in you will be taken to a screen where you can select your team affiliation. Select one of the choices below to continue your registration:

- Re-start your team from last year proceed to Page 6
- Start a New Team proceed to Page 6
- Join an Existing Team proceed to Page 7
- Walk as an Individual –proceed to Page 8



If you were a member of a team last year and are the first person from this team signing up, you will have opportunity to bring this team back.



#### Re-start a Team:

You can re-start a team from last year if you are registering for the same Walk where you participated last year, and were a member of the team last year (any member of the team can re-start the team, not just the Team Captain). If you are charged with re-starting a team you did not participate on last year, please contact your local chapter for assistance.

If you choose to bring back your team, your team will retain the same team name and goal from last year (Team Captains can update this in the Participant Center if desired).

On the next page, you are given the opportunity to become the Captain of this team in 2015. If you don't choose to be a captain your team will be "captain-less" until someone accepts the captain position.



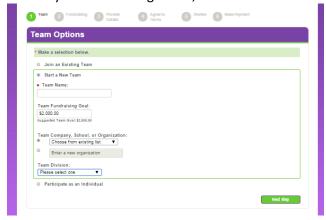
#### Start a Team

If you choose Start a New Team, you will become the team captain.

Pick a Team Name, a Recruitment Goal, and a Team Fundraising Goal.

If you are part of a company that has a national team you can associate your team with your company by using the company drop down. If you are a local business owner or a team captain of a local company's team, you can enter your Company in the text box which will allow your employees/peers to associate their team with your local company as well.

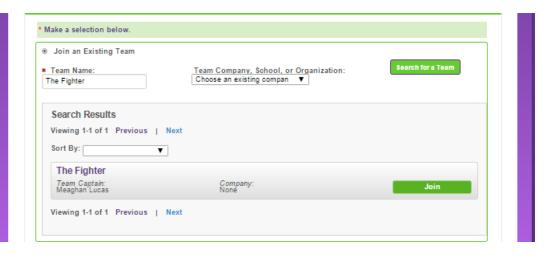
Choose your Team Designation, and then Click Next Step.





## Join an Existing Team

If you are looking to join an existing team you can search for a team using the search box or can just leave it blank and click "search for a team" to bring up a list all teams.

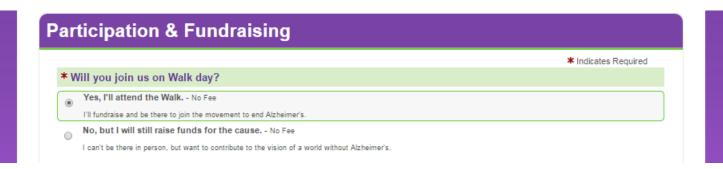


After the search is complete the list can be sorted by name, division or company. Once the team has been found, click "join" in the far right column.



## **Participation & Fundraising**

Next, select if you will be attending the Walk and raising funds to help end Alzheimer's disease, or if you can't be there in person, but would still like to set up a fundraising page and raise funds for the cause.



Next, set a fundraising goal for yourself. This can be edited later from your Walk participant center.





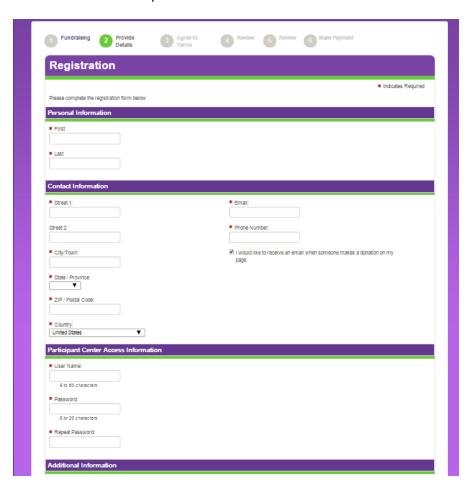
And then kick off your fundraising by making a donation to your Walk fundraising efforts. Participants who donate to themselves raise twice as much as participants who don't, so this is an important step. Once you've selected your donation amount, click Next Step.

© \$100.00 <b>(</b>	Your donation will help us to:  Offer support groups, education materials and care resources,
\$100.00 B	such as AlzConnected and Alzheimer's Navigator  • Accelerate research through programs like TrialMatch®
© \$500.00	<ul> <li>Engage elected officials to make Alzheimer's a national priority</li> </ul>
Other Amount:	
No donation at this time; I will reach my goal	by raising funds and/or donating later.



#### **Registration Information:**

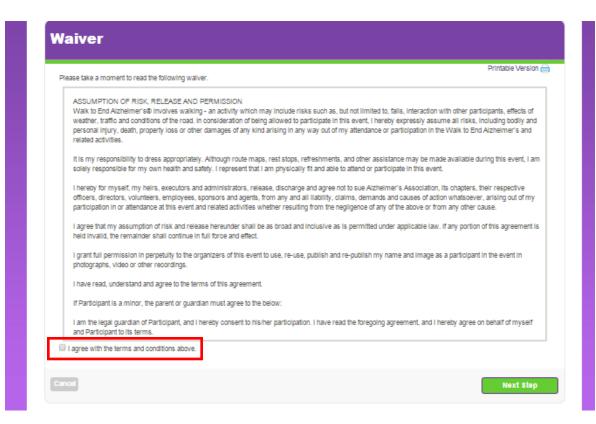
You are now required to fill out your information in order to register. In order to understand, measure, and ultimately better serve our diverse populations, we track demographics within our Walk registration forms. Please note that the option "I prefer not to answer" is an option.





#### The Waiver:

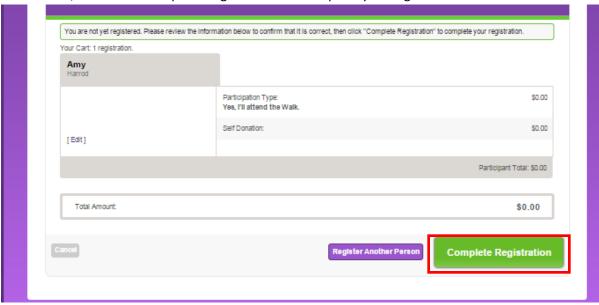
All walk participants must agree to the waiver. Click to agree with the terms and conditions, then click Next Step.





#### **Registration Summary:**

You will be taken to a screen to review your registration. Note, **you are not registered yet**. You need to review the information, then click "Complete Registration" to complete your registration.



## **Register Another Person:**

If you want to register a child or family member, click "Register Another Person". However, if you would like to register additional teammates, we highly recommend that you invite them to register themselves (you can use one of the e-mail templates provided to you in your Participant Center). By registering themselves, they have the opportunity to accept the waiver terms, update their information, and log in with their own username/password so they also have access to their past donors, emails, website text, etc.

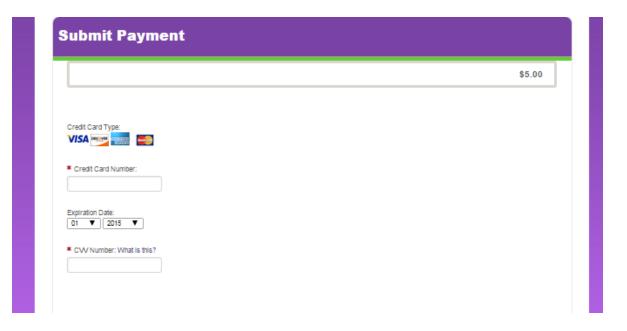
When registering family members, we strongly recommend using unique email addresses for each person. If you use the same email address for multiple registrants, that email address will receive emails for each registrant. If you are registering a child, you may leave the e-mail address field blank.



## **Submit Payment**

If you made a donation during registration, you will be taken to a payment page to complete your transaction.

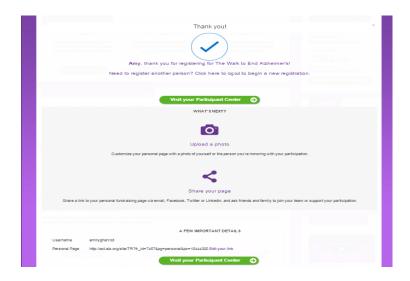
Take note that donations made during the registration process can only be credited toward your own fundraising goal. If you want to donate toward another team or participant, we suggest that you complete your registration, then make an additional donation on that team's or participant's page.





#### **Registration Thank You Page:**

Once your registration is complete, you will reach the Registration Thank You page. From here, you can now enteryour participant center where you can begin your fundraising and recruitment efforts.



You will also receive a confirmation email that you should keep on file so you can access you participant center for future fundraising and recruitment efforts. This email will include your username and a link to reset your password, if needed.