

Walk to End Alzheimer's® Frequently Asked Questions

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Walk BASICS

What is the Walk to End Alzheimer's?

The Alzheimer's Association Walk to End Alzheimer's is the nation's largest event to raise awareness and funds for Alzheimer care, support and research. Held annually in nearly 600 communities nationwide, this inspiring event calls on participants of all ages to reclaim the future for millions. Together, we can raise awareness and funds to enhance Alzheimer's care and support and advance critical research.

Walk to End Alzheimer's is a community event that joins friends, family and co-workers together as they walk to end Alzheimer's. Participants typically register in teams of 10-12 and raise funds using tools provided by the Alzheimer's Association. Walks vary from two to three miles. Participants will have the opportunity to learn more about Alzheimer's disease, advocacy opportunities, clinical trial enrollment, and support programs and services. Each walker will also join in a meaningful ceremony to honor and remember those affected by Alzheimer's disease.

Where do the funds from Walk to End Alzheimer's go?

The funds raised through Walk to End Alzheimer's advance the efforts of the Alzheimer's Association. With your help, we are able to deliver information and education to millions of individuals, caregivers and medical professionals who face dementia every day, provide care and support across the country, advocate for the needs and rights of people facing Alzheimer's, and advance research seeking methods of prevention, treatment and ultimately, a cure.

Your gift will help the Alzheimer's Association to support essential Alzheimer programs, research and services within the North Central Texas community and beyond. Visit www.alz.org/northcentraltexas or call 1-800-272-3900 to learn more about the programs and services available to you through the Alzheimer's Association.

Alzheimer's Association is a nonprofit 501(c)(3) organization. All donations are tax-deductible.

How do I donate?

There are several easy ways to donate:

- Donate online by going to www.alz.org/walk, locating the Walk location that you would like to donate to or finding a specific participant to donate on his/her page.
- Make checks payable to the Alzheimer's Association and mail to **2630 West Freeway, Suite 100, Fort Worth, TX 76102.**
- Bring cash, check and credit card donations to **Early Check-in** from **9 am to 6 pm** **October 19-23** at the Alzheimer's Association Office, **2630 West Freeway, Suite 100, Fort Worth, TX 76102.**
- Bring cash, check and credit card donations to the Walk on **October 24th** in **Trinity Park** (Park in the Farrington Field parking lot, enter off of W. Lancaster Avenue: **2919 W. Lancaster Ave, Fort Worth, TX 76107**)

Please be sure to indicate which walker or walk team you wish your donation to be credited to.

How do I register?

Go to www.alz.org/walk find the Walk that you would like to participate in and click on "Register." You may also find the 7 Walks in the North Central Texas Chapter by visiting our website at www.alz.org/northcentraltexas and going to the Walk tab.

[Click here for a video on how to find a Walk near you.](#)

[Click here for a video on how to register for Walk to End Alzheimer's.](#)

[Click here for written instructions on how to register for Walk to End Alzheimer's.](#)

You must have a unique email address to register online. If you do not have an email address or do not want to register online, contact your local office by calling 800-272-3900 during normal business hours.

Paper registration forms are also available at your local Alzheimer's Association office at any time (2630 West Freeway, Suite 100, Fort Worth, TX 76102.) You may mail completed and signed registration forms (found in the Walk brochure) or turn them in at **Early Check-in** or on Walk day at our on-site registration table. You may also turn in any donations you have collected for the Walk or make a personal donation at that time.

EARLY CHECK-IN
Fort Worth
Monday-Thursday, October 19-23
9 am to 6 pm
Alzheimer's Association Office
2630 West Freeway, Suite 100
Fort Worth, TX 76102

How much is registration?

Walk to End Alzheimer's is a "friends asking friends" event with no registration fee. Participants are asked to raise funds in the spirit of the mission of the Alzheimer's Association. **Participants who raise a minimum of \$100 will receive an official Walk to End Alzheimer's T-shirt.**

Do I need to register my children for the walk?

Yes, children who are under 18 should register and have a waiver signed by a parent/guardian in order to participate.

What is Early Check-in?

Coming to **Early Check-in** means you can skip the registration line on Walk day and just enjoy the event! It is a hassle-free way to turn in funds and check-in your team before Walk day.

At **Early Check-in** team captains, team members and participants do the following:

1. Turn in paper registration forms if not already registered online.
2. Receive registration wristband.
3. Turn in cash, check and credit card funds donations collected for Walk to End Alzheimer's and/or make a self-donation.
4. Walkers who raise \$100 or more receive the official Walk to End Alzheimer's t-shirt. Coming to **Early Check-in** ensures a better selection of t-shirt sizes.
5. Walkers who raise \$500 or more receive a Champions' Club medal. Medals should be worn by Champions' Club members on Walk day!
6. Take a walker bib to inscribe with the name of a loved one (for those who would like to wear it on the back of your shirt on Walk day.)
7. Take extra brochures for any unregistered team members to fill out. If **Early Check-in** is still going, the brochures may be returned to **Early Check-in** or may be turned in on Walk day at the registration table.

Team captains or team members may check-in the entire team and pick up all items for their team members. Those team members will be marked as checked-in and will need to contact the person who checked them in to receive their materials. (It is a good idea for the team

captain to coordinate who will check the team in.)

EARLY CHECK-IN
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Is Walk to End Alzheimer's a competitive event?

No. Walk to End Alzheimer's is not a race. It is an all-ages, all-ability, family-friendly walk event to raise awareness and funds for Alzheimer care, support and research.

What is a virtual walker?

A virtual walker is a participant who signs up to raise funds for Walk to End Alzheimer's but does not plan to attend on Walk day. If you sign up as a virtual walker, you receive the same tools and support for your fundraising efforts that you would if you signed up as a regular participant. If your plans change and you would like to attend the Walk, you are more than welcome to join us! Virtual walkers may enjoy all that the Walk to End Alzheimer's event has to offer. There is no need to officially change your registration from "virtual walker" to a regular participant unless you would just like to let us know.

What is the Champions' Club?

Walk to End Alzheimer's is counting on you to lead the way! Raise \$500 for the care, support and research efforts of the Alzheimer's Association and you'll join the elite ranks of the Walk to End Alzheimer's Champions Club. Members of the Champions Club receive the following benefits:

- Official Walk to End Alzheimer's event T-Shirt*
- Champions Club commemorative medal
- Fundraising badge on your personal Walk web page
- Thank-you certificate recognition on the national Walk thank-you web page

To become a Champion, register for the Walk and begin fundraising. Members of the Champions Club must have \$500 of individual fundraising *credited toward their own personal goal* (as opposed to team fundraising efforts.)

**All participants who raise \$100 or more will receive the official Walk to End Alzheimer's event T-shirt.*

Click [here](#) to print your Thank You certificate if you were a Champions' Club member in 2014

Contact your local Alzheimer's Association office if you did not receive your 2014 Champions' Club medal, [817-336-4949](tel:817-336-4949) or apowell@alz.org.

2015 Champions' Club medals will be awarded at Early Check-in or at the registration table on Walk day. Please be sure to ask about it if you raised over \$500 personally and do not receive a medal.

Walk to End Alzheimer's® Grand Champions Club

Those who raise \$1,000 or more will join our exclusive Grand Champions Club. Benefits include:

- Official Walk to End Alzheimer's T-Shirt*

- Exclusive Grand Champions Club Walk to End Alzheimer's T-shirt
- Champions Club commemorative medal
- Grand Champions Club fundraising badge on your personal Walk Web page
- Grand Champions Club Thank-you certificate

To become a member of the Champions or Grand Champions Club, your fundraising must be credited toward your own personal fundraising goal (as opposed to team fundraising efforts).

Walk TEAMS

What is a Walk to End Alzheimer's team?

Teams are the heart of Walk to End Alzheimer's - people working together to support the millions affected by Alzheimer's. Team up to have fun, make new friends and support a great cause. Teams are made up of many different types of groups and individuals including friends, family, social organizations, church groups, corporate teams and more - all on the MOVE to end Alzheimer's.

How do I start my own team?

Starting a team is easy. Go to www.alz.org/walk and select the Walk location that you would like to start a team on. Click on the "register" button and then select "Start a Team" (or "Re-Start My Team" if you were the team captain or a member of a team last year.) Fill out the registration form and confirm your registration. Once you confirm your registration, your team has been created. You may then begin to recruit team members. Team members should also go online and register for the event. Team members will choose the "Join a Team" option on the first page of the registration process and then locate your team either by your name or the team's name. Invite three people, and they'll invite three people - before you know it, you'll have a team.

How many people do we need to form a team?

We recommend that a team consists of 10-12 people who raise an average of \$200 per person, but there is no limit to the number of people you can have on a team.

How can my company participate?

Companies can participate by organizing teams of employees to raise funds and walk in the event and/or be a corporate sponsor. National or large regional companies interested in participating in more than 10 locations may be eligible to participate in our National Team Program. For more information, please contact apowell@alz.org

Is it difficult to organize a company team?

Not at all! Once you appoint a team captain, he or she will act as a liaison between your local Alzheimer's Association and your company. The Alzheimer's Association will provide tools and coaching so your team is sure to succeed!

Is participation on a company team limited to employees of the company?

No. Team participation is encouraged among families, friends and neighbors of employees.

Does having a team require some kind of corporate donation?

Corporate donations are encouraged but not required. The majority of contributions will be generated by your individual team members. However, corporate matching gifts can enhance employee fundraising efforts.

What can senior management do to facilitate a company Walk to End Alzheimer's team?

Management can encourage team participation in a variety of ways:

- Sign up for the team.
- Draft and distribute a company-wide memo or email endorsing Walk to End Alzheimer's.
- Authorize/host company-wide recruitment, informational meetings and an internal kickoff.
- Purchase incentives to encourage their company's commitment to the event.

Are top teams recognized for Walk to End Alzheimer's?

Top teams are recognized in several ways. There is a team honor roll on the **Fort Worth** Walk website main page. In addition, the following teams and individual are awarded with a plaque:

- Top friends/family team
- Top corporate team
- Top national team
- Top individual fundraiser

We have a Community of Care Traveling Trophy that is also awarded after the Walks are over.

What is the Community of Care Traveling Trophy?

Eight years ago the **Fort Worth** Walk committee introduced the traveling trophy as an incentive to care community teams. The care community teams which raise the most money for their Walk win the trophy for their city. The North Central Texas care community, composed of long term care, assisted living facilities, in-home services and various medical services, partners with the Alzheimer's Association to ensure a successful Walk season. Their support is greatly appreciated!

Here are the 2014 Traveling Trophy winners for the North Central Texas Chapter:

Abilene –	Home Instead Senior Care – \$8,815
Arlington –	Brookdale Pecan Park – \$5,464
Fort Worth –	The Covenant Group (Sagora) – \$4,970
Granbury –	Waterview Senior Living – \$6,002
Grapevine –	Stoneybrook Memory Care – \$2,970
Waco –	Wesley Woods Healthcare Center – \$5,545
Weatherford –	Sava Senior Care – \$3,332
Wichita Falls –	Sterling House of Wichita Falls – \$3,589

To compete for the Community of Care Trophy, teams should consist of one team captain and at least 9 team members. Sponsorship money and matching gifts will not be considered in team totals. Money received through 10/31/2015 will be counted towards team totals. Trophies will be awarded in November. The team raising the most money will enjoy possession of the trophy until the day of the Walk the following year!

OTHER WAYS TO BE INVOLVED

How can a company or individual become an official sponsor of the Walk?

In addition to sponsoring specific team's efforts, companies may become a Walk sponsor. Sponsorships start at \$500 and include various benefits for the company. Please contact your local Alzheimer's Association office, 817-336-4949 or apowell@alz.org to request a sponsorship package. Please note that sponsorships are different from and may not be applied to corporate or national team fundraising efforts.

Are there other ways to get involved besides walking?

If you're unable to participate in the actual walk, there are still plenty of ways you can get involved to move the cause forward.

- **Be a virtual walker:** You can still have a team and fundraise for Walk to End Alzheimer's even if you cannot physically be there or walk on Walk Day. Virtual walkers and teams receive the same tools and support that other walkers do. You are welcome to bring a lawn chair and hang out for the opening ceremonies and help cheer walkers back in if you would prefer.
- **Local event committee:** Enjoy details? There many event-related responsibilities that require the assistance of dedicated volunteers all year round. Help your local Alzheimer's Association plan activities before or after the event.
- **Event day volunteer:** On the day of the event, we need volunteers to help set up, clean up, sign walkers in, run activities, serve food and more!
- **Team captains:** You don't have to walk to be a team captain! As a captain, your big job is rallying walkers and motivating them to raise funds and awareness for our cause.
- **Team builders:** Join staff and other volunteers as we help teams raise money! You can help us recruit new teams, motivate walkers and provide assistance for those who need some help with fundraising.
- **Administrative support:** Help make team packets, enter registrants into the database and support the office staff in various administrative tasks.

What if I want to raise funds but I can't participate in the actual walk?

The 2015 virtual Walk to End Alzheimer's is a great way to show your support if you can't attend the event or if there is not a Walk in your area. You will have the same level of access to fundraising tools as other participants, and all of the dollars you raise will go toward the support, care and research efforts of the Alzheimer's Association.

Register as a virtual walker in the same manner that you would to register for the Walk. Select "virtual Walk" when prompted.

FORT WORTH Walk to End Alzheimer's DETAILS

When and where is the **Fort Worth** Walk to End Alzheimer's?

The **Fort Worth** Walk takes place on Saturday, **October 24th** in **Trinity Park**. **Park in the Farrington Field parking lot and exit the parking lot on the southside (near Crestline Rd.) Plan for a "warm-up" walk from the parking lot into the park. It may take you up to 15 minutes, so time your arrival accordingly. It's best to arrive early! Walk day registration opens at 7:30 am. Opening ceremonies start at 8:30 am. The Walk route opens at 9 am. The route closes to participants not already on the route at 9:30 am.**

Where do I park?

Free parking is available at Farrington Field. Please try to carpool with as many of your team members as possible. Scout the parking lot for a meeting location beforehand if you are going to be meeting your team members on Walk day (if you don't have access to cell phones to help locate your team members!) See previous question for more details.

How long is the walk?

The walk is approximately **2.5 miles** long.

Can I register the day of the event?

Absolutely! Just go to the registration **tent** and fill out one of our brochures with your information. You may turn in funds or give a personal donation to the Walk at the same time.

Can I turn in donations the day of the event?

Yes, but it is highly recommended that you take advantage of **Early Check-in** to turn in your donations before the event in case of inclement weather.

EARLY CHECK-IN
Fort Worth
Monday-Thursday, October 19-23
9 am to 6 pm
Alzheimer's Association Office
2630 West Freeway, Suite 100
Fort Worth, TX 76102

At **Early Check-in** you will receive your Walk registration wristband, Walk t-shirt (for walkers who personally raise \$100 or more) and Champions' Club medal (for walkers who personally raise \$500 or more.)

Can I bring my dog?

You may certainly bring your dog, but please be sure they are on a leash and you bring the appropriate materials to clean up after them. We especially love dogs decked out in purple or who do tricks!

Are strollers, wheelchairs, bicycles and inline skaters allowed to participate?

Strollers and wheelchairs are welcome. All walk routes are handicap accessible. However, for everyone's safety, bicycles, inline skates, wheelie footwear, skateboards and scooters are not allowed.

What happens if it rains?

Walk to End Alzheimer's is held rain or shine. The only exception is when it is determined that it is too dangerous to walk outside (such as in the event of hail or tornados.)

Are there restrooms along the route?

Yes, there are restrooms located at the start/end area as well as a limited number just before the midway point along the route.

Walk FUN

What is the team t-shirt contest and how does my team enter?

Join in the fun on Walk day by designing and making your own team t-shirt to be entered in our team t-shirt contest. Teams are responsible for all costs involved in designing and printing your t-shirts. If you wish to use the Walk logo in your design, email apowell@alz.org for the jpeg file. Make sure at least one person on your team is wearing your team t-shirt so that it can be easily seen by the judges on Walk day. When the ceremonies start at 8:30, be prepared to send one representative from your team to the stage when the time for the team t-shirt contest is announced. Judges will determine a winner based on creativity, inspiration and/or overall heartfelt impact of the design. A "Most Memorable T-shirt" plaque will be handed to the winning team by the judges. Good luck and have fun!

How do I get a t-shirt?

Easy! Just raise \$100 or more to get your t-shirt. T-shirts may be picked up at Early Check-in or on Walk day. They are first come, first served and not available before Early Check-in.

How do I get a Walk to End Alzheimer's medal?

Members of our Champions' Club receive Walk to End Alzheimer's medals. To be in the Champions' Club, just raise \$500 or more. Champions' Club acknowledgment is for individual fundraising efforts. Team captains, team members, virtual walkers and individual walkers who are not on a team are ALL eligible to become Champions' Club members. Just raise \$500 or more and you are automatically in!

Are there other prizes available?

Yes! We are all about having fun with Walk to End Alzheimer's. We recognize that our walkers put a lot of time and effort into asking for donations to support Walk and should be rewarded in at least a small way. Depending on the generosity of local businesses and sponsors, we try to have door prizes on Walk day. At the **Fort Worth** Walk, we draw names for the door prizes from the "One Voice to End Alzheimer's" cards and then announce the winners periodically as walkers return from the route (see next question for more information on these cards.)

We also have an incentive prize program for anyone who raises \$300 or more*. The deadline for turning in funds to count towards your incentive prize goal is October 31, 2015. If you qualify for a prize, you will be sent an incentive prize certificate via email sometime in November or early December. (Certificates will be mailed to participants who do not have a working email address.) The email will include the expiration date of the certificate as well as instructions on how to redeem your prize. If you do not wish to receive this incentive prize, please email apowell@alz.org to let us know of your preference to not receive any incentive prizes other than the t-shirt. (You will still be eligible to receive Champions' Club benefits if you raise \$500 or more.)

*Participants may opt to take extra t-shirts INSTEAD of an incentive prize. Participants who do so, will be asked to initial a form and will not receive an incentive prize certificate.

Walk MISSION MOMENTS

How do I get a Promise Garden flower and what do I do with it?

Anyone who is registered for the Walk gets a paper wristband when they check-in (at Early Check-in or at the registration table on Walk day.) Everyone who has a wristband may pick up a Promise Garden flower in the Promise Garden area on Walk day. Each different color of flower represents a different relationship one could have to Alzheimer's disease. Participants are asked to choose the flower that closest represents them:

Blue – For anyone who currently has Alzheimer's or other dementia

Yellow – For anyone who has a loved one with dementia

Purple – For anyone who has lost someone to Alzheimer's

Orange – For anyone who is passionate about seeing an end to Alzheimer's

Marker pens are available in the Promise Garden area for participants to personalize their flower with the reason they walk/inspiring quotes/the name of their team/ the name of a loved one/whatever they wish etc. The Promise Garden ceremony takes place before the Walk route is opened. Participants will be asked to hold their flowers in the air together at one point in the ceremony to represent our promises to fight for, care for, honor and remember those with Alzheimer's both now and in the future. When the Walk route is open, participants may leave their flowers at the start line with volunteers to be planted in the garden while out on the route. Peruse the garden to find your flower when you return from walking so that you may take it home with you. It is yours to keep as a memento of this special tribute.

What are the postcards that I am asked to sign at the Walk all about?

Each year, we ask our walkers to sign our One Voice Against Alzheimer's postcard to become an Alzheimer's advocate. An advocate is someone who takes a political action in support of our cause. Anyone can become an advocate. You don't have to be an expert in government affairs, just have the desire to share your story and have your voice heard by your elected officials.

The Alzheimer's Association has a goal of recruiting 900 advocates per congressional district. Signing up as an advocate is an opportunity to become more deeply engaged in our mission. Advocates are the grassroots army of the Alzheimer's Association and play an essential role in the Association's legislative efforts. This year the Alzheimer's Association has a goal of sending 40,000 messages to Congress in support of families facing Alzheimer's.

Anyone can sign up to become an advocate by either signing the "One Voice" post card on Walk day or responding to the Walk email action alert or thank you email alert.

By signing the postcard, a Walk participant is asking his/her Senator to commit to the Association's top federal legislative priorities: Ensuring the implementation of a strong National Plan, making Alzheimer's research a priority at the National Institutes of Health, and asking the Senator to sponsor legislation that will ensure diagnosis and care planning for people with Alzheimer's disease. The Association engages advocates year round in a variety of activities to progress the legislative agenda of the Association. Advocates receive monthly federal updates, special legislative alerts, as well as advocacy communications from their local chapters.

How can I get more information about Alzheimer's clinical trials?

Information about TrialMatch can be found at the Walk to End Alzheimer's Clinical Trials table. The Alzheimer's Association created TrialMatch because recruiting and retaining participants for clinical studies is one of the greatest obstacles to developing the next generation of Alzheimer treatments. The immediate need for advances in diagnosis, treatment and prevention has led to an unprecedented call for clinical study participants. Visit the Clinical Trials or Programs & Services table at Walk for more information on how you can be involved in a clinical trial or visit www.alz.org/trialmatch today.

Walk FUNDRAISING & ONLINE HELP

What tools are available to help me ask for donations for Walk to End Alzheimer's?

There are lots of tools available to help you fundraise for Walk. Most of them can be found in your participant center online after you have registered for the Walk. Look for the "Tools" section of your participant center for ideas, templates, tips and other helpful items. Fundraise with Facebook is a great tool to use online as is sending emails via your participant center. There is a mobile application for those who have the appropriate smart phone. You can post Facebook, Twitter and LinkedIn updates right from your participant center.

In addition to online tools, each team captain receives a team captain packet when they sign up for Walk mailed or emailed to them.

Three fundraising workshops are also available for all team members to attend on the following dates:

Fundraising Workshop #1 (Description)

Fundraising Workshop #2 (Description)

Fundraising Team Captain Panel Discussion ? (Description)

I forgot my Username and Password.

Go to <http://act.alz.org/FortWorthWalk> and click on “Participant Center Login.” There is a “Forgot password?” link in the dropdown box.

If you still have problems logging in, please contact the Alzheimer’s Association office in Fort Worth at 817-336-4949 or apowell@alz.org and we will e-mail you the information we have on file.

How do I unsubscribe from email?

You can opt out by following the link at the bottom of most emails that you receive. You can also contact us at 817-336-4949 and we will take you off of the Walk email list.

What is a personal page?

A personal page is a web page provided by the Alzheimer’s Association as an online fundraising tool for Walk to End Alzheimer’s participants. Your personal page is where friends and family should go when they want to sponsor you in a Walk to End Alzheimer’s event. They can donate online or print out a customized donation form to mail in with their check. (You can also print the customized donation form and hand it out to potential donors to make donating to your team easy for those who do not wish to use a credit card online.)

Your personal page is automatically created for you when you register online. Personalize your page with a personal photo or video and the reason why you are walking – it will be much more interesting for your visitors!

[Click here for an overview of how to update your personal page.](#)

[Click here for written instructions on how to use your Participant Center.](#)

How do I email current/potential donors from my personal page?

You can compose emails in your Participant Center (look for the Send Email tab) and send them to potential donors. Manually enter your recipients or click on Contacts and “Import Contacts” to upload your Gmail or Yahoo address book or a CSV file. Create your own email message or select one of the templates we’ve started for you. Potential donors will receive an email from you that leads them directly to the donation tool on your personal page.

[Click here to learn more about importing your contacts into your Participant Center.](#)

[Click here to learn more about sending emails from your Participant Center.](#)

I would rather send an email directly from my email account. How can I lead donors to my personal Walk to End Alzheimer’s page?

In your Participant Center, you may create a “Personal Page URL.” This URL should be a combination of words or numbers that is easy to remember. Make sure to include this URL in your email so recipients can easily visit your personal Walk to End Alzheimer’s page and donate. Find your Personal Page URL in your Participant Center on the “My Page” tab.

[Click here for more information on accessing your Participant Center.](#)

How do I change my personal fundraising goal?

Log in to your Participant Center and find “Your Fundraising Progress.” Click on the button next to “My Goal” that says “change” to update your goal. You can also change your goal on the “Check Progress” page.

How can I see who has donated to me?

Log in to your Participant Center. Click on the “Check Progress” tab to see your donors.

How do I thank my donors?

Log in to your Participant Center. Click on the “Send Email” or “Check Progress” tabs. There are options to email your donors from both of these pages. Select an appropriate email template or write your own in the compose email section of your Walk page. A hand-written note is also a nice touch if you have your donor’s mailing address.

TURNING IN DONATIONS & OTHER QUESTIONS

How do I turn in donations?

You can mail in check donations any time to our office at **2630 West Freeway, Suite 100, Fort Worth, TX 76102**. We strongly recommend NOT mailing cash. You may bring cash donations to the local office located at **2630 West Freeway, Suite 100, Fort Worth, TX 76102** at any time Monday-Friday from 9 am to 5 pm. If you receive checks 6 weeks or more before Walk day, it is best to mail them in or bring them by earlier for your donor’s sake. Turning funds in early allows you to see them on your personal page and better track the progress toward your goal online. It also helps all walkers rally together as we get closer to the Walk goal!

*The best way to turn in donations received in **October** is to bring them to **Early Check-in**:*

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2630 West Freeway, Suite 100
Fort Worth, TX 76102

Donations may also be turned in the day of the Walk. Make sure all donors are clearly listed and that you are marked as the participant who should be credited with these donations. Please keep in mind that the lines at the registration area can get quite long right before the Walk. If it is at all possible, please make plans to turn in funds at **Early Check-in**. One person may check-in the entire team at **Early Check-in** as long as everyone is registered online. It is helpful to write down t-shirt sizes in advance for teams with several people qualified to receive the official Walk t-shirt (any team member who personally raises \$100 or more.)

When is the deadline to turn in donations to count toward my 2015 Walk goal?

Donations may be turned in up to December 31, 2015 to count towards the 2015 Walk to End Alzheimer’s. Funds postmarked on or before December 31, 2015 will count towards the 2015 Walk. Funds received after that will be counted to the following year’s Walk. If you are not signed up for the following year’s Walk by March 31, 2015, the funds will be counted towards the general Walk fund. Websites to sign up for Walk are generally available starting in mid to late January.

What if my donors need a receipt?

When a donor gives online, they will receive an automatic thank you email that can be used as a receipt. You may also print receipts for your donors from your Participant Center.

What do I do if I mailed in a donation but I don’t see it on my page online?

Please allow 10-15 business days for processing. If the donation does not appear after 15

business days, please contact us at 817-336-4949 or email us at apowell@alz.org. Due to the amount of donations received in September and October, please allow 1-2 business days for us to reply.

What can I do to make sure my donations are credited to my account?

Make sure your donors know that they need to credit your account when donating online. If they are unable to donate online, please print out the donation form located on your personal or team page online and give it to them to send with their donation. This form contains information that will ensure that you receive the proper credit for their donations. If you cannot locate the form, please make sure that you or the donor indicate who the donation should be credited to and which Walk location when the funds are turned in.

If someone donates to your campaign and you weren't credited for the donation, please contact the Alzheimer's Association office at 817-336-4949 and we'll make sure that the donation is properly attributed.

Can I send in donations for more than one participant in one envelope?

Yes, but please be very specific as to how the donations should be credited. The more information you provide the faster we can process your donations.

What happens to the donations if I can no longer participate in the event?

Refunds are made available upon donor request, but all donations go to support the Alzheimer's Association's mission whether the walker participates or not.

Are donations tax-deductible?

All donations are tax deductible in the same calendar year your donation was processed to the extent allowed by law. Please work with your tax professional to determine what deductions you are eligible for.

The Alzheimer's Association – North Central Texas Chapter federal tax identification number is 75-1984152.