How to Update Your Edward Jones Branch/Office Information for the Walk to End Alzheimer's®

If you registered for the Walk to End Alzheimer's, or an Alzheimer's Association staff person registered for you, and your branch/region/office information was not entered or was entered incorrectly, follow the instructions below to update your information. If your information is not entered correctly, you may not show up in competition reporting for your branch, region or office.

- 1. Go to <u>http://alz.org/walk</u>.
- 2. Log in to the Walk to End Alzheimer's web site by clicking the "Log In" button at the top right (If you have forgotten your login, please click "Forgot your password?" on the login form).



3. Once logged, click on "Dashboard" in the sidebar navigation.



4. Click on "Captain Tools" in the main Participant Center navigation.

	SEARCH DONATE		PARTICIPANT CENTER
ERIC'S PARTICIPANT CENTER Team National - Alz the Oylerz /	TAKE THE TOUR	SHARE YOU	JR PAGE
DASHBOARD MY PAGE SEND EMAIL	. SOCIAL MEDIA PROGRESS	CAPTAIN TOOLS	ALERTS ~
Fu The dollars you raise for the Alzheimer's As toward treatment, prevention and, ultimate ideas and make fundraising easy!	undraising Tools & Ti sociation will deliver critical care and su ly, a cure. We're here to help with tools	ps upport services while advancing s, coaching and resources that	g research can generate
Team Captain Tools	Fundraising Ideas	Rewards and Incentiv	/es
Recruitment Ideas	Cash and Check Donations		
Team Captain Tools You are leading the way to a world without	Alzheimer's! Use the tools below to gro	w your team and your fundrai	back to top ^ sing success.
Team Captain Guide >	Goal Tracking Poster >	Goal Setting Workshe	et >

5. Scroll down to the "Team Captain Tools" section, and click on the button "Change Team Company/Organization."



6. In the "Edit Team Company/Organization" modal window, check that the "Company/ Organization" field is set to "Edward Jones." Once "Edward Jones" is selected, confirm that your Branch or Home Office/HBA information is accurate, and make adjustments as needed.

You are leading the way				our fundraising succes	
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Team Captain Guide This has everything v	Company/Organization:	Edward Jones	Ŧ	y Worksheet >	
achieve your recruitr	Do you work in a	Branch (FA/BOA)	*	<u></u>	
tundraising goals.	Branch (FA/BOA) or	<u> </u>			
Change Team Comp	Home Office/HBA?			,	
Edit your team's company/organizatio	Are you FA or BOA?	FA	Ŧ	l gifts made to your	
	Enter your region	3-digit (e.g. 012)			
Change Team Goal >	number:	<u></u>		age >	
Update the fundraisir	Enter your branch	5-diait (e.a. 01234)		traising page for your	
your team as a group	number:	5.5		including photo and	
	Enter your FA	6-digit (e.g. 056789)			
Recruitment l	number:				
Recionation					
When you recruit team				esources below to bui	
your team with friends,	SAVE	CANCEL			
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7. Click the "Save" button and you are finished updating your Edward Jones Branch/Office Information. Thank you.