HOW TO

Register & Build your Team Page!

Step One

Once you locate which walk you want to participate in click on the purple register button on the walk page.
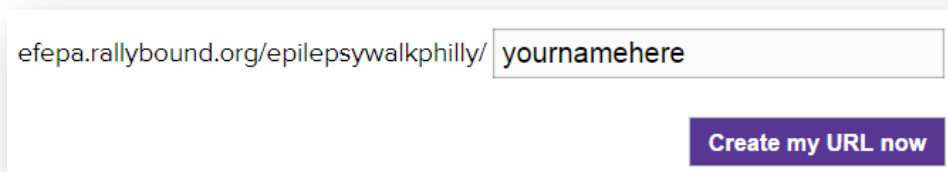

Step Two

Fill out your first and last name along with your email address. Create an easy password that you won't forget so you can log onto your account to check your page's donations! A confirmation box will pop up asking you to share your page on Facebook or Twitter. You will want to hit the purple continue button INSTEAD because you didn't build your page yet.

Step Three

Creating your own URL! This will give you a direct link to your fundraising page. You can share this link with friends, family and social media and people will be sent directly to your page. Fill in the rest of the URL link with your name.

Step Four

Upload an image for your page! This makes your page more aesthetic. You can upload a family picture, or even a picture for the person you are walking with. Uploading an image is super easy, upload one you already have on your computer OR import from social media.

Step Five

You can add RSVP's to your page if you already have a list of people you are walking with. Click on the purple RSVP button and enter the walker's first and last name. The list will show everyone you add, the image below is an example. Once you complete your RSVP list, click the purple RSVP now button.

Step Six

The most important step! Are you creating your own team, joining a friend's team or staying solo? A box will pop up and ask you to pick an option.

Joining an existing team: If you click this option, another box will appear for you to search a team by their name. Once you find the team you want to join click the join now button

Starting a new team: If you click this option, a box will pop up for you to create a team name! You can also add a team goal for how much money you want to raise for the walk. Click the purple create team button once you filled out the boxes
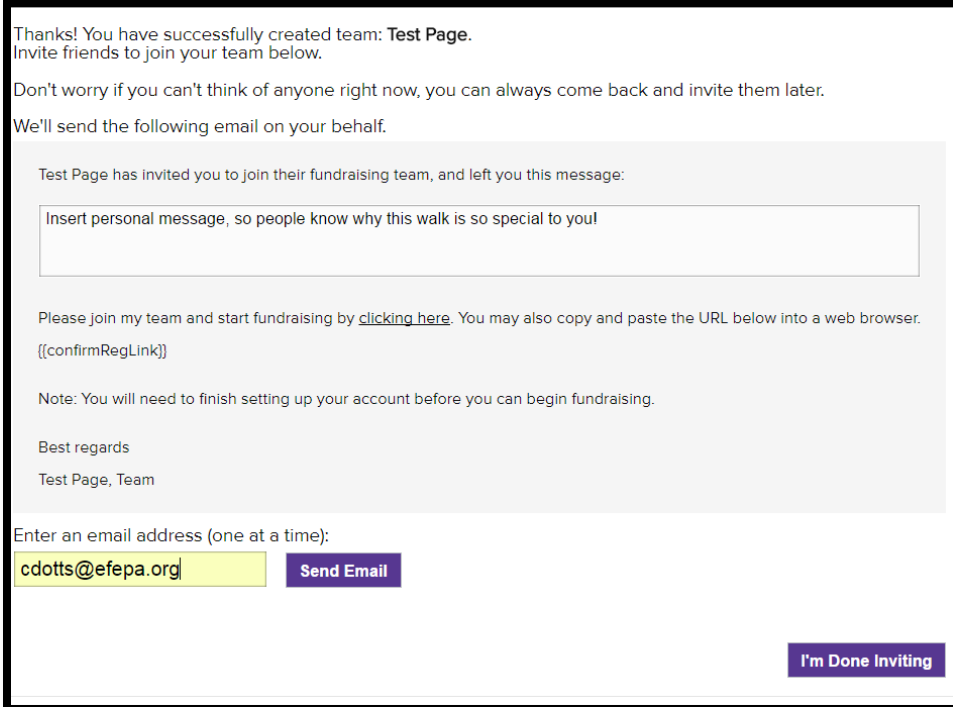

Staying Solo: If you pick the option to stay solo, no boxes will pop up. You can click the purple save button to move forward

Step Seven

If you are creating your own team, you can start inviting people to join your team! Enter a personal message, so people understand why the walk is so important to you. Enter each person's email address (one at a time) and send the email. When you are finished inviting people click the purple I'm done inviting button.

Thanks! You have successfully created team: **Test Page**.
Invite friends to join your team below.

Don't worry if you can't think of anyone right now, you can always come back and invite them later.

We'll send the following email on your behalf.

Test Page has invited you to join their fundraising team, and left you this message:

Insert personal message, so people know why this walk is so special to you!

Please join my team and start fundraising by clicking here. You may also copy and paste the URL below into a web browser.

{{confirmRegLink}}

Note: You will need to finish setting up your account before you can begin fundraising.

Best regards

Test Page, Team

Enter an email address (one at a time):

cdotts@efepa.org   **Send Email**

I'm Done Inviting

Step Eight

Donating to your own page. You can be the first person to donate to your team since you built the page! If you want to, fill out the information in the boxes that pop up and click the purple donate button, if not, click on the purple skip button.

Step Nine

Updating your account details. This is where you can update your address, personal fundraising goal, picture and personal URL.

Completing your Page

Once you complete all of those steps you will see a tool bar on the right hand side of your page. It will automatically cross out what you have completed. You can come to your page whenever you want to complete all of the items on the tool bar.

> *Import contacts:* You can add contacts if you have their name and email, or you can add contacts from your email client.

> *Social Media Post:* Connect your social media pages to your team page, so any activity you make on your page will be shared via social media. You can also just promote to your social media page without connecting your pages

My Progress

50%

For an **Effective** Campaign **You Should:**
- ~~Create Custom URL~~
- ~~Update Your Personal Image~~
- Import Your Contacts
- Connect to Your Social Networks
- Send a Fundraising Email
- Post a Message to a Social Friend
- ~~RSVP for Walk for Epilepsy Philadlephia~~
- ~~Create or Join a Team~~
- ~~Update Account Details~~
- Donate to Your Team Goal

> *Adding new members to your team:* When you log onto your page, you can click on **MY HQ** which will bring you to your main profile. The toolbar will be on the right hand side still. Click on **Create or Join a Team**. A pop up box will appear and allow you to invite friends to join your team.

Team Builder

Currently, you are a member of team: **Corts Test**

Click here to invite friends to join your team.

If you are still having trouble setting up your page, or run into any questions you can contact Cortney Dotts at cdotts@efepa.org or 215-629-5003 X 107.