

HOW TO...Register & Build Your Team Page!

[1]

Step One: Find Your Local Walk to End Epilepsy




Visit EpilepsyWalkPA.org to find your local walk! Once you choose the walk you want to participate in, click "REGISTER" on the walk page.



Step Two: Tell Us Who You Are

Create a new registration by filling in the pop up form shown below. You can use your email or Facebook account to autofill your information by clicking on the icons.

Begin registration using...

Or, create a new registration

First Name Last Name

Email Address

Password Confirm Password

Address Apt/Ste/Unit

Country

City State Zip

Phone Number - -
212-123-4567

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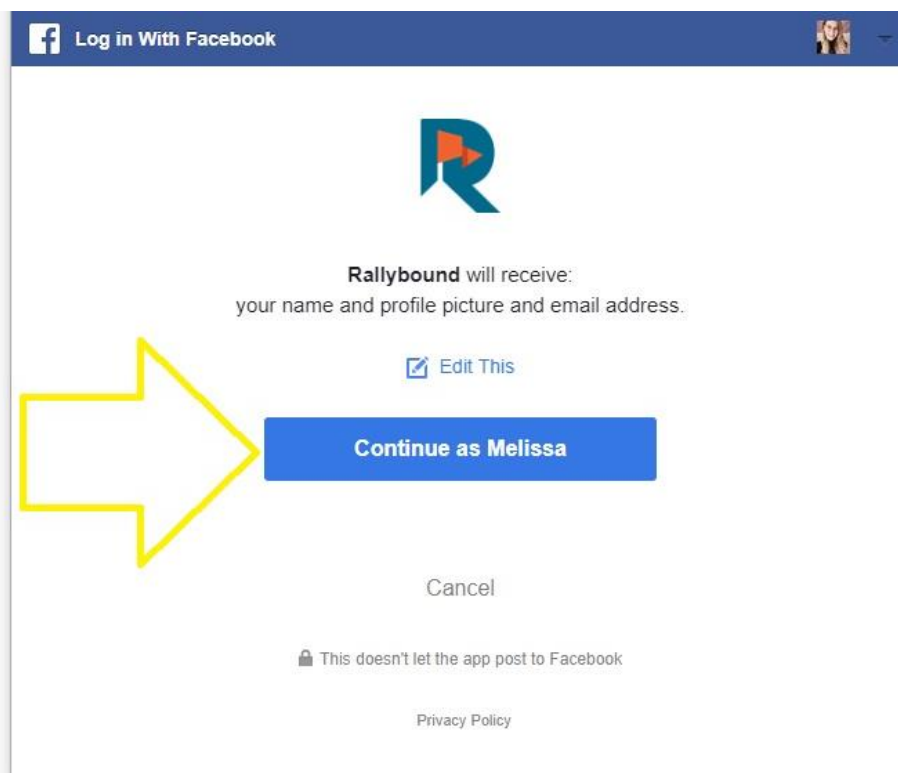
[2]

If you are a RETURNING WALKER, the system will recognize you after you enter your email. You will be asked to login to continue. *Click “Forgot Password?” if you need some help.*



Once you login, the system will auto-populate your contact information. Please review and update as needed.

If you choose to use your email or Facebook, a pop up will appear (Facebook example below). Click **Continue as “Your Name”**. *Please note, if you’re not logged in to your email or Facebook on your computer/mobile device this will NOT work!*






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Step Three: Choose a Registration Option


Choose if you are registering as an INDIVIDUAL, CREATING a TEAM or JOINING a pre-existing TEAM.

Choose a registration option.

If you are walking as an INDIVIDUAL and not joining a team, CLICK HERE		Solo Register and fundraise as an individual.
If you are joining a TEAM, CLICK HERE		Join Team Register and fundraise with an existing team. Just enter the team name to join in.
If you are creating a TEAM, CLICK HERE		Create Team Show your team spirit! Sign up your family, friends, co-workers etc. to join your fundraising efforts.


If you select SOLO, skip ahead to the next step.

If you are JOINING a team, a dropdown box will appear when you click (see below). Start typing the name of the team you wish to join or click "See list" to view all registered teams.

 **Join Team**
Register and fundraise with an existing team.
Just enter the team name to join in.

Search for a team by name **TYPE HERE** **Join Team**

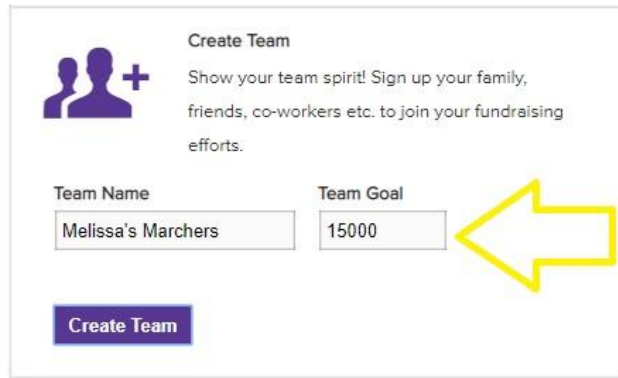
See list



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If you are CREATING a team, a dropdown box will appear when you click (see below). Choose a team name and your team's fundraising goal!



Create Team
Show your team spirit! Sign up your family, friends, co-workers etc. to join your fundraising efforts.

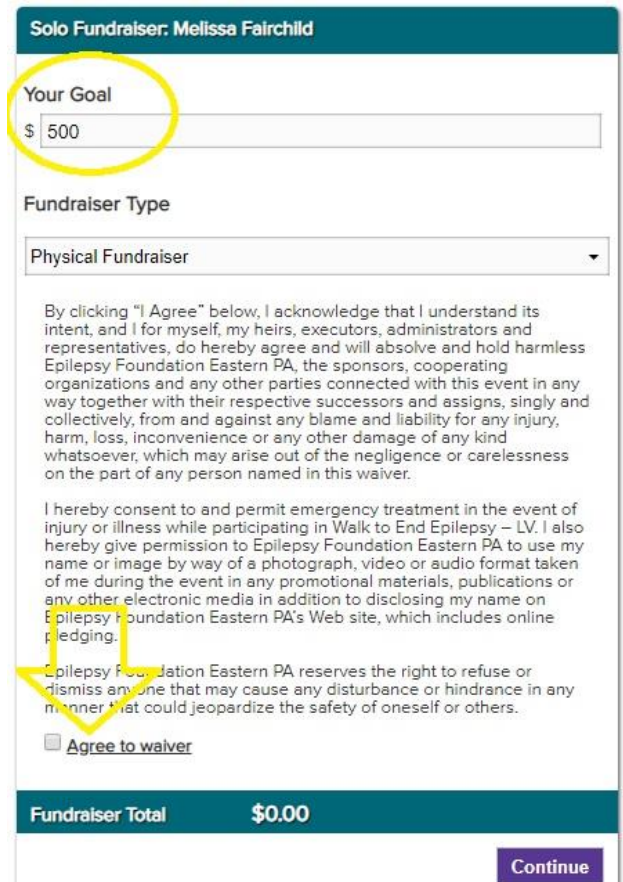
Team Name:

Team Goal:

Now click, "Create Team" and continue with the next step.

Step Four: RSVP & Other Details

- Set your personal fundraising goal.
- Indicate if you are a "Physical Fundraiser" (will attend the Walk to End Epilepsy) or "Virtual Fundraiser" (will not attend)
- Choose your t-shirt size. All attendees who raise at least \$35 are eligible for a walk t-shirt. We cannot guarantee your size will be available.
- Agree to the waiver of liability. If you choose, "Virtual Fundraiser", you will not see a waiver.



Solo Fundraiser: Melissa Fairchild

Your Goal
\$ 500

Fundraiser Type
Physical Fundraiser

By clicking "I Agree" below, I acknowledge that I understand its intent, and I for myself, my heirs, executors, administrators and representatives, do hereby agree and will absolve and hold harmless Epilepsy Foundation Eastern PA, the sponsors, cooperating organizations and any other parties connected with this event in any way together with their respective successors and assigns, singly and collectively, from and against any blame and liability for any injury, harm, loss, inconvenience or any other damage of any kind whatsoever, which may arise out of the negligence or carelessness on the part of any person named in this waiver.

I hereby consent to and permit emergency treatment in the event of injury or illness while participating in Walk to End Epilepsy – LV. I also hereby give permission to Epilepsy Foundation Eastern PA to use my name or image by way of a photograph, video or audio format taken of me during the event in any promotional materials, publications or any other electronic media in addition to disclosing my name on Epilepsy Foundation Eastern PA's Web site, which includes online pledging.

Epilepsy Foundation Eastern PA reserves the right to refuse or dismiss anyone that may cause any disturbance or hindrance in any manner that could jeopardize the safety of oneself or others.

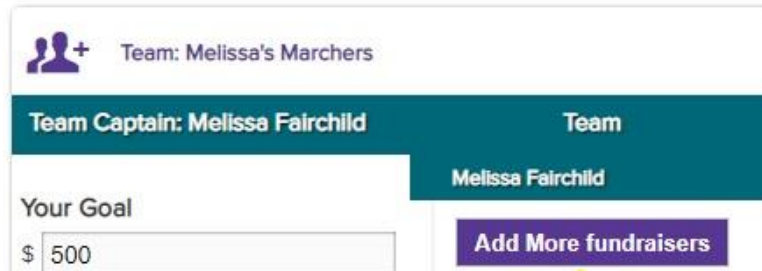
Agree to waiver

Fundraiser Total \$0.00

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If you are on a team, you can add team members using the “Add More fundraisers” button. You can always come back to do this later (or invite friends & family to register on their own).



Team: Melissa's Marchers

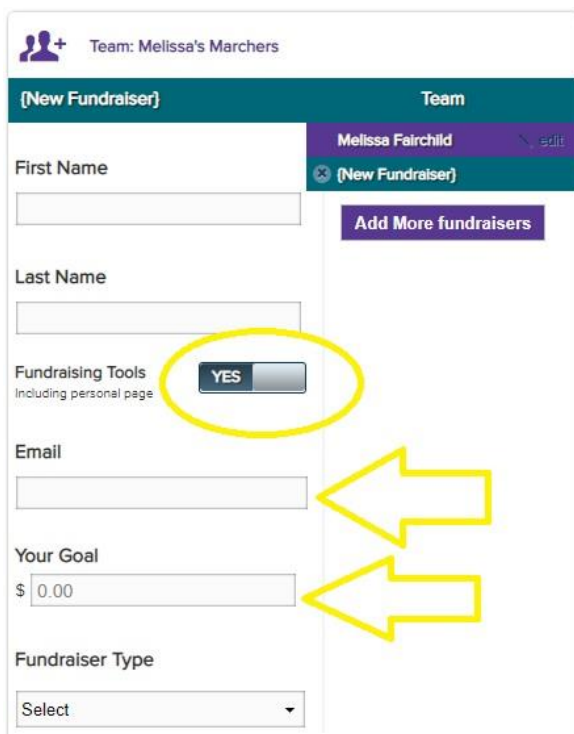
Team Captain: Melissa Fairchild

Your Goal: \$ 500

Add More fundraisers

If you add more fundraisers, you will have the opportunity to complete the following steps:

- Enter your teammate’s name, contact information, fundraising goal and t-shirt size.
- Choose if your teammate is a “Physical Fundraiser” (walking with you!) or “Virtual Fundraiser” (supporting you online only)
- Provide your teammate with Fundraising Tools. If you are adding a person (i.e. your child) that does NOT need a personal fundraising page, choose “NO” next to Fundraising Tools. This person will be listed as a team member but will not have an individual fundraising page.



Team: Melissa's Marchers

[New Fundraiser] Team

First Name: Melissa Fairchild (New Fundraiser)

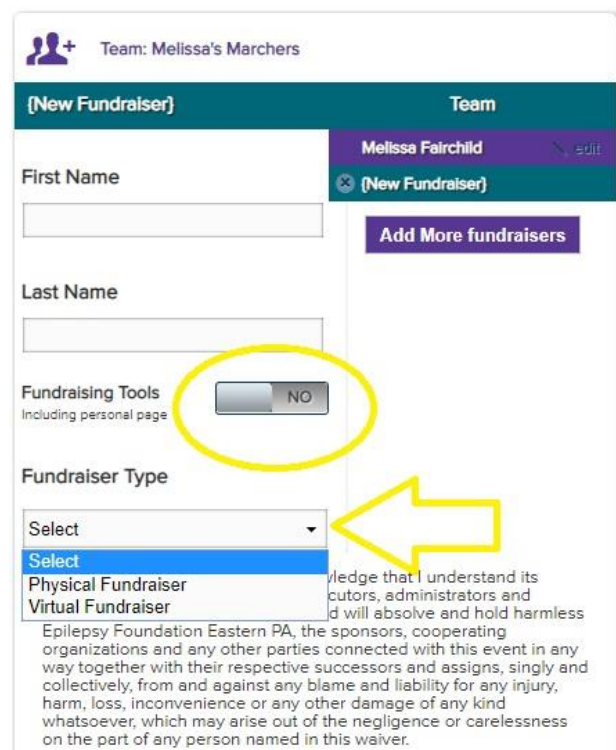
Last Name: [Empty]

Fundraising Tools: YES

Email: [Empty]

Your Goal: \$ 0.00

Fundraiser Type: Select



Team: Melissa's Marchers

[New Fundraiser] Team

First Name: Melissa Fairchild (New Fundraiser)

Last Name: [Empty]

Fundraising Tools: NO

Fundraiser Type: Physical Fundraiser

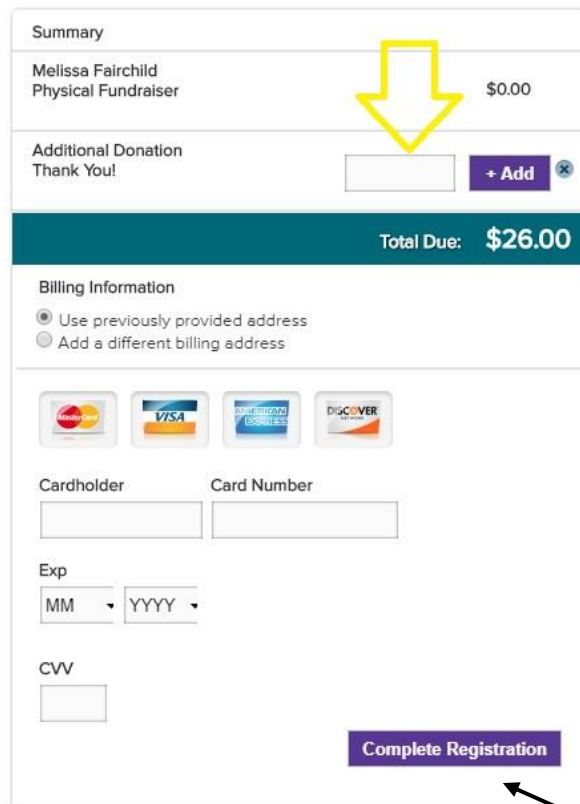
I acknowledge that I understand its contents, administrators and I will absolve and hold harmless Epilepsy Foundation Eastern PA, the sponsors, cooperating organizations and any other parties connected with this event in any way together with their respective successors and assigns, singly and collectively, from and against any blame and liability for any injury, harm, loss, inconvenience or any other damage of any kind whatsoever, which may arise out of the negligence or carelessness on the part of any person named in this waiver.

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Step Five: *Donate to Your Goal*

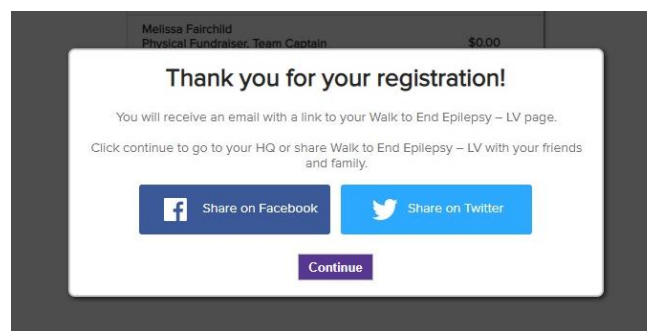
You can be the first person to donate to your team since you built the page! Click “Add Additional Donation”, enter the amount you wish to donate and click “+ Add”. Then, enter your billing information.



The screenshot shows a registration form with the following sections:

- Summary:** Melissa Fairchild, Physical Fundraiser, \$0.00. A yellow arrow points to the \$0.00 amount.
- Additional Donation:** Thank You! with an input field and a purple “+ Add” button.
- Total Due:** \$26.00 (highlighted in a teal bar).
- Billing Information:** Radio buttons for “Use previously provided address” (selected) and “Add a different billing address”.
- Payment Method:** Logos for American Express, VISA, AMERICAN EXPRESS BUSINESS, and DISCOVER.
- Cardholder:** Input field.
- Card Number:** Input field.
- Exp:** MM and YYYY dropdown menus.
- CVV:** Input field.
- Complete Registration:** A purple button at the bottom right, with a black arrow pointing to it from the text below.

If you choose not to make a donation, skip to “Complete Registration”.



The screenshot shows a confirmation screen with the following content:

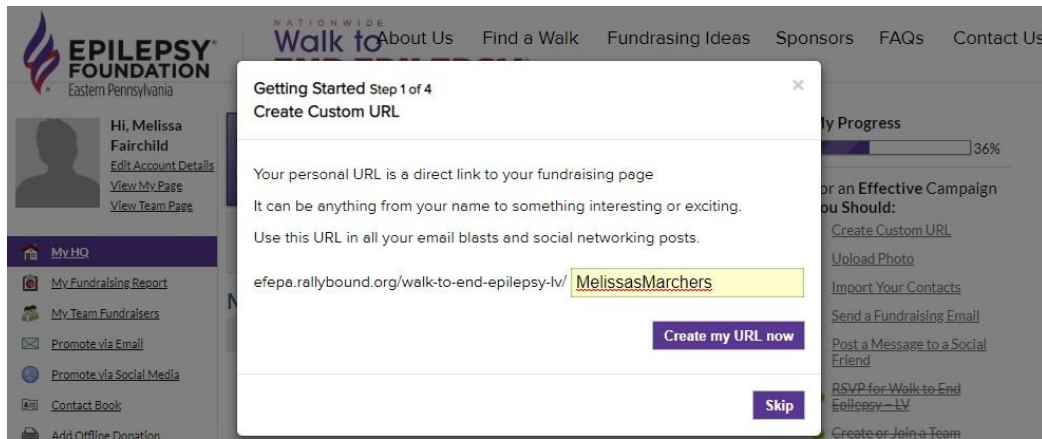
- Header: Melissa Fairchild, Physical Fundraiser, Team Captain, \$0.00
- Message: **Thank you for your registration!**
- Text: You will receive an email with a link to your Walk to End Epilepsy – LV page.
- Text: Click continue to go to your HQ or share Walk to End Epilepsy – LV with your friends and family.
- Buttons: “Share on Facebook”, “Share on Twitter”, and “Continue”.

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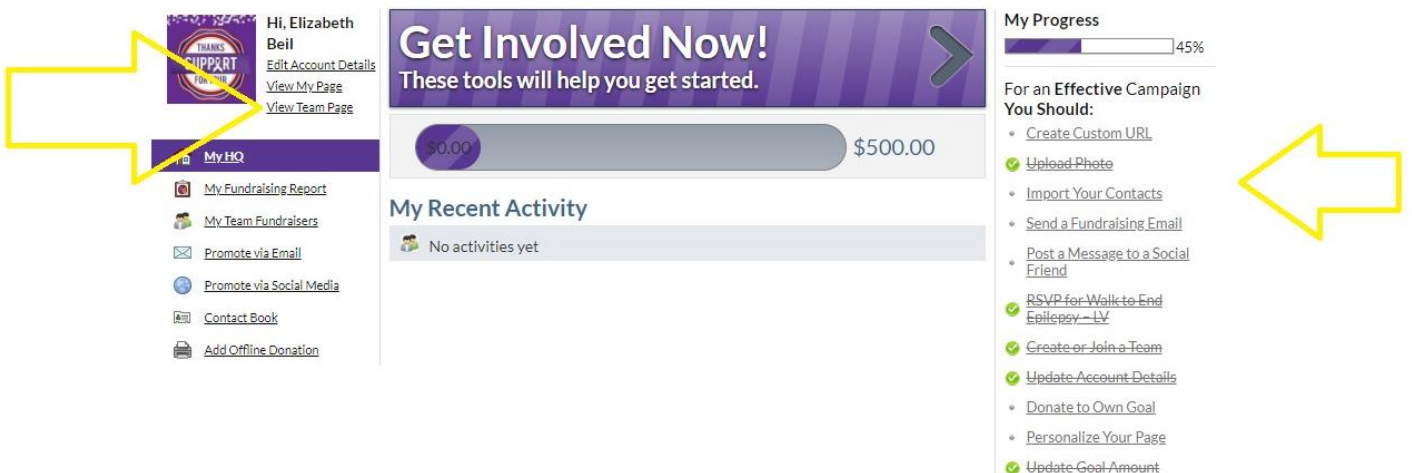
[7]

Step Six: Personalize Your Page (& Your Team Page)

Click “Continue” to navigate to your personal fundraising page. Choose a custom URL. This is for your PERSONAL fundraising page. You will create a URL for your TEAM page separately.



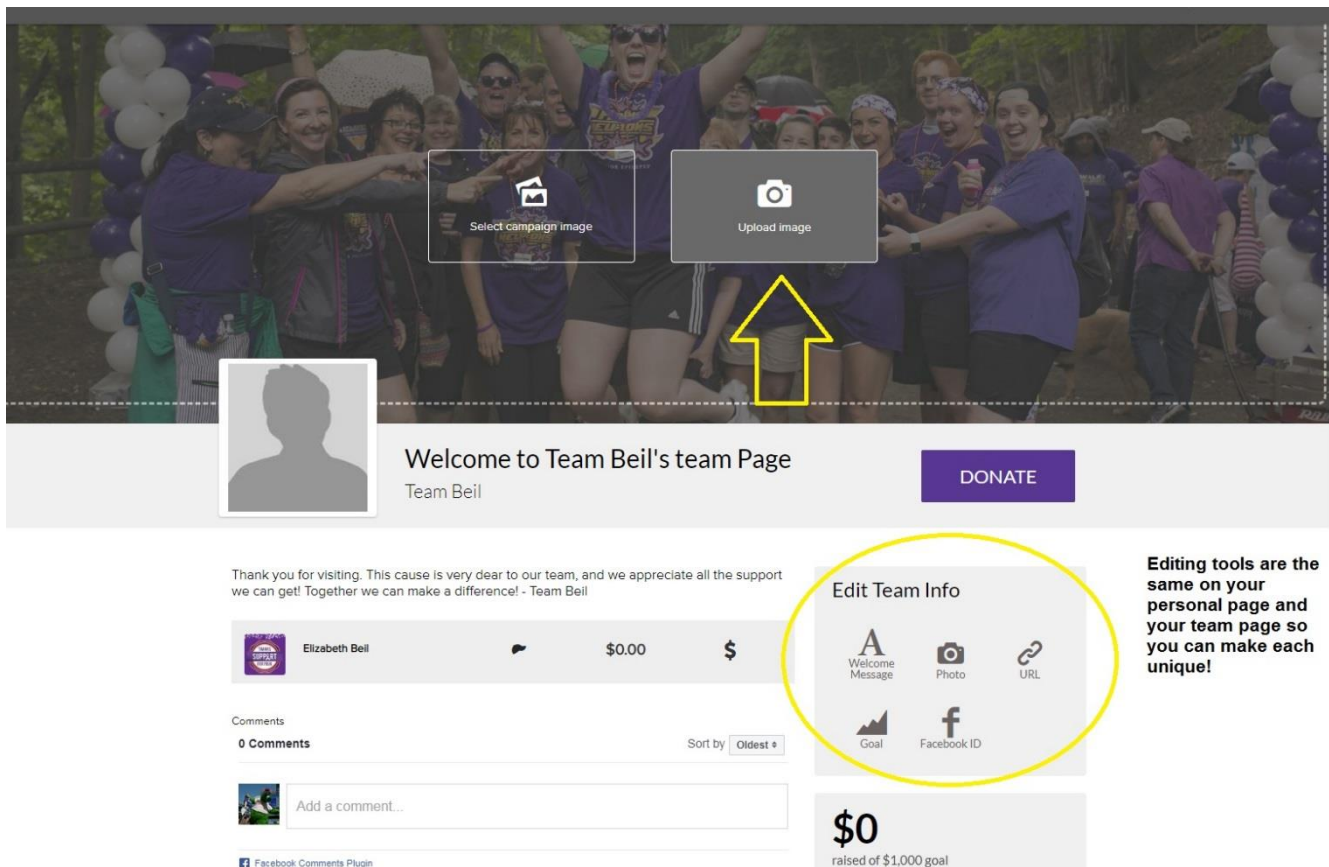
- The system will walk you through additional steps like RSVP-ing and donating. You may have already completed these steps. Don't worry if you aren't sure of all the answers right now. You can always skip and complete a step later.
- If you choose to skip any of these steps you can always go back to them by clicking on the list to the right of your Personal Page under “My Progress”. *The steps you've completed are crossed-out but you can still click on them at any time to update or make changes.*



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To edit your Team Page, click “View Team Page” on the left side of personal fundraising page (see above image). You can edit your personal fundraising page details (photos, welcome message, etc) by clicking “View My Page” on the left or “Personalize Your Page” on the right.



Welcome to Team Beil's team Page
Team Beil

Thank you for visiting. This cause is very dear to our team, and we appreciate all the support we can get! Together we can make a difference! - Team Beil

Elizabeth Beil \$0.00

0 Comments

Add a comment...

Facebook Comments Plugin

Edit Team Info

- Welcome Message
- Photo
- URL
- Goal
- Facebook ID

\$0
raised of \$1,000 goal

Editing tools are the same on your personal page and your team page so you can make each unique!

Congratulations! You are ready to start fundraising for the Walk to End Epilepsy!
If you need additional assistance setting up your page, please contact Melissa at mfairchild@efepa.org or 215-629-5003 X 106.