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

Step One: Find Your Local Walk to END EPILEPSY

- Northeast PA - EpilepsyWalkNEPA.org
- Lehigh Valley - EpilepsyWalkLV.org
- Philadelphia - EpilepsyWalkPHL.org

Once you choose the Walk you want to participate in, click Register on the homepage.

Step Two: Tell Us Who You Are

Create an account by filling in the pop-up form shown below. You can use your email or your social media networks to autofill your information by clicking on the icons.
HOW TO...Register & Build Your Team Page!

Next, you will fill in (or correct) your registration information and click NEXT. Don’t forget to indicate if you’d like to receive text messages and tell us why you are walking to END EPILEPSY!

Step Three: Choose a Registration Option

Choose if you’re registering as an Adult Walker OR as a Virtual Walker with Just Fundraise. Here, you can also kickstart your fundraising by making a donation to your goal!

Registration Options

- **Adult**
  - Adults 18 year +
  - No Charge

- **Just Fundraise**
  - If you can’t make it out to the event, then register as a fundraiser! You can create your own page or join a team and show your support from home as a Virtual Walker.
  - No Charge

We need a few more details for your registration

T-shirt size? (Optional)

- Small

You must raise $35 or more to be eligible for a T-shirt.

Would you like to make a donation to the Epilepsy Foundation Eastern PA?

Make your gift at one of these levels or enter other amount

- $35
- $50
- $100
HOW TO...Register & Build Your Team Page!

Step Four: Adding RSVPs

You can add Friends or Family Members by clicking the ADDITIONAL REGISTRANT button shown below. This is where you can register your kids. *Please note, these registrants will NOT have a personal fundraising page.

Click NEXT and review your registration details before submitting.
Step Five: Personalizing Your Fundraising Page

Now it’s time to personalize your profile! When you first log-in there will be a pop-up for a tour.

*We suggest taking this tour – not everything is covered in this guide!

To build your profile, go through the check list shown here. Make sure to fill out as much as you can; donors are more likely to support you if you personalize your page!
HOW TO...Register & Build Your Team Page!

Step Six: Join or Build a Team

Find and click ☐ Join a team on the check list

To join an existing Team OR to create a new Team, choose PARTICPATE AS PART OF A TEAM

JOIN A TEAM

Do you want to participate as an individual or as part of a team?

PARTICIPATE AS AN INDIVIDUAL

PARTICIPATE AS PART OF A TEAM

When you choose to participate as part of a team, you will fundraise and compete as a team against other teams for top spots on the leaderboard. All the donations that you receive and all the points you earn will roll up into your team’s total.

To form a new Team, check to see if you’re on the Form a New Team tab. Choose a Team Name and confirm any RSVPs.

JOIN A TEAM

Team Name *

Fair Chance

Do you want to add the other people you registered to your team?

☐ Add Melissa Jr. to my team

Save
Step Seven: Customize Your Team

Next, we’ll be customizing your Team page. Make sure to fully complete the process by clicking on each tab and reviewing the information.

You’ll notice that a Manage your team item has appeared on the check list, this is where you can return to edit any of your Team’s settings and information.
Step Eight: Navigating Your Pages

You’ve registered, you’ve joined or created a Team, now it’s time to check out the look of your pages! Click on View my page in the checklist shown below:

- View my page
- Dashboard
- Set up your page
- Manage your team

You can access your Team Page here as well as invite friends.

Melissa has registered
HOW TO...Register & Build Your Team Page!

To return to your Page Editor, hover over your profile picture in the top-right corner and click Manage my page:

You’ve now completed the registration processes!

If you have any questions please feel free to contact Melissa at mfairchild@efepa.org or call us at (215)-629-5003