

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

[1]

Step One: Find Your Local Walk to END EPILEPSY

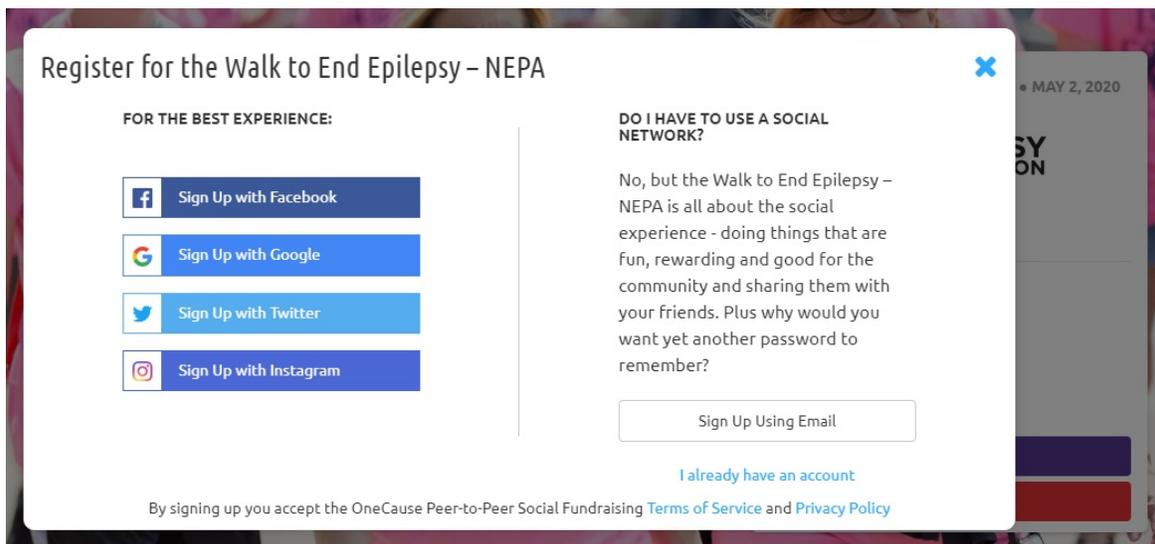
- Northeast PA - EpilepsyWalkNEPA.org
- Lehigh Valley - EpilepsyWalkLV.org
- Philadelphia - EpilepsyWalkPHL.org

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.



The registration pop-up form is titled 'Register for the Walk to End Epilepsy - NEPA' and includes a close button (X) in the top right corner. It is divided into two main sections:

- FOR THE BEST EXPERIENCE:** This section contains four buttons for social media sign-up: 'Sign Up with Facebook', 'Sign Up with Google', 'Sign Up with Twitter', and 'Sign Up with Instagram'.
- DO I HAVE TO USE A SOCIAL NETWORK?:** This section contains the text: 'No, but the Walk to End Epilepsy - NEPA is all about the social experience - doing things that are fun, rewarding and good for the community and sharing them with your friends. Plus why would you want yet another password to remember?' Below this text is a button labeled 'Sign Up Using Email'.

At the bottom of the form, there is a link: 'I already have an account'. At the very bottom, a disclaimer reads: 'By signing up you accept the OneCause Peer-to-Peer Social Fundraising Terms of Service and Privacy Policy'.

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

[2]

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!

Street Address 2

Philadelphia PA - Pennsylvania ZIP Code

United States

Phone Number (Optional)

5964 Mobile

Text Notifications (Optional)

Receive a text message when a donation is made on your behalf.

If someone invited you to register, tell us who so we can give them credit. (Optional)

Start typing your search

What's the one or two sentences that sums up why you're doing this? (Optional)

Short headline - you can always add or change this later if you want.

140 characters remaining

NEXT

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 No Charge ✓
Adults 18 year +

Just Fundraise No Charge
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.

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

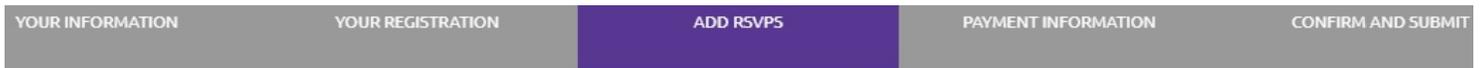
\$35 \$50 \$100

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

[3]

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.**



Register Friends or Family Members

Your Registration *

Melissa Fairchild	Adult
T-shirt size?	Small

Additional Registrations (Optional)

You can register friends or family members as well. Please note that if you do not provide an email address, your friend will not be able to fundraise or earn challenge points and will need to rely on you to receive updates regarding the event.

PREVIOUS  [ADDITIONAL REGISTRANT](#) NEXT

Click [NEXT](#) and review your registration details before submitting



Confirm Your Registration and Submit

2 Registrations

Melissa Fairchild	Adult
T-shirt size?	Small
Melissa Jr.	Child
T-shirt size?	Youth Small

PREVIOUS  FINISH

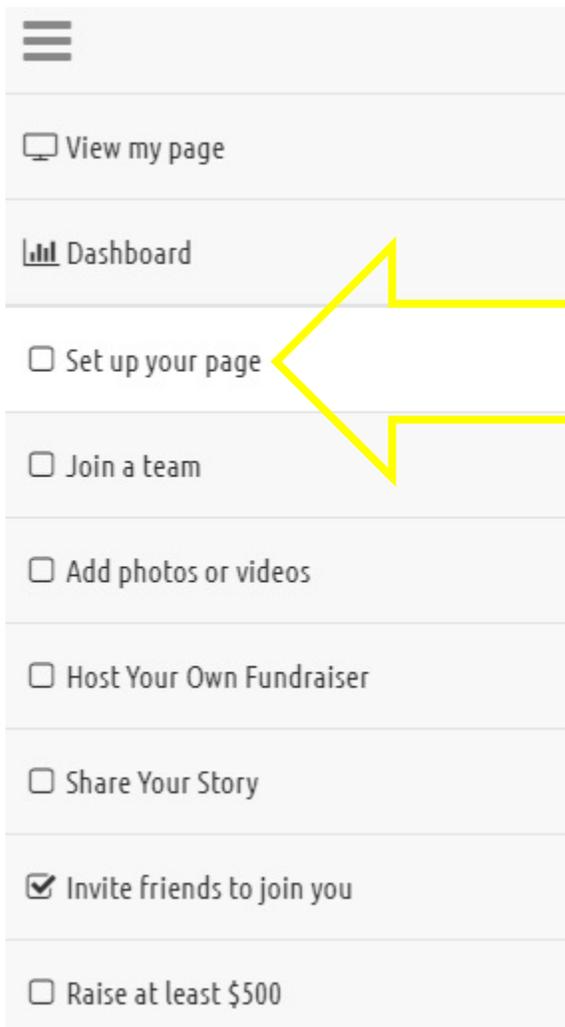
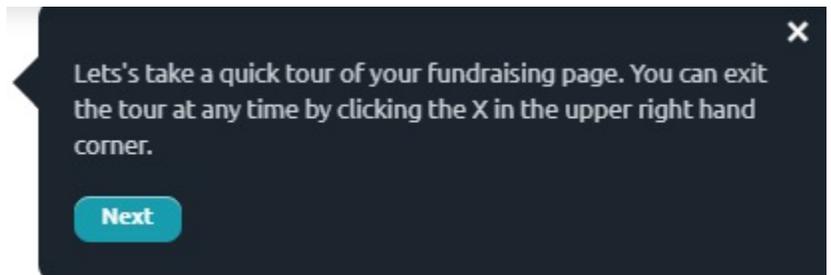
HOW TO...Register & Build Your Team Page!

[4]

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!

[5]

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 [PARTICIPATE 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

[Join an Existing Team](#) [Form a New Team](#)

Team Name *

Fair Chance

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

Add Melissa Jr. to my team

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

[6]

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.

FAIR CHANCE

MY TEAM PAGE



We recommend customizing your team message and adding a team photo to make this page your own.

How should your team name appear for this event? *

Fair Chance

What is your team's fundraising goal? *

\$ 2000

Not Fundraising this time around

Add a personal message to your team page (Optional)



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.

View my page

Dashboard

Set up your page

Manage your team

Add photos or videos

Host Your Own Fundraiser

Share Your Story

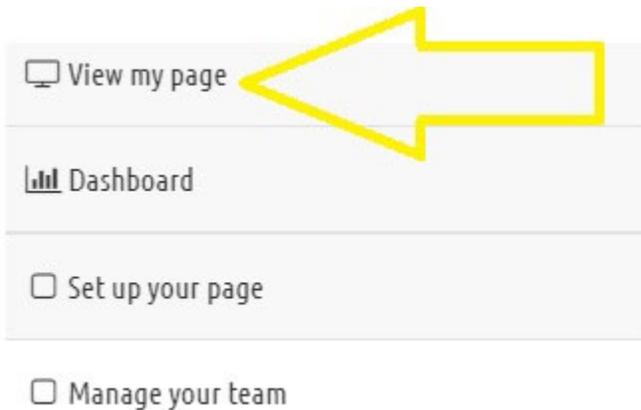


HOW TO...Register & Build Your Team Page!

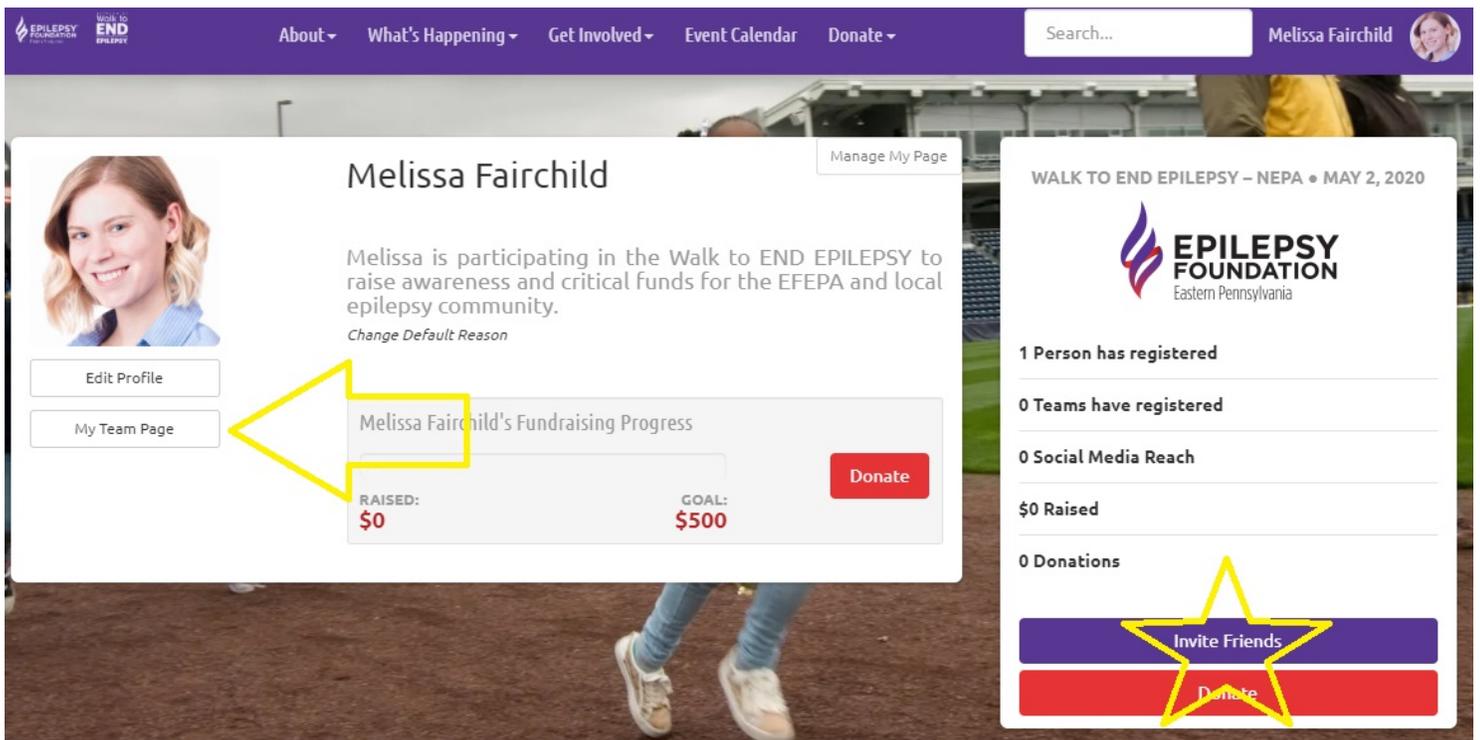
[7]

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 check list shown below:



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



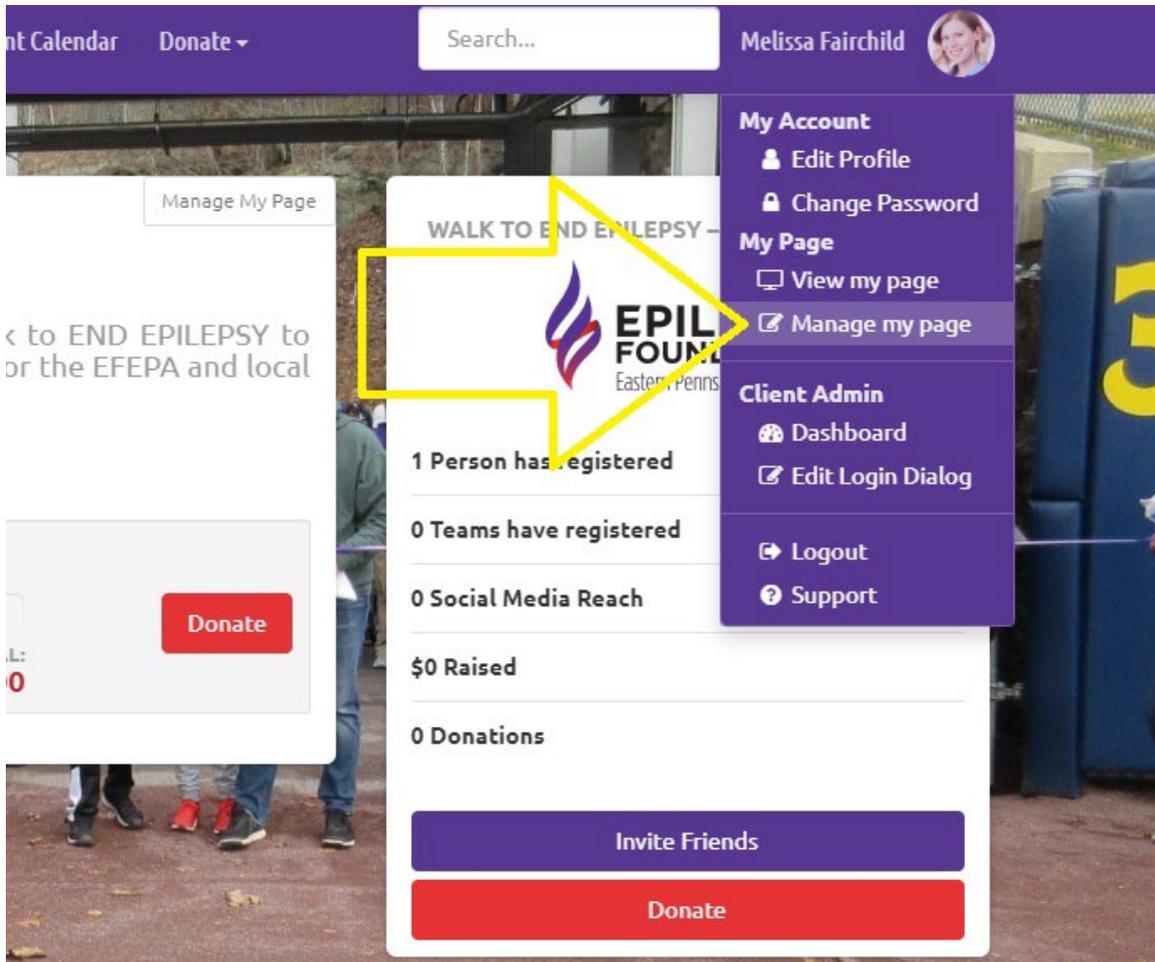
A screenshot of a user's team page for Melissa Fairchild. The page features a purple navigation bar at the top with links for 'About', 'What's Happening', 'Get Involved', 'Event Calendar', and 'Donate'. A search bar and the user's name 'Melissa Fairchild' are also visible. The main content area shows a profile picture of Melissa, her name, and a description of her participation in the 'Walk to END EPILEPSY'. Below this is a 'Fundraising Progress' section with a 'RAISED: \$0' and a 'GOAL: \$500' bar, and a 'Donate' button. A yellow arrow points to the 'My Team Page' button in the left sidebar. On the right, a summary box displays statistics: '1 Person has registered', '0 Teams have registered', '0 Social Media Reach', '\$0 Raised', and '0 Donations'. At the bottom of this box are 'Invite Friends' and 'Donate' buttons, with a yellow star highlighting the 'Invite Friends' button.

Melissa has registered

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

[8]

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