

Online Registration Cheat Sheet - Registering to Walk

Go to: www.walk.jdrf.org.

Go to: **Register For a Walk Now**

Click on: **Select a State** - choose your state

Click on: The name of the city beside the appropriate walk

Click on: **Find Walk**, (locate the Walk you would like)

Click on: **Register for this Walk**

Click on: **Start a Team**

Note: The "Team Captain" must register first.

If you are not the Team Captain, **STOP NOW**

Wait for your "Team Captain" to register, then you can register.

There should only be one "Team Captain" for each family team.

If you are a "Corporate Team" please consult your "Walk Manager" on how to add more Team Captains.

If you are the "Team Captain" **PROCEED**.

1. TEAM INFO.

Enter: Your **Team Name**.

Select: **Corporate/Organization, Family, or School team.**

Please note if you are a Corporate/Organization Team, it is important to enter your company name or link your team to an existing company at this time.

Enter: Your **Team Fundraising Goal**.

Click: **NEXT STEP**

2. PARTICIPANT OPTIONS

Enter: How you will participate

Walker - You will walk on walk day

Virtual Walker - You will not walk but fundraise on line or in other ways.

You may choose to make a personal donation at this time or anytime later.

Enter: Your **Individual Fundraising Goal**.

Click: **NEXT STEP**

3. CONTACT INFO.

Due to this new system - All Walkers **MUST** select: **don't have a login**, (you can use your username and password from last year if you choose)

You may choose a "preferred site" or select next step.

Either way it will lead you to the continuation of **CONTACT INFO**.

Complete all *required fields, including "salutation".

Click: **NEXT STEP**

4. WAIVER

Please read and check off the waiver agreement box.

Click: **NEXT STEP**

5. SUMMARY

Confirm all information. If you are the only person registering, click on: **Complete registration**

If you would like to register another person click on, "**Register another**" when finished registering

all team members click on: **Complete registration**.

If you elected to make a personal donation you will be directed to complete billing information now.
If not you will be directed to the "**Participant Center**" now.

Congratulations! You are now registered for the Walk.
Use the "Participant Center" to customize your personal page and begin fundraising!

Participant Center Cheat Sheet

Using the Participant Center

1. If you are a registered walker: to log in to your account, go to www.walk.jdrf.org.
2. Enter your username and password in the section called “**Walk Login**”. If you are registered for more than one event you will be asked to select which participant center you would like to access. If you are only registered for one event you will be taken directly to your participant center. In your participant center you will have access to the following features:

There are five tabs that provide different tools and views on your fundraising.

If you need help at any time, click on the Help link above the tabs.

- **Home:** Provides an overview of your fundraising progress, suggests what to do next based on fundraising activity, gives several links to other locations within the Participant Center, and summarizes recent activity.
- **Email:** There are several tools available that simplify email management. Contacts can be imported from your online address books or individually entered. Groups can be created for targeted email messages. Composing emails can be completed by using the templates provided or written from scratch.
- **Progress:** This section provides more detail about fundraising activity. There is a long term donation tracker, a short term donation tracker, and detailed donation history.
- **Personal Page:** Update your public-facing webpage with a personal message and a picture or a video. If you prefer, you can make your Personal Page private by choosing “URL Settings”, selecting the “Private” radio button and save.
- **Team Page:** Update your team’s webpage with a personal message and a picture. Under “URL Settings”, you can create a URL shortcut to your team page. Also, you can update your team information.

Other new features:

- Donations can be made to a Team page as well as donations to a specific Walker.
- **Scrolling Honor Roll** – see your top 10 donations on your fundraising page.
- **Enter cash and check donations** – only use this feature if you have the donations “in-hand” and are turning the donations in ASAP. You do not have to use this feature. JDRF will automatically enter in all donations sent to JDRF Illinois or turned in on Walk Day. JDRF will confirm any donations entered by the Walker. Please include all information when entering donations.
- Choose your **incentive prize catalog** – Did you earn a prize? Select your prize level here. Prize levels are based on donations received and deposited by the JDRF Illinois office on or before November 14, 2011.

If at any time you need assistance with Registration or the Participant Center, please contact JDRF Illinois at 312-670-0313 or info@jdrfillinois.org.