



Quick Reference Guide

walk.jdrf.org

Team Captain Cheat Sheet

In this hand out, you will find instruction on how to navigate through the registration process and the features available on your participant Center.

Registering to Walk

1. Go to walk.jdrf.org.
2. Find the “Register For a Walk Now” section. Use the “Select a State” dropdown box to choose a state. You will be taken to a list of walks in that state. Click the name of the city beside the appropriate walk.
3. You will see the details of the walk. Select the “Register for This Walk” button.
4. On the first page of the Registration Form, select “Join a Team”.

Registration Progress:

- 1) Form a New Team/Enter Your Team Details- You may search for your team by name. Note:
 - The Team Captain will need to register first to set up the team. (The individual who creates the team will be automatically designated as the Team Captain, therefore only the intended Team Captain should create the team.)
 - There should be one Team Captain per team. (Multiple Team Captains on one team are possible, but not encouraged. The primary Team Captain or your local chapter staff can change a walker’s status to “Team Captain.” If you choose to create a team with multiple Team Captains, please note that walkers cannot be associated with a specific Team Captain. We also encourage Captains to include their name in the team name – i.e. Team ABC – Mary Smith – to help walkers identify the correct team).
- 2) Participation Options- Choose how you will participate in the walk (If you can’t attend the walk you can still participate as a Virtual Walker!) You may decide on making a personal donation in support of your own fundraising (personal donations can be made at any time through the walk day), and set your fundraising goal. Select, “Next Step.”

- 3) Contact Information- New or Returning User selection: JD RF has a new fundraising system. Participants will have a single username and password that can be used for both our Walk and Ride events. Unless you already registered for an event in the 2011 calendar year, you should select "I don't have a login" and create one for yourself. This will be your username and password moving forward – no need to create new credentials year after year! Please note that your credentials from Walk Central (our former system) will not work in this new system. If you have a login, select that option and enter your User Name and Password. We will send you an email with your name and password if you have forgotten it. Select "Next Step" to proceed.
 - 4) Registration: An asterisk (*) indicates required fields to be filled in the registration form. Select, "Next Step."
 - 5) Waiver: Please read and check the waiver agreement box. You may print this document if necessary. Click "Next Step".
 - 6) Registration Summary: Please confirm your registration information. If you are the only one registering at that time, select "Complete Registration." If you would like to register another person, enter the individual's name, and select "Register Another Person." Please provide an email address for that person to ensure they have access to the online fundraising tools in their Participant Center. When finished registering additional individuals, Select "Complete Registration."
5. If you made a personal donation to yourself during registration, you will be directed to fill out your Billing Information now. If not, you will be automatically directed to your Participant Center.
 6. Congratulations! You are now registered for the Walk. Use your Participant Center to customize your personal page and begin your fundraising!

Using the Participant Center

If you are a registered walker: to log in to your account, go to <http://walk.jdrf.org>.

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. You may also enter cash or check donations to make your fundraising thermometer reflect all money you have received. Cash or check donations will be confirmed by the chapter.
- **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.

Fundraising through Facebook

In your Participant Center you will see information about fundraising through Facebook. By adding this application you can expand your fundraising efforts and make people aware of your participation in the Walk. Donate your Facebook profile picture to JDRF, post or schedule status updates to your newsfeed, and share your story about why you are participating.

If at any time you need assistance with registration, please contact your local JDRF Chapter office at 214-373-9808 or jtresp@jdrf.org.