



NOTE: For quick reference click on the section you wish to view in the contents below to go directly to that page.

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How to Register

1. From the homepage **click** the "Register" button in the top right of the page.



2. Select the location where you will be participating in the 2015 Walk (under provinces).

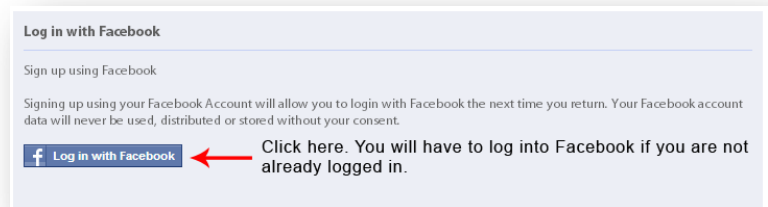


3. Look for "New Participants" in the left hand side menu bar. Click on

4. Review the waiver and tick the box "I accept the waiver" before clicking to the "Next" step.

5. Select your registration type, and choose from the registration options available and hit "Next"

6. On the "Contact Information" page you have an option to create a personal fundraising page within Facebook. For more information on this option and how to set this up in your Facebook page "Click" here.



7. Provide your Contact Information, Account Information and create your own unique donation page URL on this form and click "Next".

8. You will then be asked a few additional questions that will help us get to know you better.

Note: At the bottom of this page you can also register your Friends and Family by clicking on this



and completing the same process for each new participant.

9. Review your information and click "register" to be taken to the Registration confirmation page. You will also receive an email confirming your registration. To set up your Personal Donation page scroll

to the bottom of this page and click



on this will take you directly to your

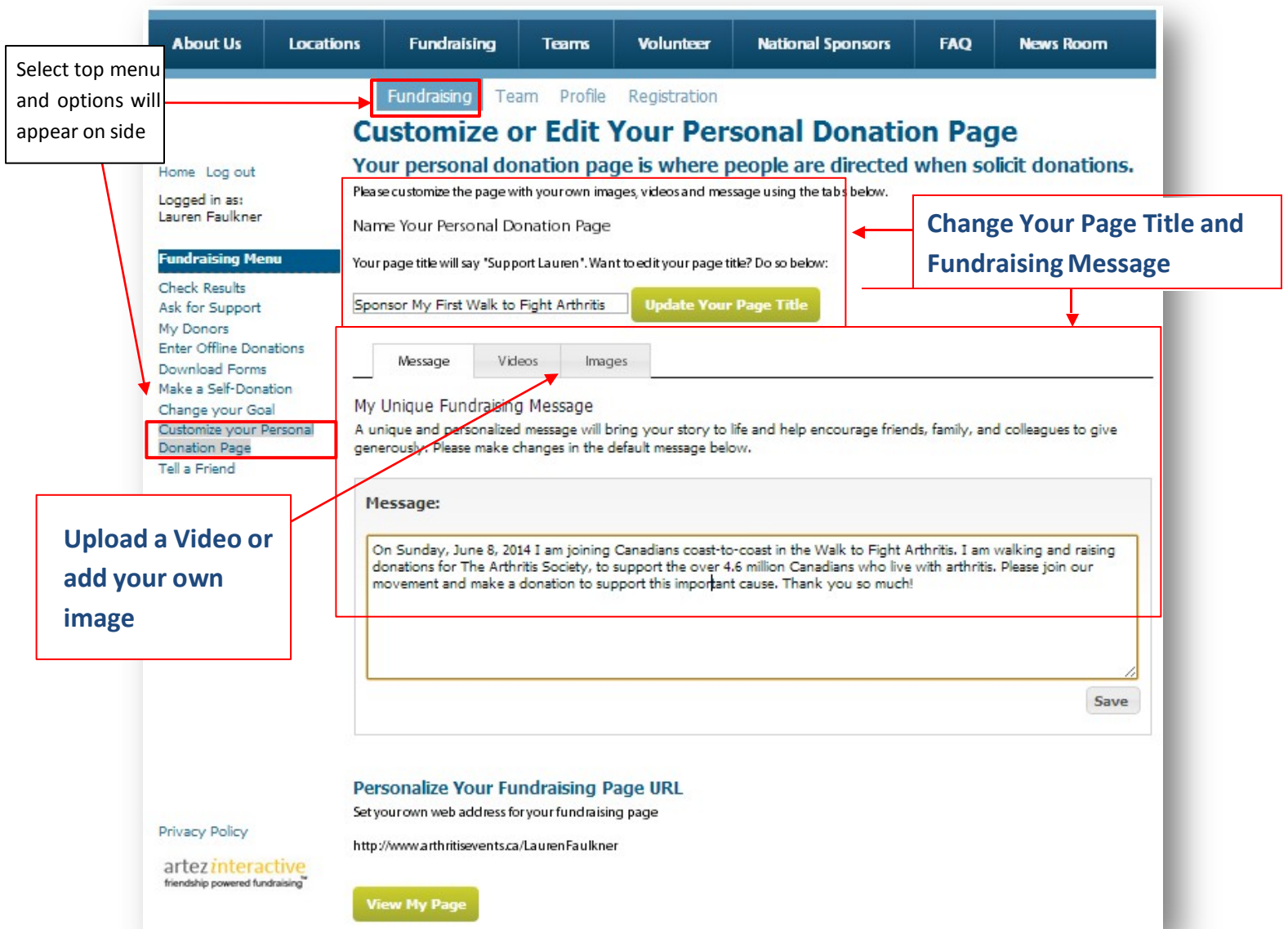
Participant Centre.



Edit Your Profile

Customize or Edit Your Personal Donation Page

1. Update your Personal donation page by clicking on "**Fundraising**" in the menu bar at the top of the page and then click on "**Customize your Personal Donation Page**" found in the secondary menu on the left hand side of this page as shown below.
2. From this page you can create a new page title for your Personal Donation page, change the standard Fundraising Message on to your own unique message, upload a videos and add your own images to your page.



The screenshot shows the 'Customize or Edit Your Personal Donation Page' interface. The top navigation bar includes 'About Us', 'Locations', 'Fundraising', 'Teams', 'Volunteer', 'National Sponsors', 'FAQ', and 'News Room'. The 'Fundraising' menu is highlighted, and a secondary menu on the left lists options like 'Check Results', 'Ask for Support', and 'Customize your Personal Donation Page'. The main content area is titled 'Customize or Edit Your Personal Donation Page' and includes a form for 'Name Your Personal Donation Page' with an 'Update Your Page Title' button. Below this are tabs for 'Message', 'Videos', and 'Images', with the 'Message' tab selected. A text area for 'My Unique Fundraising Message' contains a sample message about a walk to fight arthritis. A 'Save' button is at the bottom right of the message area. At the bottom, there is a section for 'Personalize Your Fundraising Page URL' with a 'View My Page' button.

Select top menu and options will appear on side

Change Your Page Title and Fundraising Message

Upload a Video or add your own image



Add a Video

- Click on the Video tab (see image below). Upload your video to YouTube then copy and paste the YouTube URL (web address). For information on how to do that please see <http://www.youtube.com/watch?v=oZvBuqRxaPs>

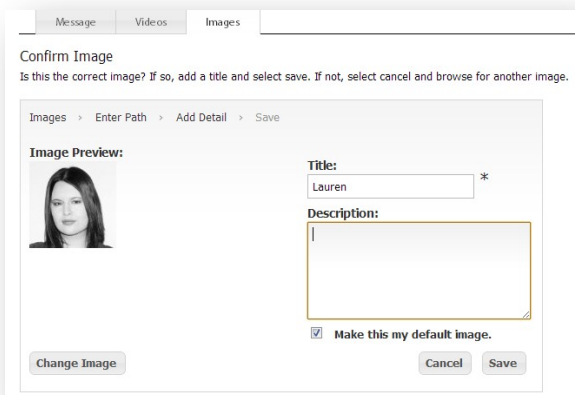
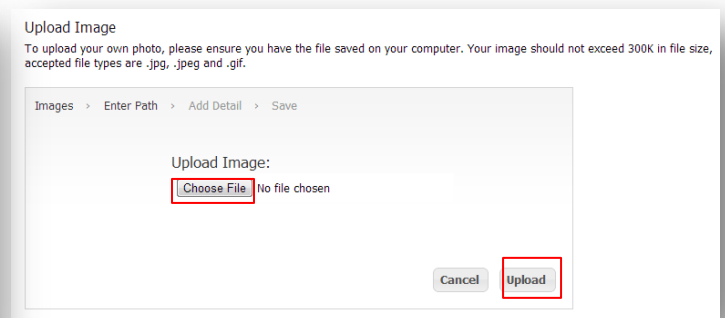


Add an Image

Click on the Images tab. Click Add Image

Click "Choose File" and select your image then click "Upload"

Add a Title, then click "Make this my default image" to set as your main image. Then click "Save"



You can then view your Personal Donation Page by clicking on the [View My Page](#) at the bottom of this page.



View of your Personal Donation Page

About Us | Locations | Fundraising | Teams | Volunteer | National Sponsors | FAQ | News Room

Franglais

[Donate Now](#)

Sponsor My First Walk to Fight Arthritis

Your support is truly appreciated.

Walk to Fight Arthritis videos(1) Images(2)

Lauren Faulkner	
Online Amount Raised:	\$0.00
Offline Amount Raised:	\$0.00
Amount Raised:	\$0.00 [0% of goal]
Fundraising Goal:	\$100.00
Event Date:	Jun 8, 2014 9:00 AM
Location:	Toronto

My Message
 On Sunday, June 8, 2014 I am joining Canadian's coast-to-coast in the Walk to Fight Arthritis. I am walking and raising donations for The Arthritis Society, to support the over 4.6 million Canadians who live with arthritis. Please join our movement and make a donation to support this important cause. Thank you so much!

[Donate Now](#)

Messages (0)

Leave a message ...

Enter your name

[Post](#)

[Show All Messages](#)

Privacy Policy
artez interactive™
friendship powered fundraising

Sponsor My First Walk to Fight Arthritis

Page Title on page

- Goal: \$100,00
- Percent: 0% of goal achieved
- Raised: \$0,00

View video and images here

Personal Message on Page

My Message
 On Sunday, June 8, 2014 I am joining Canadian's coast-to-coast in the Walk to Fight Arthritis. I am walking and raising donations for The Arthritis Society, to support the over 4.6 million Canadians who live with arthritis. Please join our movement and make a donation to support this important cause. Thank you so much!

Messages on Page
 Here people can leave personal messages for you on your page.

Messages (0)

Leave a message ...

Enter your name

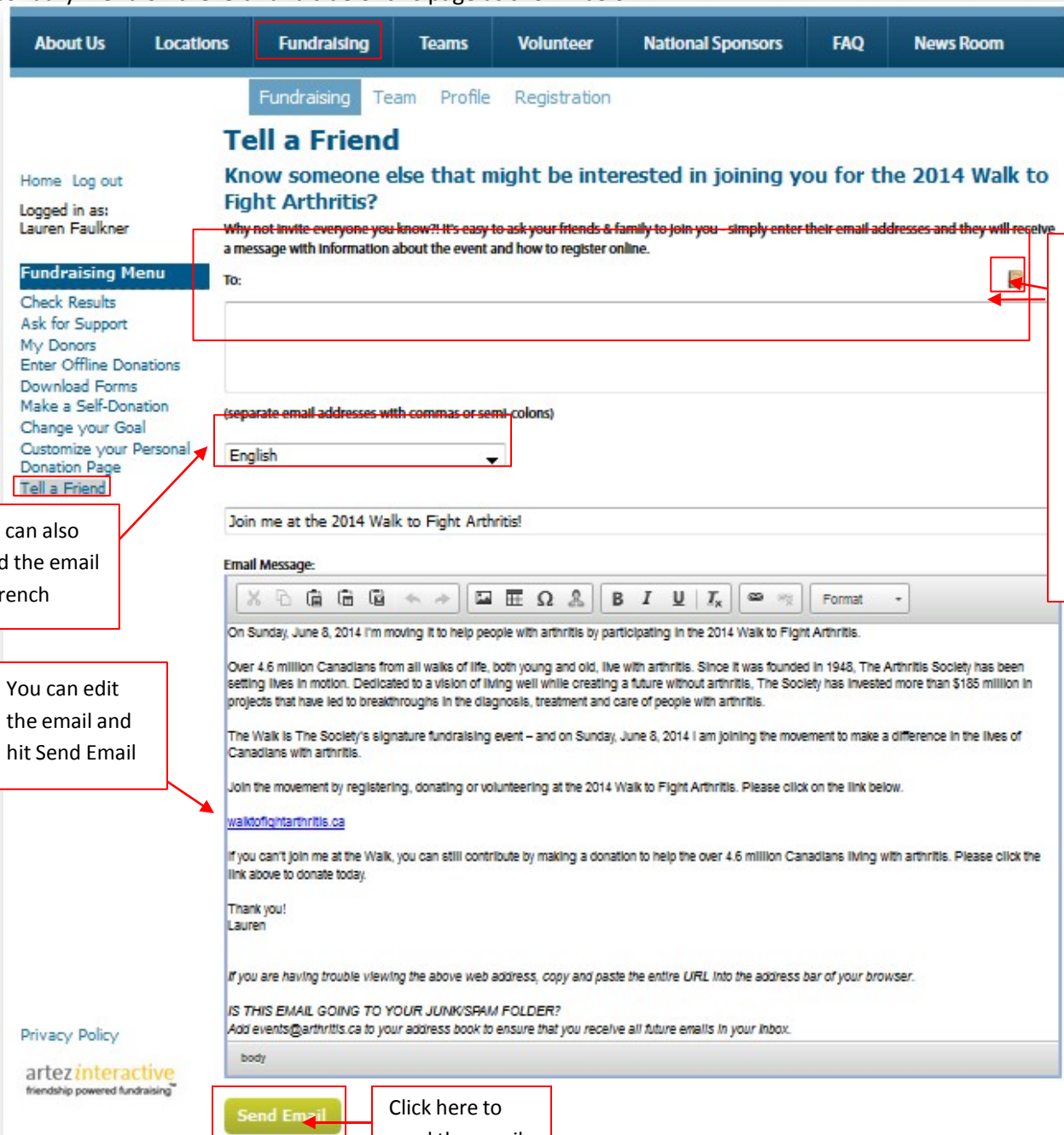
[Post](#)

[Show All Messages](#)

Tell a Friend

Invite a friend to do the Walk with you

Click "Fundraising" in the menu bar at the top of the page and then click on "Tell a Friend" found in the secondary menu on the left hand side of this page as shown below.



About Us | **Locations** | **Fundraising** | **Teams** | **Volunteer** | **National Sponsors** | **FAQ** | **News Room**

Fundraising | Team | Profile | Registration

Tell a Friend

Know someone else that might be interested in joining you for the 2014 Walk to Fight Arthritis?

Why not invite everyone you know? It's easy to ask your friends & family to join you – simply enter their email addresses and they will receive a message with information about the event and how to register online.

To:

(separate email addresses with commas or semi-colons)

English

Join me at the 2014 Walk to Fight Arthritis!

Email Message:

On Sunday, June 8, 2014 I'm moving it to help people with arthritis by participating in the 2014 Walk to Fight Arthritis.

Over 4.6 million Canadians from all walks of life, both young and old, live with arthritis. Since it was founded in 1948, The Arthritis Society has been setting lives in motion. Dedicated to a vision of living well while creating a future without arthritis, The Society has invested more than \$165 million in projects that have led to breakthroughs in the diagnosis, treatment and care of people with arthritis.

The Walk is The Society's signature fundraising event – and on Sunday, June 8, 2014 I am joining the movement to make a difference in the lives of Canadians with arthritis.

Join the movement by registering, donating or volunteering at the 2014 Walk to Fight Arthritis. Please click on the link below.

walktofightarthritis.ca

If you can't join me at the Walk, you can still contribute by making a donation to help the over 4.6 million Canadians living with arthritis. Please click the link above to donate today.

Thank you!
Lauren

If you are having trouble viewing the above web address, copy and paste the entire URL into the address bar of your browser.

IS THIS EMAIL GOING TO YOUR JUNK/SPAM FOLDER?
Add events@arthritis.ca to your address book to ensure that you receive all future emails in your inbox.

body

Send Email

You can also send the email in French

You can edit the email and hit Send Email

Invite your friends by typing in their email address to this field or by importing the contacts.

See [Importing Email Contacts](#)

Click here to send the email



Getting Donations

Sharing on Facebook

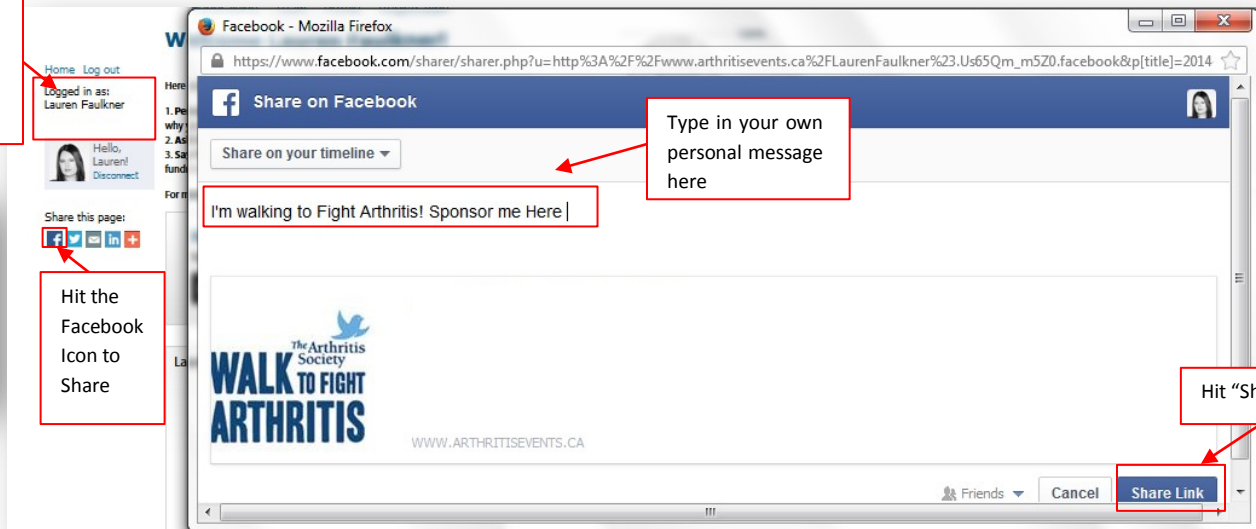
Try sharing your personal donations page on Facebook to gain support.

- Type in your own personal Message
- Hit "Share Link"

If your Facebook is not yet connected, there will be a "Connect" button here. Click "Connect" and log in to your Facebook

Associate your existing account with your Facebook account so you can login with Facebook the next time you come back.

[Connect](#)



Fundraising Tools

There are many Fundraising tools and resources under Fundraising on the header.



People can also donate to a Team through their Team Page. (See [Team Page](#))



Ask For Support

To access the Ask for Support email click **"Fundraising"** in the menu bar at the top of the page and then click on **"Ask for Support"** found in the secondary menu on the left hand side of this page.

Here you can send an email to your contact lists and share on Facebook.

- Type in/edit an email
- Add Email address of people you wish to ask for support
- Hit "Send Email"

Import Email Contacts here
See [Importing Email Contacts](#)

The screenshot shows the 'Ask for Support' web interface. At the top, there is a navigation bar with 'Fundraising', 'Team', 'Profile', and 'Registration'. Below this is the 'Ask for Support' header with the sub-header 'Send emails to your friends and family asking them to donate today'. The main content area is titled 'Step 1: Send Emails' and includes a 'View list of people you've asked for support' link. The 'To:' field is empty, and a red box highlights an 'Import' icon in the top right corner of this field. A red arrow points from the 'Import Email Contacts here' text to this icon. Below the 'To:' field is a language dropdown set to 'English' and a text area containing the message: 'Help me move it! Donate to the 2014 Walk to Fight Arthritis'. The 'Email Message:' section includes a rich text editor with various formatting options and a preview of the email content. The preview text includes: 'On Sunday, June 8, 2014 I'm moving it to help people with arthritis by participating in the 2014 Walk to Fight Arthritis. Over 4.6 million Canadians from all walks of life, both young and old, live with arthritis. Since it was founded in 1945 The Arthritis Society has been setting lives in motion. Dedicated to a vision of living well while creating a future without arthritis, The Society has invested more than \$185 million in projects that have led to breakthroughs in the diagnosis, treatment and care of people with arthritis. The Walk is The Society's signature fundraising event - and on Sunday, June 8, 2014 I am joining the movement to make a difference in the lives of Canadians with arthritis. Please consider [donating](#) to this important cause. For more information on how YOU can participate in the 2014 Walk to Fight Arthritis, please visit: walktofightarthritis.ca. Thank you! Lauren'. Below the preview is a 'Send Email >' button. The bottom section is titled 'Step 2: Share Through Social Media' and features a 'GET SOCIAL!' banner with a 'GET STARTED' button and a '3.3K USERS' badge. The footer includes a 'Privacy Policy' link, the 'artez interactive' logo, and social media icons for Facebook, Twitter, LinkedIn, and YouTube.



Importing Email Contacts

You can add people's email addresses manually.
 Fill out these fields then click "Add Contact".

You can add your contacts to a group to keep them organized.

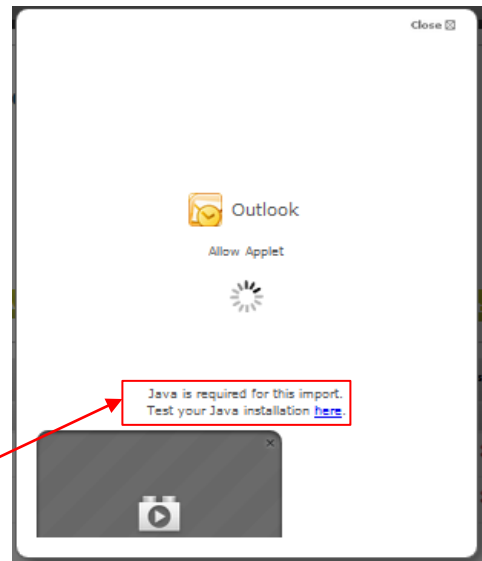
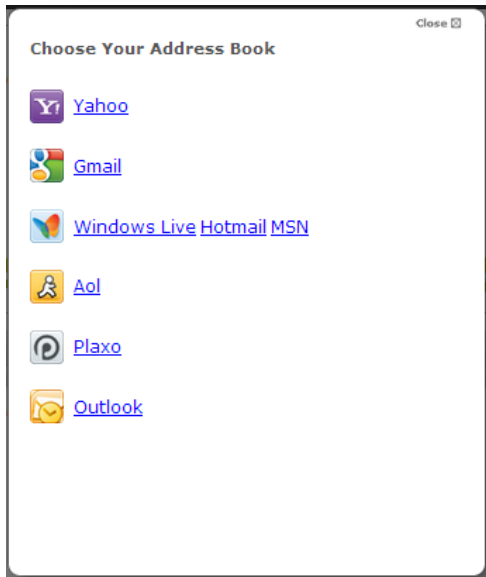
1. Use "+" to add another group.
2. Use drop down to select the group you want to put the contact in

Click here to import contacts

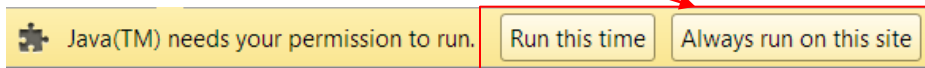
Click on your email provider. **You can go back and repeat this step if there is more than one.**

For web based email you will have to log into your account. You will be asked to allow cloud to access your account. Click "**Agree**" or "**Accept**".

You can select the emails you wish to invite and click "Next".



For Outlook. You may need to update your Java plugin in order to use it. You may also see this message. You will have to hit "Run this time" or "Always run on this site" to use the plugin.



My Donors

To access My Donors click "**Fundraising**" in the menu bar at the top of the page and then click on "**My Donors**" found in the secondary menu on the left hand side of this page.

Home Log out
Logged in as:
Lauren Faulkner

Fundraising Menu

- Check Results
- Ask for Support
- My Donors**
- Enter Offline Donations
- Download Forms
- Make a Self-Donation
- Change your Goal
- Customize your Personal Donation Page
- Tell a Friend

Thank Donors
One-Time Donors

Name	Donation Date	Donation	Donation Type	Status
Linda Faulkner	Jan 11, 2014 11:40 AM	\$50.00	Online	Verified

Thank Your Donors

It is very important to thank your donors. Click on this icon to go to the "Thank Your Donors" page.

Click "All" or select which donors you would like to thank.

Home Log out
Logged in as:
Lauren Faulkner

Fundraising Menu

- Check Results
- Ask for Support
- My Donors
- Enter Offline Donations
- Download Forms
- Make a Self-Donation
- Change your Goal
- Customize your Personal Donation Page
- Tell a Friend

Thank Your Donors
Send a thank you email to your donors!
Please select those who you wish to thank from the list below.

All	Name	Donation Date	Donation	Thanked
<input checked="" type="checkbox"/>	Linda Faulkner	Jan 11, 2014	\$50.00	No

English

Thank you for your support!

Email Message:

It means a lot that you are supporting my participation in the Walk to Fight Arthritis.

Over 4.8 million Canadians from all walks of life, both young and old, live with arthritis. Since it was founded in 1948 The Arthritis Society has been setting lives in motion. Dedicated to a vision of living well while creating a future without arthritis, The Society has invested more than \$185 million in projects that have led to breakthroughs in the diagnosis, treatment and care of people with arthritis.

The Walk is The Society's signature fundraising event – and on Sunday, June 8, 2014 I am joining the movement to make a difference in the lives of Canadians with arthritis.

If you would like to participate in the Walk and help raise funds for much needed research, programs and education, register today at walktofightarthritis.ca.

Thank you again for your support.

Lauren

If you are having trouble viewing the above web address, copy and paste the entire URL into the address bar of your browser.

IS THIS EMAIL GOING TO YOUR JUNK/SPAM FOLDER?
Add events@arthritis.ca to your address book to ensure that you receive all future emails in your Inbox.

body p

Send Email **Cancel**

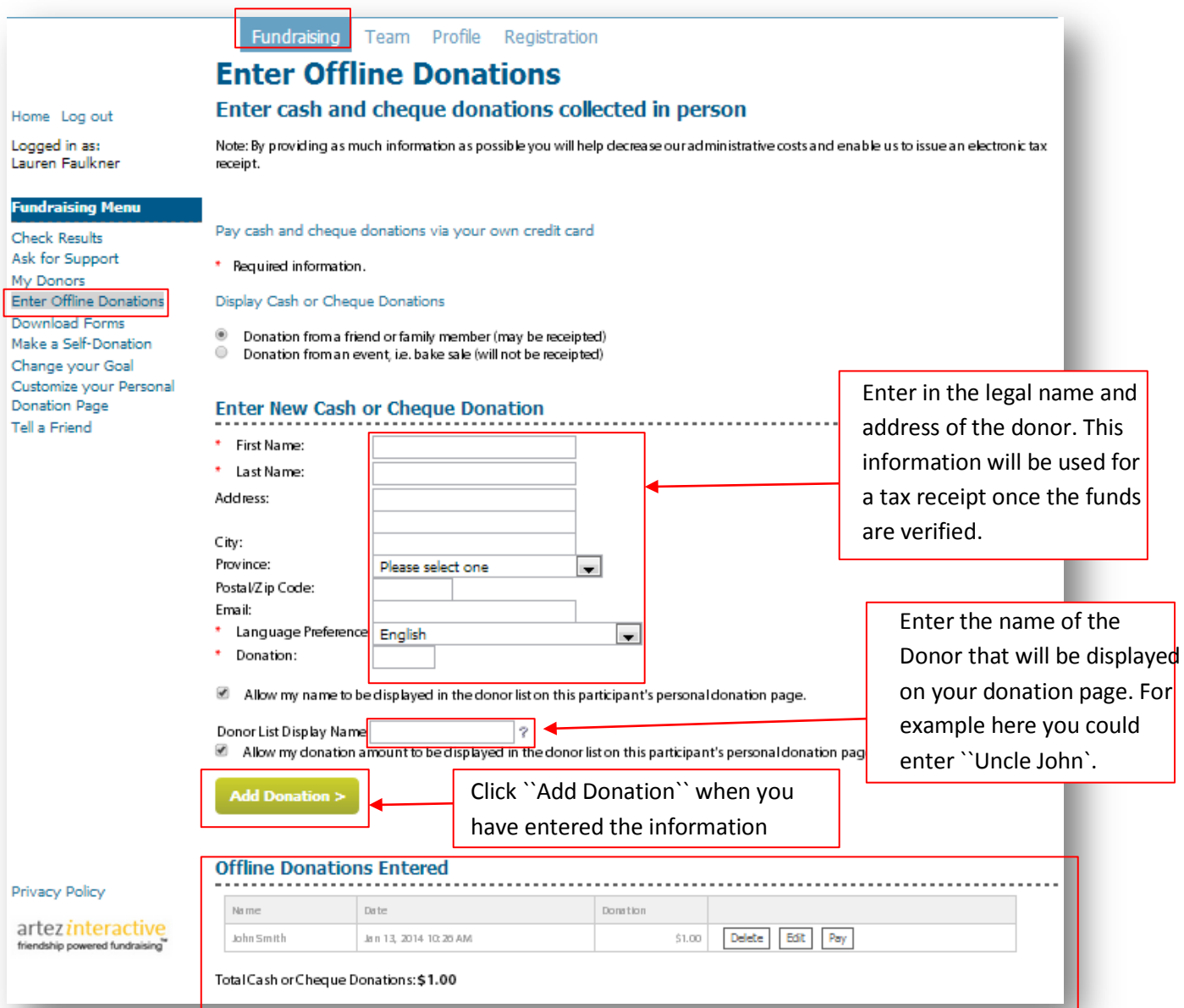
1. Edit the email if you wish
 2. Press send
- (They would of provided an email address when they donated and this will go right to them!)



Enter Offline Donations

Enter Offline Donations click "**Fundraising**" in the menu bar at the top of the page and then click on "**Enter Online Donations**" found in the secondary menu on the left hand side of this page.

Here you can enter cash, cheque and other donations that you receive in person.



The screenshot shows the 'Enter Offline Donations' page. At the top, the 'Fundraising' menu item is highlighted. On the left, the 'Fundraising Menu' includes 'Enter Offline Donations', which is also highlighted. The main form area is titled 'Enter Offline Donations' and 'Enter cash and cheque donations collected in person'. A note states: 'Note: By providing as much information as possible you will help decrease our administrative costs and enable us to issue an electronic tax receipt.' Below this, there are instructions to 'Pay cash and cheque donations via your own credit card' and a list of 'Required information'. The form includes fields for 'First Name', 'Last Name', 'Address', 'City', 'Province' (a dropdown menu), 'Postal/Zip Code', 'Email', 'Language Preference' (a dropdown menu), and 'Donation'. There are also checkboxes for 'Allow my name to be displayed in the donor list...' and 'Allow my donation amount to be displayed...'. A 'Donor List Display Name' field is present with a question mark icon. A green 'Add Donation >' button is at the bottom of the form. Below the form is a table titled 'Offline Donations Entered' with columns for Name, Date, and Donation. A sample entry shows 'John Smith' on 'Jan 13, 2014 10:20 AM' for '\$1.00'. At the bottom, it says 'Total Cash or Cheque Donations: \$1.00'. Red boxes and arrows highlight these key elements, with callout boxes providing instructions: 'Enter in the legal name and address of the donor. This information will be used for a tax receipt once the funds are verified.', 'Enter the name of the Donor that will be displayed on your donation page. For example here you could enter `Uncle John`.', 'Click `Add Donation` when you have entered the information', and 'Offline donations will appear here once entered. If you do not wish to enter the donations online, you can download a form and submit cash, cheques and credit card payments at the walk. For more information see [Download Forms](#).'



Donations From an Event

Fundraising | Team | Profile | Registration

Enter Offline Donations

Enter cash and cheque donations collected in person

Note: By providing as much information as possible you will help decrease our administrative costs and enable us to issue an electronic tax receipt.

Home | Log out
Logged in as:
Lauren Faulkner

Fundraising Menu

- Check Results
- Ask for Support
- My Donors
- Enter Offline Donations**
- Download Forms
- Make a Self-Donation
- Change your Goal
- Customize your Personal Donation Page
- Tell a Friend

Pay cash and cheque donations via your own credit card

- * Required information.

Display Cash or Cheque Donations

- Donation from a friend or family member (may be receipted)
- Donation from an event, i.e. bake sale (will not be receipted)

Enter total cash collected

NOTE: No receipt will be sent out for this donation

- * How were the funds collected i.e. bake sale (shows on the donor list)?
- * Amount collected:
- Allow the way in which the funds were collected to be displayed in the donor list on my personal donation page.
- Allow the donation amount to be displayed in the donor list on my personal donation page.

Add Event Amount

Lump Sum Donations Entered

Name	Date	Donation	
concert	Jan 13, 2014 10:31 AM	\$200.00	Delete Edit Pay

Total Cash or Cheque Donations: **\$200.00**

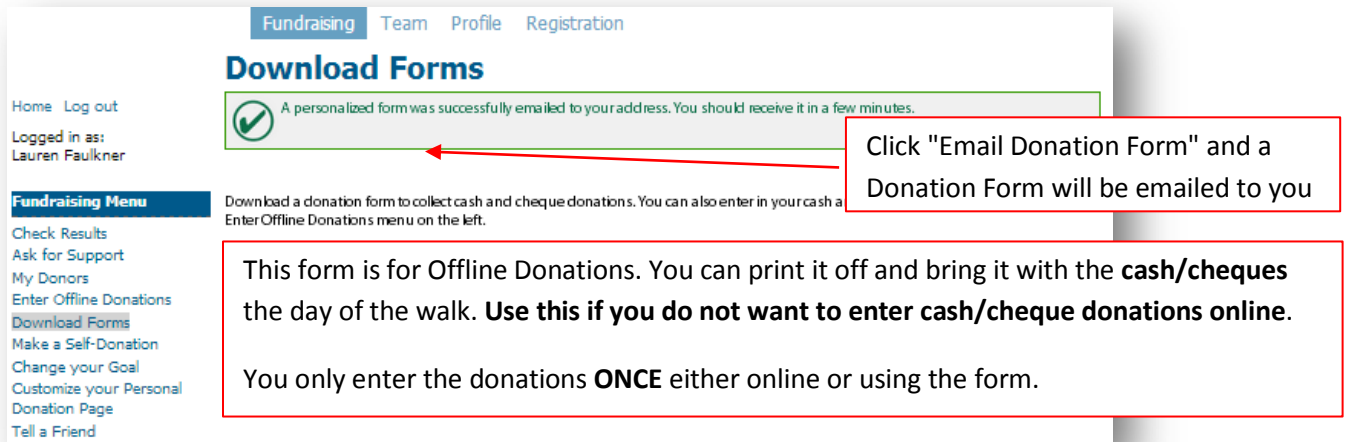
This page will come up if you click here

Enter in the required information
Click "Add Event Amount"



Download Forms

For Downloading Forms click "**Fundraising**" in the menu bar at the top of the page and then click on "**Download Forms**" found in the secondary menu on the left hand side of this page.



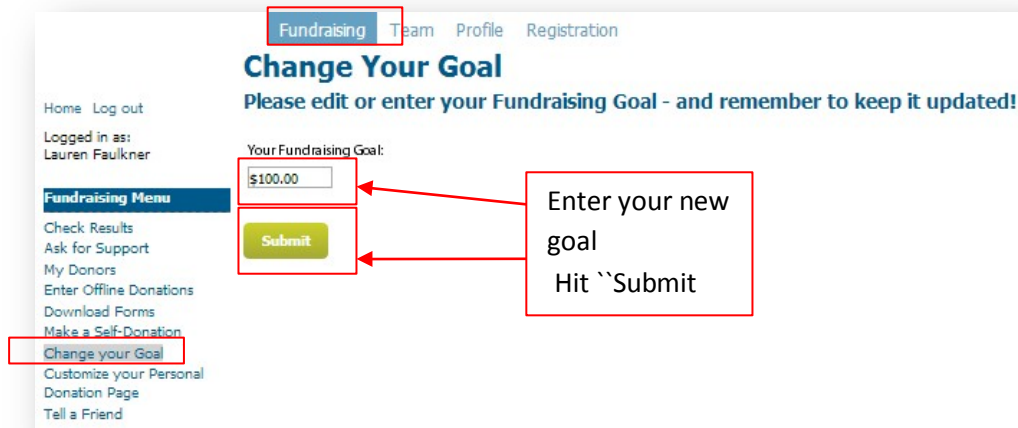
The screenshot shows the 'Download Forms' page. At the top, there is a navigation bar with 'Fundraising', 'Team', 'Profile', and 'Registration'. Below this is a secondary menu on the left with 'Home', 'Log out', 'Logged in as: Lauren Faulkner', and a 'Fundraising Menu' containing 'Check Results', 'Ask for Support', 'My Donors', 'Enter Offline Donations', 'Download Forms', 'Make a Self-Donation', 'Change your Goal', 'Customize your Personal Donation Page', and 'Tell a Friend'. The main content area has a title 'Download Forms' and a success message: 'A personalized form was successfully emailed to your address. You should receive it in a few minutes.' A red arrow points from this message to a text box on the right that says 'Click "Email Donation Form" and a Donation Form will be emailed to you'. Below the success message is a paragraph: 'Download a donation form to collect cash and cheque donations. You can also enter in your cash and Enter Offline Donations menu on the left.' Another red arrow points from this paragraph to a larger text box on the right that says 'This form is for Offline Donations. You can print it off and bring it with the **cash/cheques** the day of the walk. **Use this if you do not want to enter cash/cheque donations online.** You only enter the donations **ONCE** either online or using the form.'

Make a Self-Donation

To make a self donation click "**Fundraising**" in the menu bar at the top of the page and then click on "**Make a Self-Donation**" found in the secondary menu on the left hand side of this page.

Change your Goal

To change your Fundraising Goal click "**Fundraising**" in the menu bar at the top of the page and then click on "**Change Your Goal**" found in the secondary menu on the left hand side of this page.



The screenshot shows the 'Change Your Goal' page. At the top, there is a navigation bar with 'Fundraising', 'Team', 'Profile', and 'Registration'. Below this is a secondary menu on the left with 'Home', 'Log out', 'Logged in as: Lauren Faulkner', and a 'Fundraising Menu' containing 'Check Results', 'Ask for Support', 'My Donors', 'Enter Offline Donations', 'Download Forms', 'Make a Self-Donation', 'Change your Goal', 'Customize your Personal Donation Page', and 'Tell a Friend'. The main content area has a title 'Change Your Goal' and a subtitle 'Please edit or enter your Fundraising Goal - and remember to keep it updated!'. Below this is a form with a label 'Your Fundraising Goal:' and a text input field containing '\$100.00'. A red box highlights the input field, and a red arrow points from a text box on the right that says 'Enter your new goal' to it. Below the input field is a green 'Submit' button, which is also highlighted with a red box and a red arrow pointing from a text box on the right that says 'Hit `Submit`'. The 'Change your Goal' option in the secondary menu is also highlighted with a red box.



Reached Your Goal?

Why not change your goal by increasing it! See the steps above.

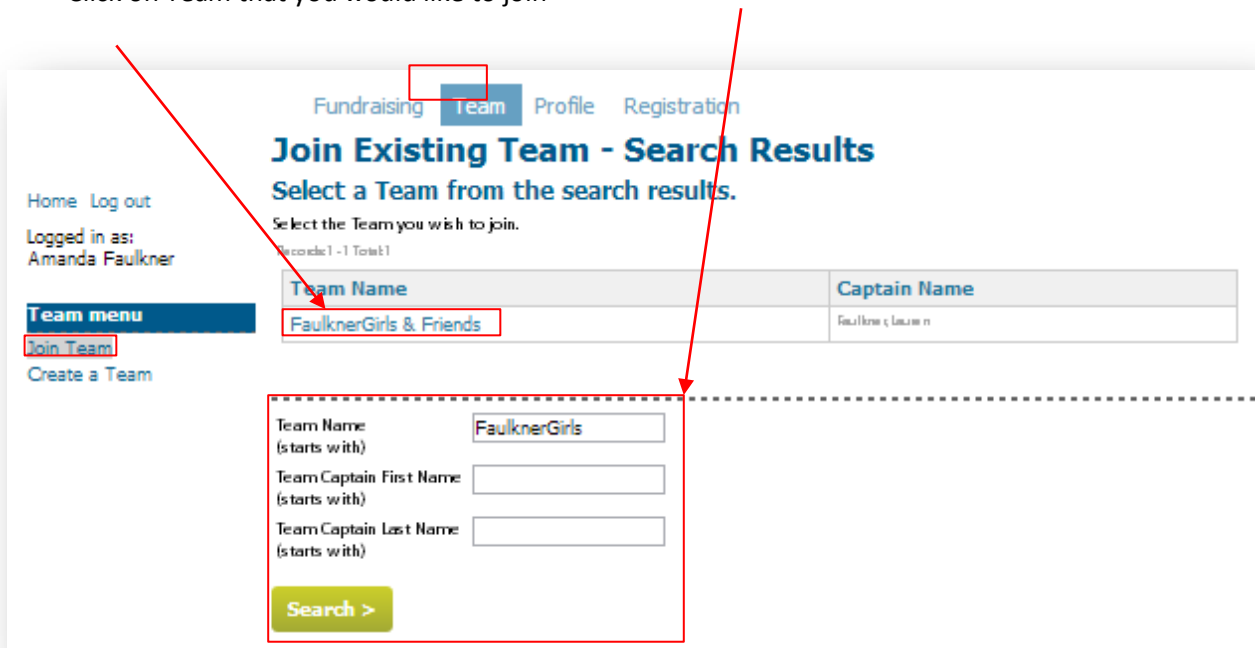
Teams

Teams are a great way to have fun and raise money for arthritis! You can get a group of friends/family to do the walk together!

Joining a Team

To Join a Team click "**Team**" in the menu bar at the top of the page and then click on **Join Team**") found in the secondary menu on the left hand side of this page.

- Search for Team using Team name or Team Captain's Name
- Click on Team that you would like to join



Fundraising **Team** Profile Registration

Join Existing Team - Search Results

Select a Team from the search results.

Select the Team you wish to join.

Records: 1 - 1 Total: 1

Team Name	Captain Name
FaulknerGirls & Friends	Faulkner, Amanda

Team Name (starts with)

Team Captain First Name (starts with)

Team Captain Last Name (starts with)

- Click "Join Team"

You can also join a team through their Team Page. (See [Team Page](#))



Team Page

This is what your team page will look like. People can **donate** or **join** the team through this page.

Français

Donate to this Team

Join this Team

FaulknerGirls & Friends

Donate to or join our team.

Walk to Fight Arthritis Videos (2) Images (2)

Amount Raised: **\$50.00** [17% of goal]

Fundraising Goal: **\$300.00**

Event Date: **Jun 8, 2014 9:00 AM**

Location: **Toronto**

My Team Message
Please support The Arthritis Society and our team!

On Sunday, June 8, 2014, our team is participating in the Walk to Fight Arthritis. We're walking and raising donations for The Arthritis Society, to support the over 4.6 million Canadians who live with the pain caused by arthritis. You can make a difference in their lives, and help researchers search for improved treatments by donating to an [more](#)

Join this Team

Donate to this Team

- **Goal** \$300.00
- **Percent** 16% of goal achieved
- **Raised** \$50.00

Team Donors

Team Members

Name	Online Amount Raised
Lauren Faulkner	\$50.00
FaulknerGirls & Friends	\$0.00

Messages (0)

Leave a message ...

Enter your name

Post

[Show All Messages](#)

[Privacy Policy](#)

artez interactive
friendship powered fundraising™

People can leave messages for your team on your page



Recruit Team Members

To Recruit New Team Members click "Team" in the menu bar at the top of the page and then click on "Recruit Team Members" found in the secondary menu on the left hand side of this page.

Similar to the "Tell a Friend" feature, you can invite coworkers, friends and family to join your Team.

Note: Your Menu will have less options if you are not a Team Captain (See [For Team Captain's](#))

The screenshot shows the 'Recruit Team Members' page with the following elements and callouts:

- Top Navigation:** Fundraising | **Team** | Profile | Registration
- Page Title:** Recruit Team Members
- Sub-Header:** Invite coworkers, friends, and family to join your Team
- Step 1: Send Emails**
 - Text: "We've made it easy! Please choose one of the following two options. Email recipients are directed to a page where they can join your Team or make a quick and secure donation."
 - Text: "View a list of people you've asked to join your Team"
 - Form:** A large text input field for email addresses. A callout box says: "Add email addresses of people you wish to recruit".
 - Text below field: "(separate email addresses with commas or semi-colons)"
 - Language:** A dropdown menu currently set to "English". A callout box says: "You can also send the email in French".
 - Text: "Join my team and help support Canadians living with arthritis"
 - Email Message Editor:** A rich text editor with a toolbar (bold, italic, underline, link, etc.). The preview shows an email template with text about the 2014 Walk to Fight Arthritis. A callout box says: "2. You can edit the email and hit Send Email".
 - Buttons:** A green "Send Email" button. A callout box says: "You can also share your team's fundraising page on your social networks." (pointing to the social media icons at the bottom).
- Step 2: Share with Social Media sites**
 - Text: "As even more people to join your charitable cause! Share your Team's fundraising page via popular social media sites by simply selecting any of the icons below. If you would like the public to be able to join your Team - please ensure you have your permissions set correctly to have a public Team. Team Captains can do this under 'Edit Team Info'."
 - Social Media Icons:** Facebook, Twitter, Email, LinkedIn, and a plus sign for more options.
- Right Side Callout:** A box says: "Invite your friends by typing in their email address to this field or by importing the contacts. See [Importing Email Contacts](#)" (pointing to the email field).



View Recruitment List

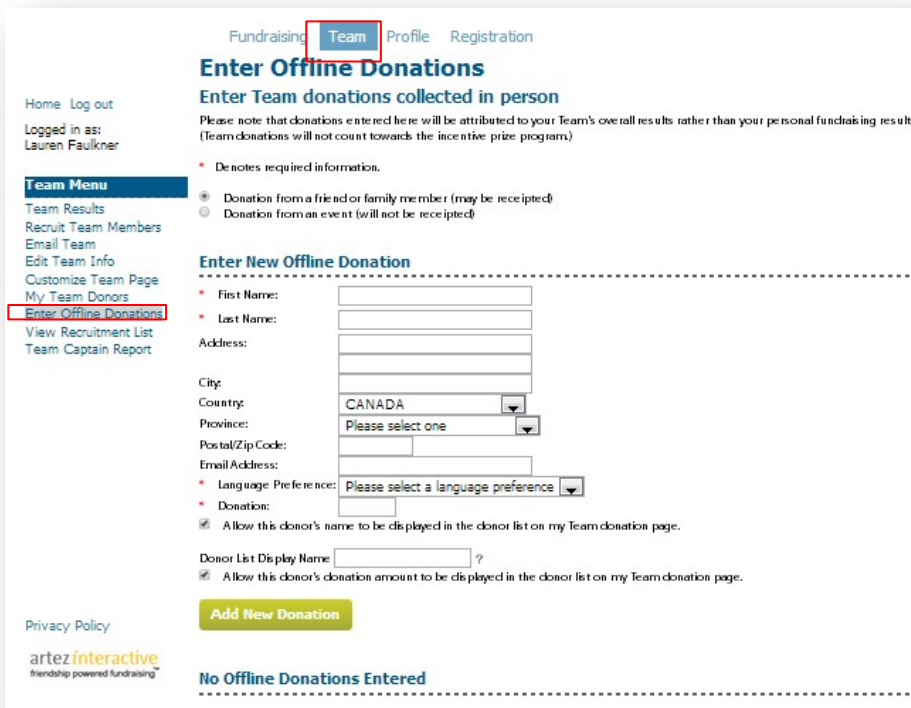
To View your Recruitment List click **"Team"** in the menu bar at the top of the page and then click on **"View Recruitment List"** found in the secondary menu on the left hand side of this page.

Here you can see who you have invited to join your team already.

Your Team's Donors

To view has donated to your team click **"Team"** in the menu bar at the top of the page and then click on **"My Team Donors"** found in the secondary menu on the left hand side of this page.

Here you can see people who have donated directly to your team. Similar to [Enter Offline Donations](#). Make sure that **offline Team donations are entered here**.



Fundraising **Team** Profile Registration

Enter Offline Donations

Enter Team donations collected in person

Please note that donations entered here will be attributed to your Team's overall results rather than your personal fundraising results. (Team donations will not count towards the incentive prize program.)

- * Denotes required information.
- Donation from a friend or family member (may be receipted)
- Donation from an event (will not be receipted)

Enter New Offline Donation

* First Name:

* Last Name:

Address:

City:

Country: CANADA

Province: Please select one

Postal/Zip Code:

Email Address:

* Language Preference: Please select a language preference

* Donation:

Allow this donor's name to be displayed in the donor list on my Team donation page.

Donor List Display Name: ?

Allow this donor's donation amount to be displayed in the donor list on my Team donation page.

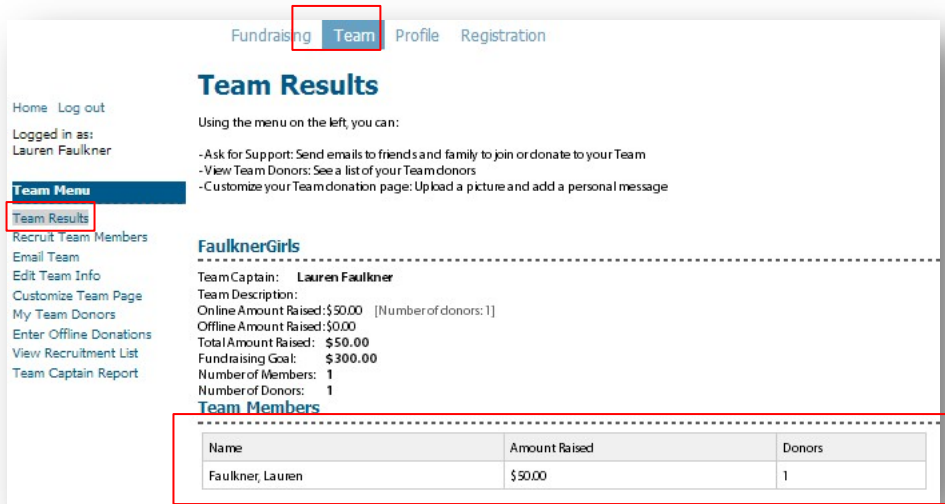
Add New Donation

No Offline Donations Entered



Team Results

To view your Team Results click **"Team"** in the menu bar at the top of the page and then click on **"Team Results"** found in the secondary menu on the left hand side of this page.



The screenshot shows the 'Team Results' page for the 'FaulknerGirls' team. The page includes a navigation bar with 'Fundraising', 'Team', 'Profile', and 'Registration'. A secondary menu on the left lists options like 'Recruit Team Members', 'Email Team', and 'Team Results'. The main content area displays team statistics and a table of team members.

Name	Amount Raised	Donors
Faulkner, Lauren	\$50.00	1

Here you can view how much money your team has raised so far, how much each member has raised, and other information.

For Team Captain's

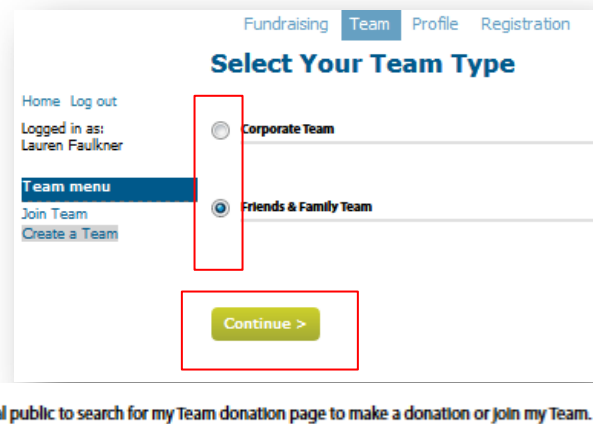
Team Captains are the creators of the Team. Their Team Side menu have more options.

Creating a Team

Click **"Team"** in the menu bar at the top of the page and then click on **"Create Team"** found in the secondary menu on the left hand side of this page.

Here you can select "Corporate Team" or "Friends & Family Team" Then hit "Continue"

Note: We still suggest checking the Permission Questions when creating a team so that your team is searchable for donations



The screenshot shows the 'Select Your Team Type' page. The page includes a navigation bar with 'Fundraising', 'Team', 'Profile', and 'Registration'. A secondary menu on the left lists options like 'Home', 'Log out', 'Team menu', 'Join Team', and 'Create a Team'. The main content area displays two team type options: 'Corporate Team' and 'Friends & Family Team'. The 'Friends & Family Team' option is selected. A 'Continue >' button is visible at the bottom.

Allow the general public to search for my Team donation page to make a donation or join my Team.

Allow my Team name and fundraising amount to appear on the Walk fundraising scoreboards.

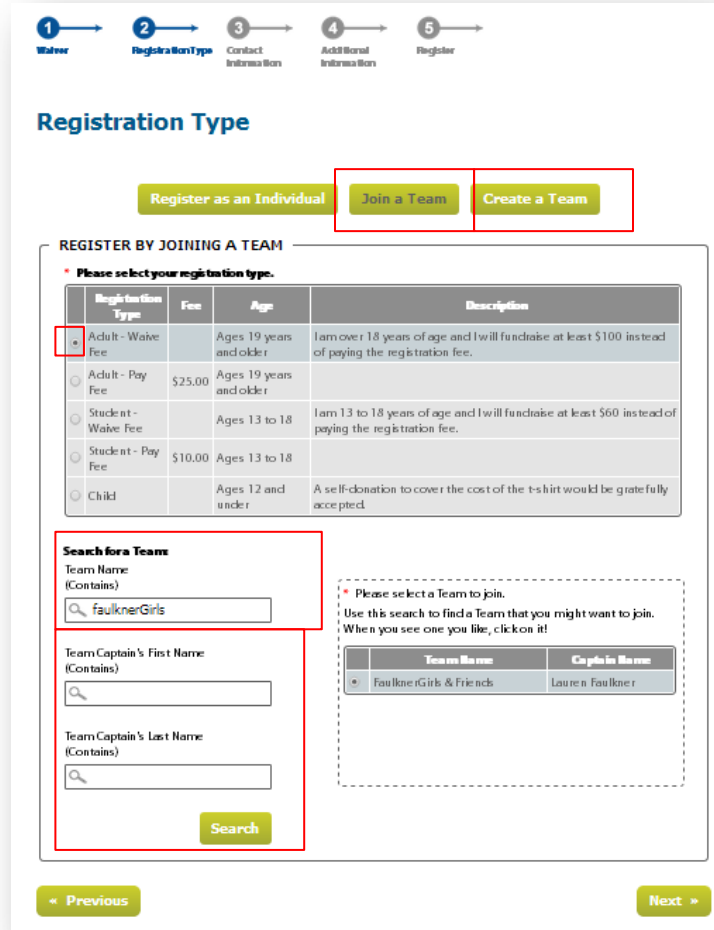


Creating/Joining a Team During Registration

During registration you are able to Join or create a team (See: [Creating a Team](#)) using the corresponding buttons. (See Image →)

Search the name of the Team (You can also search by the Team Captain's name)

Select the Team then click "Next"



1 Waive 2 Registration Type 3 Contact Information 4 Additional Information 5 Register

Registration Type

Register as an Individual **Join a Team** Create a Team

REGISTER BY JOINING A TEAM

* Please select your registration type.

Registration Type	Fee	Age	Description
<input checked="" type="radio"/> Adult - Waive Fee		Ages 19 years and older	I am over 18 years of age and I will fundraise at least \$100 instead of paying the registration fee.
<input type="radio"/> Adult - Pay Fee	\$25.00	Ages 19 years and older	
<input type="radio"/> Student - Waive Fee		Ages 13 to 18	I am 13 to 18 years of age and I will fundraise at least \$60 instead of paying the registration fee.
<input type="radio"/> Student - Pay Fee	\$10.00	Ages 13 to 18	
<input type="radio"/> Child		Ages 12 and under	A self-donation to cover the cost of the t-shirt would be gratefully accepted.

Search for a Team

Team Name (Contains)

Team Captain's First Name (Contains)

Team Captain's Last Name (Contains)

Search

* Please select a Team to join.
 Use this search to find a Team that you might want to join. When you see one you like, click on it!

Team Name	Captain Name
Faulkner Girls & Friends	Lauren Faulkner

« Previous **Next** »

Email Your Team

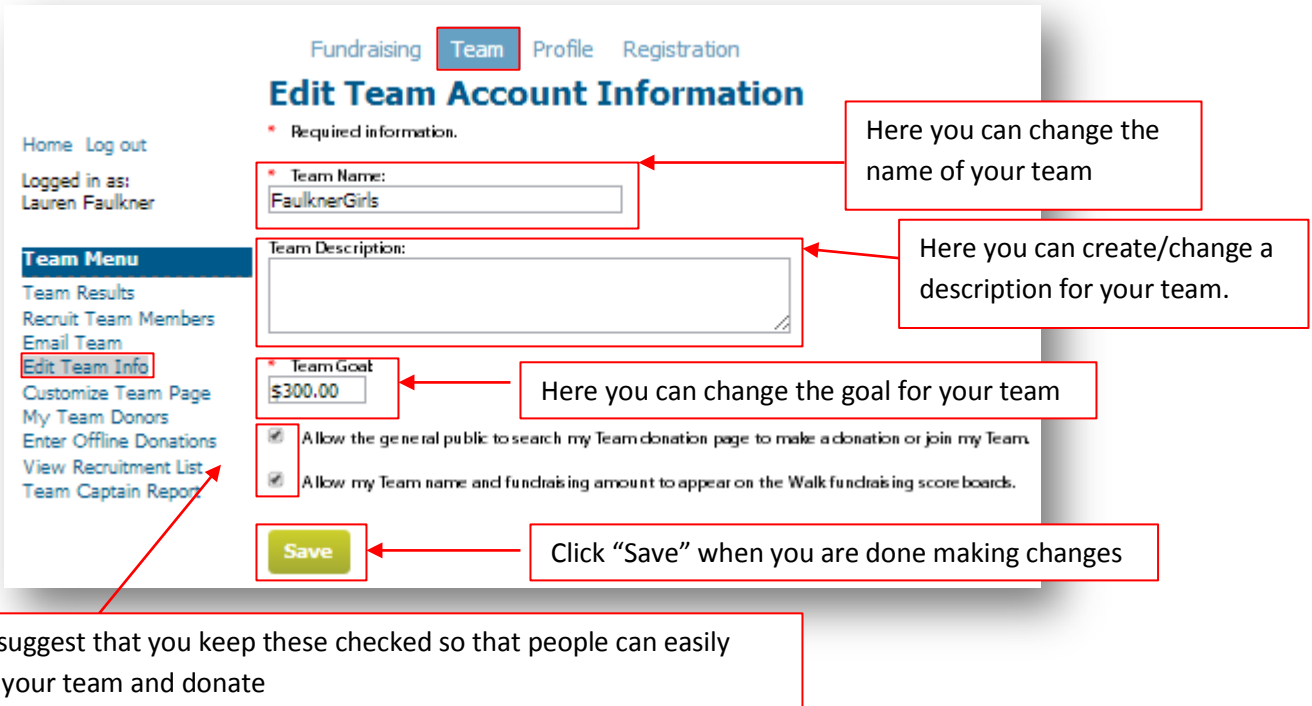
To Email your Team click **"Team"** in the menu bar at the top of the page and then click on **"Email Team"** found in the secondary menu on the left hand side of this page.

Fill out the fields and hit "Send Email". An email will be sent to all the members of your team.



Edit Team Info

To Edit Team Info click "Team" in the menu bar at the top of the page and then click on "Edit Team Info" found in the secondary menu on the left hand side of this page.



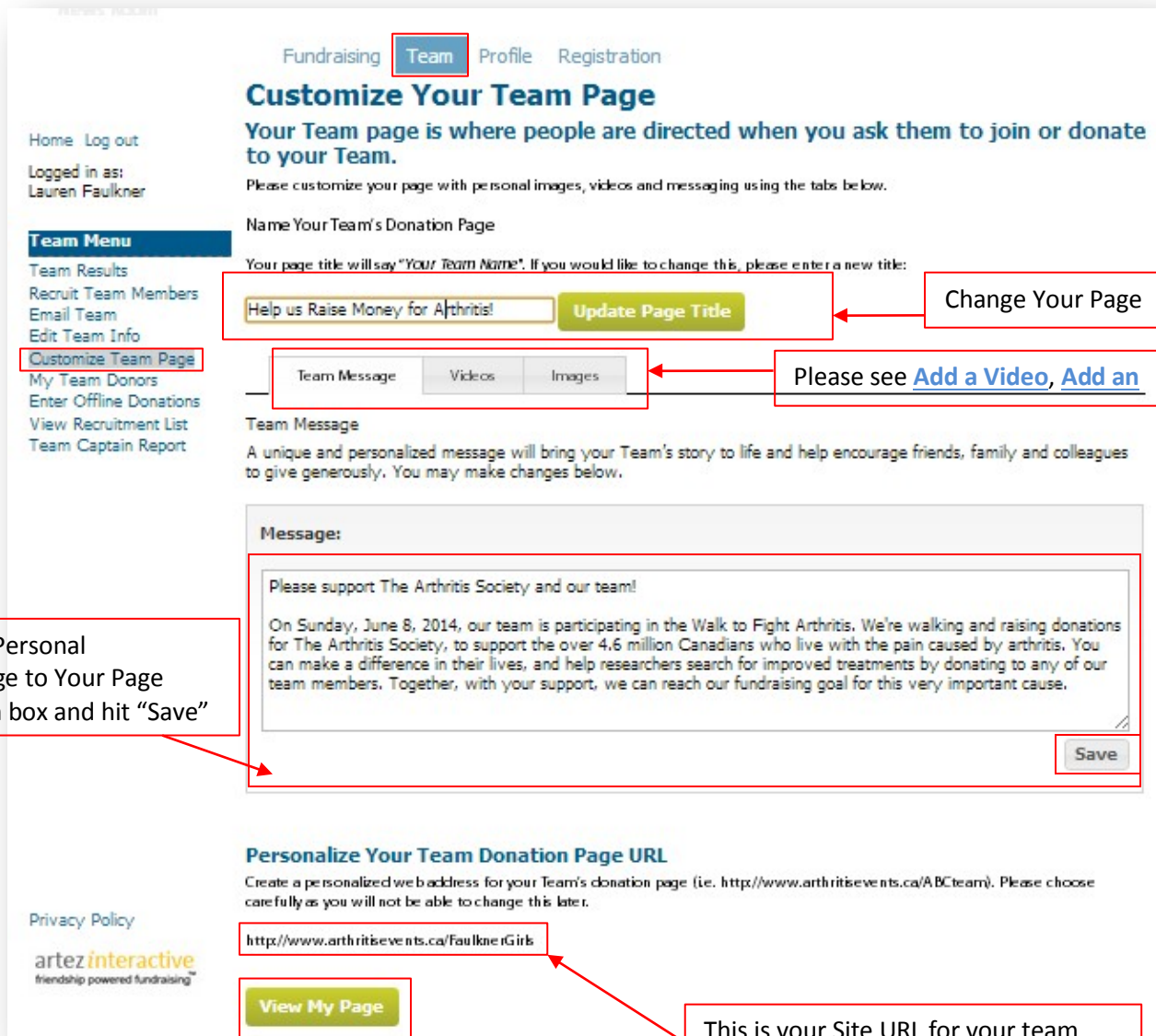
The screenshot shows the 'Edit Team Account Information' page. At the top, there are tabs for 'Fundraising', 'Team', 'Profile', and 'Registration'. The 'Team' tab is selected. Below the tabs, the title 'Edit Team Account Information' is displayed. On the left, there is a 'Team Menu' with options: 'Team Results', 'Recruit Team Members', 'Email Team', 'Edit Team Info' (highlighted), 'Customize Team Page', 'My Team Donors', 'Enter Offline Donations', 'View Recruitment List', and 'Team Captain Report'. The main content area includes a 'Required information' section with the following fields and options:

- Team Name:** A text input field containing 'FaulknerGirls'. Callout: "Here you can change the name of your team"
- Team Description:** A large text area. Callout: "Here you can create/change a description for your team."
- Team Goal:** A text input field containing '\$300.00'. Callout: "Here you can change the goal for your team"
- Two checked checkboxes:
 - Allow the general public to search my Team donation page to make a donation or join my Team.
 - Allow my Team name and fundraising amount to appear on the Walk fundraising score boards.Callout: "We suggest that you keep these checked so that people can easily find your team and donate"
- Save:** A green button. Callout: "Click 'Save' when you are done making changes"



Customize Your Team Page

To Customize your Team Page click **"Team"** in the menu bar at the top of the page and then click on **"Customize Team Page"** found in the secondary menu on the left hand side of this page. Similar to [Customize or Edit Your Personal Donation Page](#) you can edit your team page



The screenshot shows the 'Customize Your Team Page' interface. At the top, there are navigation tabs for 'Fundraising', 'Team', 'Profile', and 'Registration'. The 'Team' tab is selected. Below the tabs, the main heading is 'Customize Your Team Page' with a sub-heading: 'Your Team page is where people are directed when you ask them to join or donate to your Team.' A note says: 'Please customize your page with personal images, videos and messaging using the tabs below.'

On the left, there is a 'Team Menu' with options: 'Team Results', 'Recruit Team Members', 'Email Team', 'Edit Team Info', 'Customize Team Page' (highlighted), 'My Team Donors', 'Enter Offline Donations', 'View Recruitment List', and 'Team Captain Report'.

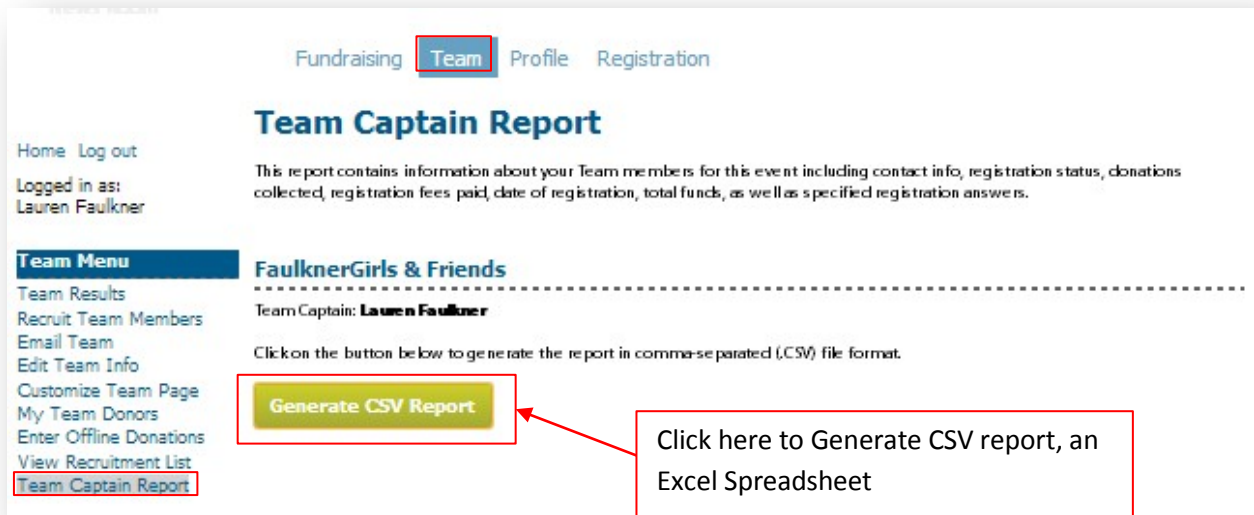
The main content area has several sections:

- Name Your Team's Donation Page:** A text input field contains 'Help us Raise Money for Arthritis!' and an 'Update Page Title' button. A callout box says 'Change Your Page' with an arrow pointing to the button.
- Media Selection:** Three buttons: 'Team Message', 'Videos', and 'Images'. A callout box says 'Please see [Add a Video](#), [Add an](#)' with an arrow pointing to the 'Videos' button.
- Team Message:** A text area containing a message about supporting The Arthritis Society. A 'Save' button is at the bottom right. A callout box says 'Add a Personal Message to Your Page Type in box and hit "Save"' with an arrow pointing to the text area.
- Personalize Your Team Donation Page URL:** A text input field contains 'http://www.arthritisevents.ca/faulknerGirls'. A callout box says 'This is your Site URL for your team' with an arrow pointing to the input field.
- A 'View My Page' button is located below the URL field. A callout box says 'Click this will save your page.' with an arrow pointing to the button.



Team Captain Report

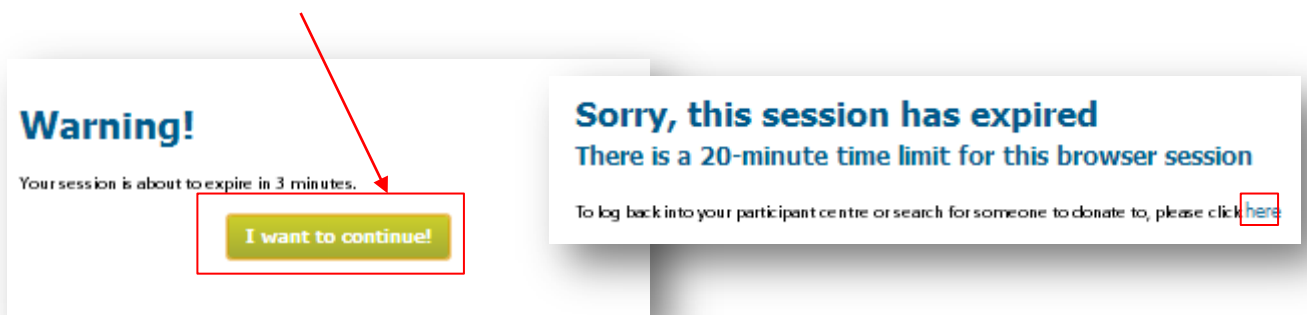
Here you can download an Excel spreadsheet of your team's progress/results.



The screenshot shows a web interface for a team captain report. At the top, there are navigation tabs: Fundraising, **Team** (highlighted with a red box), Profile, and Registration. Below this is the title "Team Captain Report" and a brief description: "This report contains information about your Team members for this event including contact info, registration status, donations collected, registration fees paid, date of registration, total funds, as well as specified registration answers." On the left, a "Team Menu" lists various options, with "Team Captain Report" highlighted by a red box. In the main content area, the team name "FaulknerGirls & Friends" and captain "Lauren Faulkner" are listed. A text instruction says "Click on the button below to generate the report in comma-separated (.CSV) file format." A green button labeled "Generate CSV Report" is highlighted with a red box. A red arrow points from this button to a text box that says "Click here to Generate CSV report, an Excel Spreadsheet".

Sorry, this session has expired

The system automatically times out after 20 minutes. It will first ask you if you want to continue. Click the "I want to continue!" button to continue.



The first screenshot shows a "Warning!" message: "Your session is about to expire in 3 minutes." Below the message is a green button labeled "I want to continue!". A red arrow points from this button to the second screenshot. The second screenshot shows a "Sorry, this session has expired" message: "There is a 20-minute time limit for this browser session. To log back into your participant centre or search for someone to donate to, please click [here](#)". The word "here" is highlighted with a red box.



Where to Log in

If your session does expire, please log in again. You can **log in** by clicking here or here



Edit Your Contact Information

To Edit your Contact Information click "**Profile**" in the menu bar at the top of the page and then click on "**Edit Contact Information**" found in the secondary menu on the left hand side of this page. Here you can edit your contact information. Click "Submit" when you are done editing.

Here is where you can change your **language preferences**. Changing this will change what language your profile is displayed in when you login



Edit My Registration Questions

To Edit your Registration Questions click "**Profile**" in the menu bar at the top of the page and then click on "**Edit My Registration Questions**" found in the secondary menu on the left hand side of this page.



Change Password

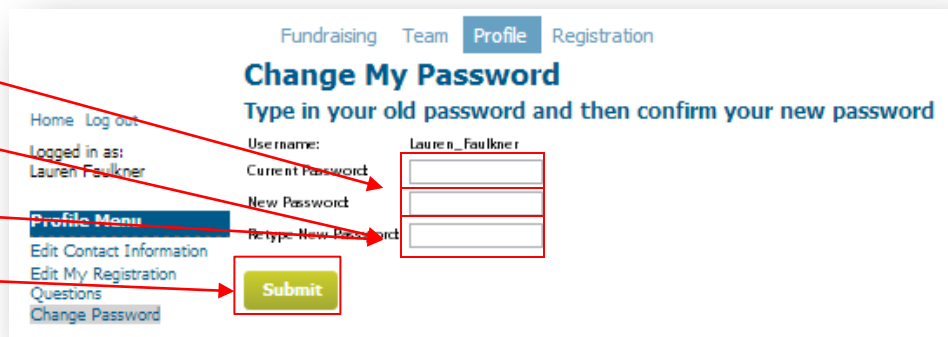
To Change your Password click "**Profile**" in the menu bar at the top of the page and then click on "**Change Password**" found in the secondary menu on the left hand side of this page.

Step 1: Enter your Current Password

Step 2: Enter your New Password

Step 3: Re-Enter your new password

Step 4: Hit Submit.



Current Registration Status

To change your Registration Status click "**Profile**" in the menu bar at the top of the page and then click on "**Registration Status**" found in the secondary menu on the left hand side of this page.

Here you can see your current registration status.



Fundraising Team Profile **Registration**

Current Registration Status

If your registration status shows as pending:

1. You haven't met the minimum amount required to waive your registration fee; OR
2. You haven't paid the registration fee

As of Jan 14, 2014 4:28 PM

Home Log out

Logged in as:
Lauren Faulkner

Registration Menu

- Registration Status
- Waiver Review

Registration Status

Name: **Lauren Faulkner**
Location: **Toronto**
Amount Raised: **\$50.00**
Registration Status: **Registered**

Waiver Review

To review the Walk to Fight Arthritis Wavier click "**Profile**" in the menu bar at the top of the page and then click on "**Wavier Review**" found in the secondary menu on the left hand side of this page.

Retrieving Your User Name and Password

- Click on "**Log in**" in the header
- Click "Forgot your username or password?"
- Type in your email or username



English | Français
f t 855.825.9255

Register **Login** Donate

About Us Locations Fundraising Teams Volunteer National Sponsors FAQ News Room

- Hit “Submit”
- A reset link and instructions will be emailed to the email address that you have provided us
- Click the link in the email you receive
- It will bring you to this page:

Reactivate Your Account

Please reset your password to access your account

Use name:

New Password

Retype New Password

Submit

- Type in your username
- Type a “New Password” that you wish to use
- Re-type the “New Password”
- Hit “Submit”
- You can now login with your new password

