Quick Reference Guide

2012 Registration Guide for Team Captains

Thanks for deciding to become a Team Captain! We’re here to help you be successful! In this hand out you will find instructions on how register a new or returning team as well as learn more about the features available in your Participant Center.

- Create a new team                                      page 1
- Register a team that walked last year                page 3
- Tour the Participant Center                          page 5
- Engage your social network in Facebook              page 6

Create a New Team

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. Select 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. To start a new team that has never participated in this walk event before, select “Create a new team.”

Registration Process:

- Team Information - Enter your team details into the fields provided and select “Next Step.”
Note: If you create one team and register multiple Team Captains, please note that individual walkers cannot be associated with a specific Team Co-Captain. For instance, if Jane, Peter and Mary are registered because of Team Captain Jennifer; and John, Patricia, and Susan are registered because of Team Captain Mike, we are unable to attribute those walkers to each particular captain or report on them in segments. Since many corporate teams like to track each captain’s walkers, we recommend corporate teams with more than one captain create multiple teams with one Team Captain each so that you will have more tracking and reporting capabilities.

We encourage corporate Team Captains to include their name in the team name (e.g., Company Name – Mary Smith) to help walkers identify the correct team. The primary Team Captain or your local Chapter staff can change a walker’s status to “Team Co-Captain,” if needed.

• Participation Options - You can either join us on Walk Day (Walker), or let us know that you are unable to attend this year, but still plan to participate by raising funds for JDRF’s mission (Virtual Walker).

Then kick start your efforts! Please consider a personal donation in support of your own fundraising and set your fundraising goal. Select “Next Step.”

• Contact Information - JDRF event participants have a single username and password that can be used for both our Walk and Ride events and reused from year to year. You may be able to reuse your login and password from a prior interaction with JDRF. If you know your username and password, select the “I have a login” option. Returning participants who have a login can enter their username and password and select “Next Step” to proceed. If you have forgotten your username or password, you can enter your email address and select “Send Username.” You will receive an email with your username and a link to reset your password.
  o If you are a new user, you can create a login for yourself. This will be your username and password moving forward. Select “Next Step” to proceed.
  o Complete the registration form. An asterisk (*) indicates required fields. Select “Next Step.”

• Waiver - Please read and check the waiver agreement box. You may print this document if desired. Select “Next Step.”

• Registration Summary - It is important to confirm your registration information or your registration will not be activated.
  o If you are the only person registering, select “Complete Registration.”
  o If you would like to register another participant, enter the individual’s name and select “Register This 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.”

Would you like to register another person?
First Name:  
Last Name:  

Register This Person

- Registration Complete - If you made a personal donation to kick start your fundraising, you will also need to provide your billing information.

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

Register a Team That Walked Last Year
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. Select 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. To join a team or re-create your team from last year, select “Join or re-create a team.”

Join a team, or re-create your team from last year.

Create a new Walk team.

Register as an individual walker.

Register with an Existing Team
To find a team, enter the team name (or the first few letters), and then click Search. Select the team from the search results returned.

Register with an Existing Team

Team Name: Acme Inc. - HR Team  
Search for a Team:

Team Type: 

- Team Information - Enter the team name into the Team Name field and select “Search for a Team.” Then, from the search results, you can either select “Form Team Again” or select “View Team Page” to view the team page and join the team.
- Participation Options - You can either join us on Walk Day (Walker), or let us know that you are unable to attend this year, but still plan to participate by raising funds for JDRF’s mission (Virtual Walker).

Then kick start your efforts! Please consider a personal donation in support of your own fundraising and set your fundraising goal. Select “Next Step.”
Each registrant will be offered the option to become the captain of the team. Once someone identifies themselves as the Team Captain, this option will no longer appear to future registrants. If desired, check this box to become the Team Captain and select “Next Step.”

- Contact Information - JDRF event participants now have a single username and password that can be used for both our Walk and Ride events and reused from year to year. You may be able to reuse your login and password from a prior interaction with JDRF. If you know your username and password, select the “I have a login” option. Returning participants who have a login can enter their Username and Password and select “Next Step” to proceed. If you have forgotten your username or password, you can enter your email address and select “Send Username.” You will receive an email with your username and a link to reset your password.
  - If you are a new user, you can create a login for yourself. This will be your username and password moving forward. Select “Next Step” to proceed.
  - Complete the registration form. An asterisk (*) indicates required fields. Select “Next Step.”

- Waiver - Please read and check the waiver agreement box. You may print this document if necessary. Select “Next Step.”

Waiver

Please take a moment to read the following waiver.

I hereby waive all claims against JDRF and event sponsors and personnel for any injury I might suffer in this event. I authorize JDRF or anyone authorized as a representative of JDRF to use my name and/or photographs of me, which I have provided or are taken of me at the event, to promote or advertise any JDRF Walk to Cure Diabetes event.

☐ I agree with the terms and conditions above.
• Registration Summary - It is important to confirm your registration information or your registration will not be activated.
  o If you are the only person registering, select “Complete Registration.”
  o If you would like to register another participant, enter the individual’s name and select “Register This 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.”

• Registration Complete - If you made a personal donation to kick start your fundraising, you will also need to provide your billing information.

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

**Tour the Participant Center**

If you are visiting the site as a registered Team Captain, go to walk.jdrf.org and log in to your account. Please note you cannot log in unless you are registered for a current Walk.

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 event you would like to access.
• If you are registered for a single event you will be taken directly to your Participant Center.

There are five tabs that provide different tools and views of your fundraising. If you need help at any time, select the Help link above the tabs.

- **Home**: This is where it all starts!
  o Overview of your fundraising progress
  o Suggestions to help you with your fundraising
  o Summary of recent activity
  o Links to other locations within the Participant Center

- **Email**: We have great tools to help you with your fundraising! You can:
  o Import or individually enter your contacts from your online address books.
  o Compose emails using the provided templates or write one from scratch!
  o Create groups to target your email messages. For instance, if you want to vary the message you send to your family and your co-workers, you can set up a family group and a co-workers group.
**Progress:** Want to know how your fundraising is going? Visit here!
- Long and short term donation trackers
- A detailed donation history
- You may also enter cash or check donations to make your fundraising thermometer reflect all money you have raised. Cash or check donations will be confirmed by the Chapter.

**Personal Page:** Tell them why you are walking!
- Update your personal webpage with your individual message, plus add a picture or a video that will really help people connect to our mission and the importance of supporting your efforts.
- Under “URL Settings” you can create a URL shortcut to your personal page.
- If you prefer, you can make your personal page private by choosing “URL Settings” then select the “Private” button and save.

**Team Page:** Tell them why your team participates in the Walk!
- Update your team’s webpage with a customized message and a picture that reflects your team’s spirit and reason for participating.
- Under “URL Settings” you can create a URL shortcut to your team page.
- You can update your team information.

**Engage your social network and increase your results by 20%!**

![facebook icon]

In your Participant Center you will see information about the Walk to Cure Diabetes Facebook application. By adding this app, you can use Facebook to expand your fundraising efforts and make people aware of your participation in the Walk. Studies show that participants who use this additional tool raise about 20% more! The app allows you to donate your Facebook profile picture to JDRF, post or schedule status updates to your newsfeed, share a JDRF video on Facebook, and share your story about why you are participating in the Walk to Cure Diabetes. It’s a great way to get the word out about the Walk and will certainly help your fundraising efforts! Give it a try today!

**If you need assistance, please contact our tech support hotline at (855) 835-9255 or email walk360@jdrf.org.**