

# MINNESOTA AIDS WALK

## *Creating a Walk Team*



# How to Create a Walk Team

- ▣ **Build your Team**
  - Recruit family, friends, co-workers, etc.
  - Choose a fun team name and leader
- ▣ **Register your Team**
  - [www.mnaidswalk.org](http://www.mnaidswalk.org) or 612-373-2410
  - Personalize your Web page
- ▣ **Set a Goal**
  - Promote the Walk and your participation
  - Talking Points- be prepared to tell people why you support MAP and why you are walking
  - Fundraise
  - Ask others to join your team and contribute
- ▣ **Collect the Money**
  - Donations can be made online

# Creating the Team

- ❑ The person assigned as the Team Captain should register the Team online
- ❑ Visit [www.mnaidswalk.org](http://www.mnaidswalk.org)
- ❑ Click “Home” at the top left
- ❑ Then click “Register Now for the MN AIDS Walk” on the right



# Creating the Team

- **STEP 1:** Enter all required information on the New User Registration page and click “Next.”

Please fill out the form below to create a username and password for our website and signup for your own fundraising page! If you already have a Username for this site, please Login here.

<b>Step 1: Register</b>	<b>Step 2: Join Options</b>	<b>Step 3: Event Options</b>	<b>Step 4: Attendees</b>	<b>Step 5: Payment</b>	<b>Step 6: Confirmation</b>	<b>Step 7: My Dashboard</b>
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## New Participant Registration

### Contact Information

Title 1:	<input type="text"/>	*
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Preferred Email:	<input type="text"/>	*
Country:	<input type="text" value="United States"/>	*
Address lines:	<input type="text"/>	*
City:	<input type="text"/>	*
State:	<input type="text" value="&lt;Please Select&gt;"/>	*
ZIP:	<input type="text"/>	*
Gender:	<input type="text" value="&lt;Please Select&gt;"/>	*
Birth date:	<input type="text"/>	*

# Creating the Team

- **STEP 2:** Select “Create a new team” and indicate your personal fundraising goal (This is *not* your team goal. The team goal will be the sum of all team members’ individual goals). Click “Next.”

Step 1: Register	<b>Step 2: Join Options</b>	Step 3: Event Options	Step 4: Attendees	Step 5: Payment	Step 6: Confirmation	Step 7: My Dashboard
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**Fundraiser Join**

**Join Options**

Join as an individual  
 Join an existing team  
 Create a new team

**Set Individual Goal**

Individual Goal: \$  \*

(minimum: \$20.00)

# Creating the Team

- **STEP 2 CONTINUED:** If you *DO NOT WANT* sub teams created underneath your main team, follow these steps:
  - Select the option “Create new independent team” and enter your team name, then click “Next.”

Step 1: Register	<b>Step 2: Join Options</b>	Step 3: Event Options	Step 4: Attendees	Step 5: Payment	Step 6: Confirmation	Step 7: My Dashboard
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**Fundraiser Join**

Create team under Team:

Create new independent team

Name:

# Creating the Team

- **STEP 2 CONTINUED:** If you *DO WANT* to have sub teams to be able to be created underneath your main team, follow these steps:
  - Select the option “Create team under Team” and scroll to the bottom of the drop down list, and select <New Team>, then enter your team name in the box and click “Next.”

Step 1: Register	Step 2: Join Options	Step 3: Event Options	Step 4: Attendees	Step 5: Payment	Step 6: Confirmation	Step 7: My Dashboard
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**Fundraiser Join**

Create team under Team:

Create new independent team:

Name:

# Creating the Team

- **STEP 2 CONTINUED:** If you are creating a *SUB TEAM* underneath an already existing team, follow these steps:
  - Select the option “Create team under Team” and select the team name from the drop down box that you want to create your sub team under. Then click “Next.”

Step 1: Register	<b>Step 2: Join Options</b>	Step 3: Event Options	Step 4: Attendees	Step 5: Payment	Step 6: Confirmation	Step 7: My Dashboard
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**Fundraiser Join**

Create team under Team:

New Team name:

Create new independent team

Name:

# Creating the Team

- **STEP 3:** Select the check box for your preferred event (MN AIDS Walk or Run for the Ribbon) and click “Next.”

Step 1: Register	Step 2: Join Options	Step 3: Event Options	Step 4: Attendees	Step 5: Payment	Step 6: Confirmation	Step 7: My Dashboard
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## Event Selection

- Minnesota AIDS Walk 2011**  
Minnesota AIDS Walk 2011  
Sunday, May 15, 2011
- Run for the Ribbon 2011**  
Run for the Ribbon 2011  
Sunday, May 15, 2011

Next

# Creating the Team

- ▣ **STEP 3 CONTINUED:** Select 1 from the drop down menu on the left. If you are creating a team, there is no charge. Click “Next.”

Please select your registration(s) below.

Step 1: Register	Step 2: Join Options	Step 3: Event Options	Step 4: Attendees	Step 5: Payment	Step 6: Confirmation	Step 7: My Dashboard
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## Quantity and Pricing

Minnesota AIDS Walk 2011

0 ▼

Walk  
Registration

Attendees: 1

No Charge

Previous Next

# Creating the Team

- ▣ **STEP 4:** Select your name from the “Attendees” drop down list and click “Next.”

Please indicate who will be participating.

Step 1: Register	Step 2: Join Options	Step 3: Event Options	<b>Step 4: Attendees</b>	Step 5: Payment	Step 6: Confirmation	Step 7: My Dashboard
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## Attendees

✓ Minnesota AIDS Walk 2011				
Qty	Selection	Attendees	Price	Total
1	Walk Registration	1	\$0.00	\$0.00
				\$0.00

### Minnesota AIDS Walk 2011

#### Walk Registration

Attendee:  ▼

# Creating the Team

- ❑ **STEP 5:** Remember, there is no charge for Walk teams, so don't let the step "Payment" fool you!
- ❑ Verify that all required fields are completed and click "Sign up."
- ❑ You will be taken to your confirmation page and then your Account Management page. Your team is now created and others can join!

Please enter your payment information below.

Step 1: Register	Step 2: Join Options	Step 3: Event Options	Step 4: Attendees	<b>Step 5: Payment</b>	Step 6: Confirmation	Step 7: My Dashboard
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## Payment

Minnesota AIDS Walk 2011					
Qty	Selection	Attendees	Price		Total
1	Walk Registration	1	\$0.00		\$0.00
					<hr/> \$0.00

## Billing Information

Title:

First name:  \*

Last name:  \*

# My Account

- Everything you will need to do can be done from My Account. Although part of a team, each person will need to register and create their own individual page to raise pledges. All the fundraising tools and downloads are available in My Account and the FAQ tab.
- From My Account you can personalize your page, upload your address book, send email, track donations, send thank you emails and post messages to the team. By clicking on the “My Team” button you can view the team’s page and progress.
- *Just a note...the team goal will automatically be a sum of each individual person’s goal and will only be displayed on the team page.*