2018 Buddy Walk Team Captain Guide

Step-by-Step Instructions for Creating Your Team and Fundraising Page

For questions or troubleshooting – Contact Ariel Sansom by emailing Ariel@DSNetworkAZ.org or call/text DSNetwork at (480) 759-9150.

1. Register and create your team for the Buddy Walk here:

BUDDY WALK® ARIZONA
A Fundraising Walk benefiting Down Syndrome Network of Arizona
Part of the ASU Homecoming Parade in downtown Tempe
SATURDAY, NOVEMBER 3, 2018 | TIME: TBD

Join Buddy Walk® Arizona and support people with Down syndrome in our community. For every step taken and every dollar raised, the Buddy Walk® Arizona assists the DSNetwork in providing services and programs for individuals with Down syndrome and their families. Your support of the Buddy Walk®, either by walking or by making a donation, will help honor and celebrate people with Down syndrome.

Buddy Walk® Arizona leads the ASU Homecoming Parade. In a day filled with inspiration, more than 1,000 walkers show their support for Down syndrome surrounded by crowd of more than 30,000 people.

REGISTER   DONATE

2. Select "Create a Team":

How would you like to register?

Individual   Join a team   Create a team

3. Follow the registration prompts:

Note: If you already have an accounts created with DSNetwork, you will be prompted to login. By logging in, the registration form will auto-populate with your contact information.

Log in with an existing account   X
Log in with your username...
Login Name

Password

                                          Log In
...or log in with Facebook or Twitter
 f Facebook   🐦 Twitter

Not sure if you have an account or you forgot your login information?
Enter the e-mail address associated with your account and we'll send you a link to recover your login information.
Email Address

                                    Recover Account

Exit the pop-up window if you do not have an account. You will be prompted to create an account login when registering for the Buddy Walk and creating your Buddy Walk Team.

Please create an account by choosing a login name and password. ALL TEAM CAPTAINS must create a login and password in order to manage your Buddy Walk team registrations and donation pages.

Login Name:

Password:

Retype Password:

4. To register yourself as a walker, make sure the box is checked.

☑ Include myself as a Walker:

I'd like to start a team - My Team's Name is: (For Team Captains Use)

Note: By checking the box, your information will auto-fill on the next page. You'll also be able to add additional team members information (shirt size, walker type etc.) Up to 30 registrations are allowed per registration form. If you have more than 30 people on your team, you'll have to restart this registration form for the additional people. In that case, uncheck the box.

5. Provide us with your team name in the box. (You'll only need to do this once. If you need to register additional walkers to your team at a later date, you'll be able to credit the registration to your team by selecting your team name from the drop down menu shown in Step 6.)

6. When creating a team, skip the fields asking you to credit your registration to an individual or team:

If you are joining a team, please be sure to select a team from the dropdown menu below.
If you are registering as an individual walker or creating a new team, you may skip this step.

Credit this event registration to this team or individual:

Note: In step 5, if you are adding additional team members at a later time (not when you are first creating the team), you'll find your team name in this drop down to "add" them to your team.

7. Provide us information about your team members that will be walking. The first field is filled out with your information if you checked the "add me as a walker" box in Step 4.

Add team members by clicking the blue "Add Attendee" button. You are able to add up to 30 walkers per registration. To add more, you'll have to begin another registration form and credit the registration to the team you just created.

Be sure to indicate the type of participant, t-shirt size and event admission.

8. Complete your registration. Add a donation to your registration to jumpstart your team fundraising! Take advantage of Arizona's charitable tax credit and make a donation of up to $800 (for married taxpayers) or $400 (for single taxpayers) and get a dollar-for-dollar credit back to you on your 2018 AZ taxes!

Event: Buddy Walk® 2018

01/01/2018 - 06/15/2018

I'd like to start a team - My Team's Name is: (For Team Captains Use): DSNetwork's Team Example

Attendee	Admission	Amount
Attendee 1: Ariel Sansom	Ticket: No Charge to Participate	Free
	Buddy Walk Participant Type:: Team Captain What is your t-shirt size?: Medium	

Edit

Donate to your team! Please select a donation amount to jump start your fundraising efforts.
- ○ $1,000
- ○ $800
- ○ $400
- ○ $250
- ○ $100
- ○ $50
- ○ $25
- ○ Other Amount: [   ]

Previous   Complete Registration

9. Follow the prompts to complete creating your team and select the "Team Captain" option.

   Note: You only need to select this option once when you first create your team. If you register multiple times after your team is created, you can skip these steps.

Thank you for registering for DSNetwork's Buddy Walk® on November 3rd!

Note: If you are a TEAM CAPTAIN who just created a team, please follow the prompts to complete creating your team. You will be prompted to login and follow the steps to create your team fundraising page.

If you are NOT A TEAM CAPTAIN or creating a team, you may exit and return to the main site (only for cases of registering as an individual or joining a team/adding members to your team, not creating a team.)

TEAM CAPTAINS – FINISH CREATING MY TEAM!

I'M FINISHED, TAKE ME BACK TO LEARN MORE ABOUT BUDDY WALK®!

10. Select the option in the pop-up menu.

Team Captains Login

FEAR THE FEARLESS ARIZONA 2018 BUDDY WALK

Team Captains
Create your team page!
CONTINUE

CLOSE

Note: If you are a TEAM CAPTAIN who just created a team, please follow the prompts to comple
your team. You will be prompted to login and follow the steps to create your team fundraising pa

11. Login into the account using the credentials you created in Step 3.

Already have an account?

Login Name:

Password:

☐ Remember me

Log In

Forgot your password?
Get help

12. Click "Create Page"

Social Fundraising Overview

Add a fundraising page for a campaign:

Buddy Walk 2018 ▾   Create Page

This screen will pop up. This is the back end of your fundraising page. You can manage your event registrations, donations and more.

Your Fundraising Page For:

Buddy Walk 2018

View My Fundraising Page

YOUR PAGE | CAMPAIGN CONTRIBUTIONS | TOP FUNDRAISERS

$0 RAISED

$1,500 RAISED

GOAL N/A

GOAL $100,000

Page Content | Share My Page | Donations | Event Registrations | Comments

Page Content
Manage your personal fundraising page.

13. Change your fundraising page title to your team name.

Fundraising Page Title: ○ Ariel Sansom's Fundraising Page
                         ◉ [   ]

Fundraising Page Title: ○ Ariel Sansom's Fundraising Page
                         ◉ DSNetwork's Admin Team

14. Use the "Page Content" settings to upload a team photo, create a shortcut URL link, personalize your team page message and **set a team fundraising goal of at least $250.**

Fundraising Page Title: ○ Ariel Sansom's Fundraising Page
                               ◉ DSNetwork's Admin Team

Fundraising Page Url: ◉ https://dsnetworkaz.z2systems.com/campaign.jsp?campaign=110&fundraiser=19083&
                               ○ https://dsnetworkaz.z2systems.com/[   ]

Your Fundraising Goal *: $ 0.00

Current Photo:

                               Upload a personal photo to your fundraising page.

(No Photo)   Select File No file chosen

                               Upload

My Page Content:

Source ✂ ▢ ▤ ▤ ▤ ↶ ↷ Q ᵇₐ ▤ ABC▾ B I U Iₓ

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15. Use the tabs to navigate your settings and team status.

Page Content | Share My Page | Donations | Event Registrations | Comments

16. Track your team's fundraising progress, overall fundraising efforts, and view the top fundraising teams.

17. View the front end of your team's fundraising page (button in top right corner of screen):
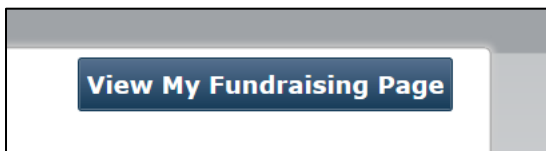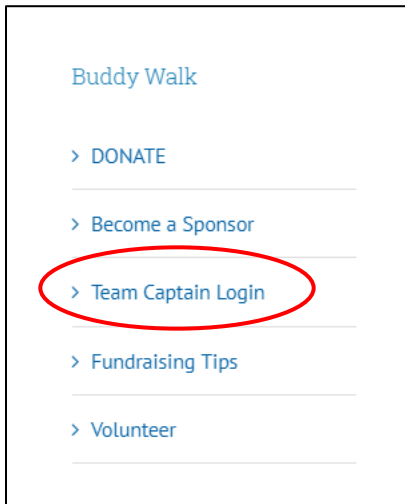

This is what your fundraising page will look like to friends and family online:

There are links to edit your page (when you are logged in), donate to your team directly, and view all fundraisers.

Note: IGNORE THE CREATE A PAGE BUTTON.

18. Login to your account anytime on www.DSNetworkAZ.org to track your fundraising efforts, manage your team or make edits.

Go to> Main Menu > Buddy Walk 2018 (www.dsnetworkaz.org/bw2018)

Buddy Walk

> DONATE

> Become a Sponsor

> Team Captain Login

> Fundraising Tips

> Volunteer

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