Buddy Walk Team Captain Guide

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

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

1. Register and create your team for the Buddy Walk here: https://www.dsnetworkaz.org/bw2020/
2. Select “Create a Team”:
3. Follow the registration prompts:
   
   Note: If you already have an account created with DSNetwork, you will be prompted to login. By logging in, the registration form will auto-populate with your contact information.

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

![Checkbox for including yourself as a walker]

**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:

![Drop-down menu for selecting team or individual]

7. **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. 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 Attendee form for team members]

8. 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 will 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.
9. 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 AZ taxes!

10. 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.

11. Select the option in the pop-up menu.
12. Login into the account using the credentials you created in Step 3.

13. Click “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.

14. Change your fundraising page title to your team name.
15. 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 settings](image)

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

![Tabs](image)

17. Track your team’s fundraising progress, overall fundraising efforts, and view the top fundraising teams.

![Fundraising progress](image)

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

![View My Fundraising Page](image)

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.

19. Login to your account anytime on [www.DSNetworkAZ.org](http://www.DSNetworkAZ.org) to track your fundraising efforts, manage your team or make edits.

Go to > Main Menu > Buddy Walk 2020 ([www.dsnetworkaz.org/bw2020](http://www.dsnetworkaz.org/bw2020))

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