

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.

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A screenshot of the login form. It has a title "Log in with an existing account" and a sub-header "Log in with your username...". There are input fields for "Login Name" and "Password", followed by a "Log In" button. Below that, it says "...or log in with Facebook or Twitter" with buttons for "Facebook" and "Twitter". At the bottom, it says "Not sure if you have an account or you forgot your login information?" and "Enter the e-mail address associated with your account and we'll send you a link to recover your login information." There is an "Email Address" input field and a "Recover Account" button.

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.

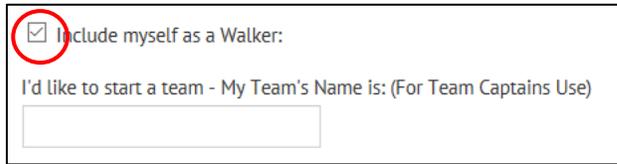
Please create an account by choosing a login name and password. ALL TEAM CAPTAINS must create a login and password in order to manage your Buddy Walk team registrations and donation pages.

Login Name:

Password:

Retype Password:

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

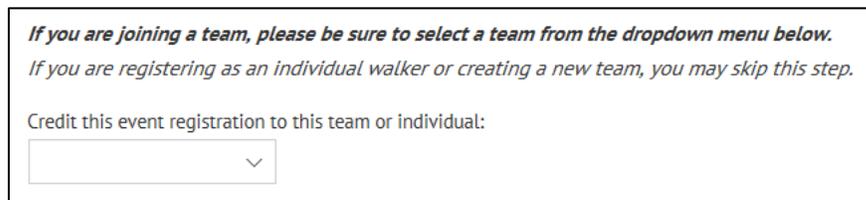


Include myself as a Walker:

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.

- 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.)
- 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. 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.



Attendee 1

First Name *
Ariel

Last Name *
Sansom

Email
ariel@dsnetworkaz.org

Buddy Walk Participant Type:
 Team Captain
 Walker

What is your t-shirt size? *
▼

Event Admission *
 No Charge to Participate (Ask friends and family for a donation to support your efforts! Set a Goal of Raising at Least \$250!)

[+Add Attendee](#)

- 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.

- 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!

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:

- 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.)

- Select the option in the pop-up menu.

Team Captains Login ✕



[Create your team page!](#)

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

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

Already have an account?

Login Name:

Password:

Remember me

Forgot your password?
[Get help](#)

13. Click "Create Page"

Social Fundraising Overview

Add a fundraising page for a campaign:

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: [View My Fundraising Page](#)

Buddy Walk

YOUR PAGE	CAMPAIGN CONTRIBUTIONS	TOP FUNDRAISERS
<p>\$0 RAISED</p> <p>GOAL N/A</p>	<p>\$1,500 RAISED</p> <p>GOAL \$100,000</p>	

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

[Page Content](#)
Manage your personal fundraising page.

14. 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

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 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.

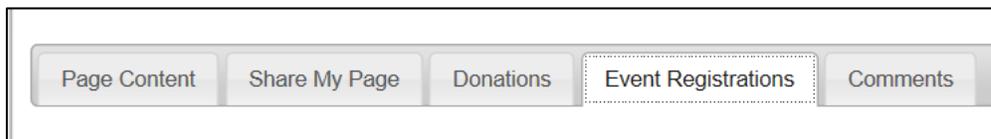
(No Photo) No file chosen

My Page Content:

Source **B** *I* U *I*_x

Normal Font Size A A ?

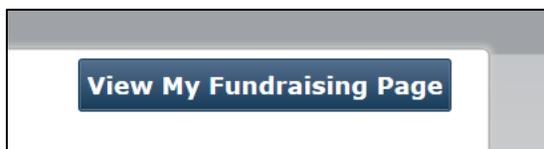
16. Use the tabs to navigate your settings and team status.



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



18. 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:

