

How to Join a Team Online

1. **Register.** Go to www.walkformemories.com and click on the Register Now button.
 - i. **Choose your Walk:** Step 1 is choosing where you are going to Walk. Select your community from the drop-down list.
 - ii. **Choose participant level:** Next, select "Join our event As A Team Member." Click "Continue".

Type in the first few letters of the Team name or of your team captain's first or last name, or any combination of the three.

Select the correct Team Name and click "Continue".
 - iii. **Fill in your information:** Now you'll be asked to provide your contact information and personal details. You will need to create a login name and a password that you will use to access your webpage. Choose something that is easy to remember, but that is unique to you. *NOTE: Your username can't have any spaces in it, and can only include the following characters: A-Z, a-z, 0-9, !, @, #, \$, ^, *, _, = ?*
 - iv. **Confirm your information:** You also have a chance to enter your personal fundraising goal and make a donation to support yourself, if you choose.
2. **Log in.** Log into your account by clicking on the link in the confirmation email you receive, **OR** through the sign-in screen at www.walkformemories.com. The confirmation email will have the details of your user name and password that you set up when you registered.

You will arrive at the Fundraising Results page of your personalized webspace. From this page you can use the navigation buttons on the left to check your fundraising results, send emails asking people to support you (Get Pledges), ask someone to walk with you (Tell-A-Friend) or even enter the information for cash and cheque donations you have received (Manage Cash or Cheque Pledges).
3. **Set up your webpage.** Once you have logged in, you can also click on the "Customize Personal Page" button. When you choose to View your donation page, you will see it as visitors will see it. When you choose to Edit your donation page, you will have the ability to customize the page.

Here you have the opportunity to upload an image of you or your team, decide on the look of your fundraising thermometer and post a personal message. This is the page your donors will see so give it your own touch. Add your own text to tell your story or your team's story and give your reasons for participating in the *Investors Group Walk for Memories*.

Click on "browse" to find a photo on your own computer of you or your team for your webpage. Once you select the image, click "upload" to upload the image to your page. *Images must be in .jpg or .gif format and no bigger than 350KB.*

4. **Send emails.** Start an email campaign and invite others to support your fundraising. Messages sent from your personal page will include a link for your recipients to follow back to your page, so that they can read your message and donate to the campaign or join your team.

Click on "Get Pledges" to enter the names and emails of friends and family, draft a personalized message, and send invitations to people you'd like to support you with a donation.

NOTE: *You can either send messages through your own email account, or through the online system. If you decide to use your own email account, you'll be directed to send yourself an email with all of the necessary information, and you can then forward that email on to anyone you want to ask to sponsor you.*

However, if you use our email system, it'll keep track for you of who you have asked. You can use the link on your page to check whether they've responded, and follow up with folks if you want.

To send an email:

- a. **Log in.** Once you have successfully arrived at your home page, click the button marked "Get Pledges" and select Option One or Option Two.
- b. **Enter recipients' email addresses.** List your recipients' email addresses, separating each address with a comma (,) or semi-colon (;), for example: bobsmith@example.com, janedoe@example.com
- c. **Personalize the Subject.** The Subject is what the person to whom you are sending your email will see in their InBox (e.g. Please pledge me in Walk for Memories 2008!)
- d. **Add your own Personal Introduction.** We're already written the basic text of your request. But you might want to add your own introduction, so people know that this request is really coming from you. Tell them a little about why you are involved with the *Investors Group Walk for Memories!*
- e. **Send the email!** Your completed email will include a link directly back to your page.

Take some time to get familiar with your personal webspace. If you are a team member, you can easily communicate with other team members. Click TEAM at the top of the page, and explore the TEAM navigation bar that appears!

In particular, take note of the "Message Board." This is a private message centre for your team that you can easily use to set meeting dates and times, or post encouraging pictures (no more than 200K) and stories, or discuss your fundraising successes and challenges with your team members!