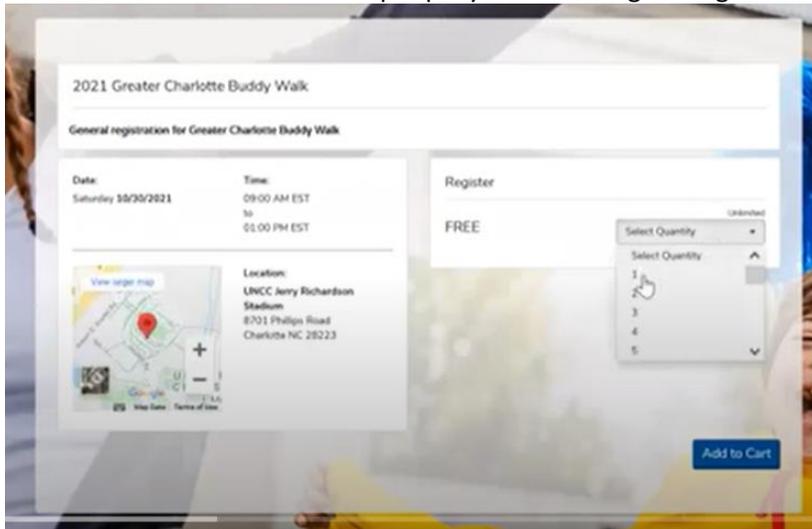


## HOW TO: Register & Create/ Join a 2021 Buddy Walk Team

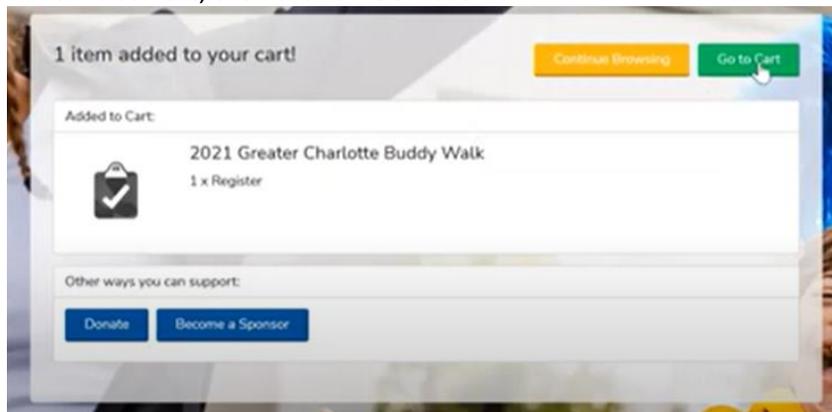
1. Go to 2021 Buddy Walk website: [buddywalkcharlotte.org](http://buddywalkcharlotte.org)
2. HELPFUL HINT: Open your email account prior to registering so that you don't miss any important emails that are generated throughout this process.
3. Click on **REGISTER TO WALK**.



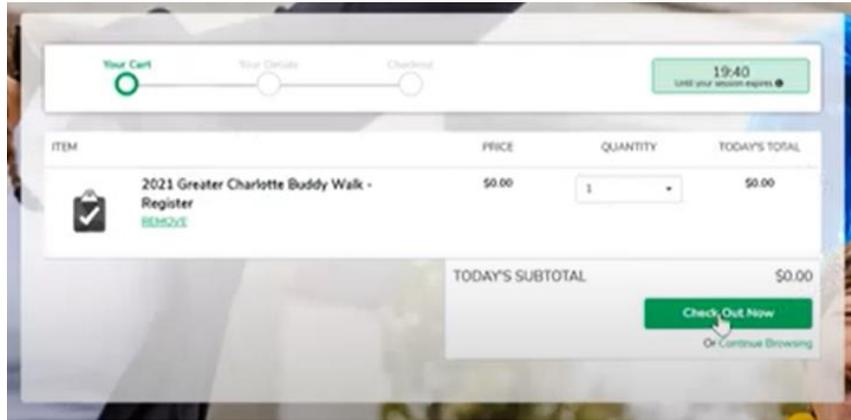
4. Click on **SELECT QUANTITY** and select the number of people you will be registering and click on **ADD TO CART**.



5. Confirm that the information is correct, then click on **GO TO CART**.



6. Double check that the information is correct and click **CHECK OUT NOW**.



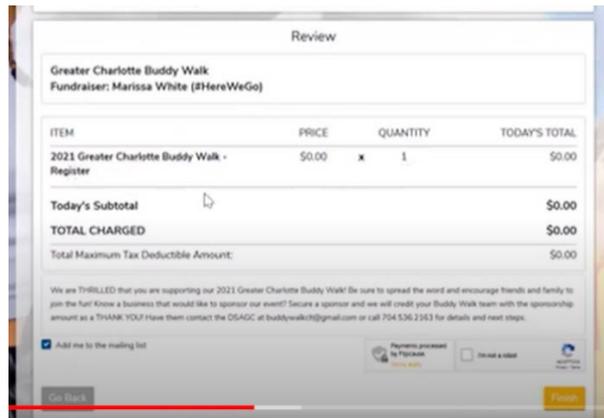
7. Enter demographic information for yourself OR the for the person you are registering. Scroll down and **SELECT FUNDRAISER**. NOTE: This DOES NOT sign you up for a team yet. This section simply shows your affiliation. You may choose Down Syndrome Association of Greater Charlotte or on an individual. Click **CONTINUE**.

The screenshot shows a registration form. Fields include: First Name (Jane), Last Name (Doe), Email (buddywalkch@gmail.com), Phone number (+1 7045362163), Ext (3153), Address Line 1 (3900 Park Rd), Address Line 2 (RC), City (CHARLOTTE), State/Province (NC), Postal Code (28209), and Country (United States). There is a checkbox for 'Make this activity anonymous' and a 'Message of Support' text area. At the bottom, there is a 'Select Fundraiser' dropdown menu.

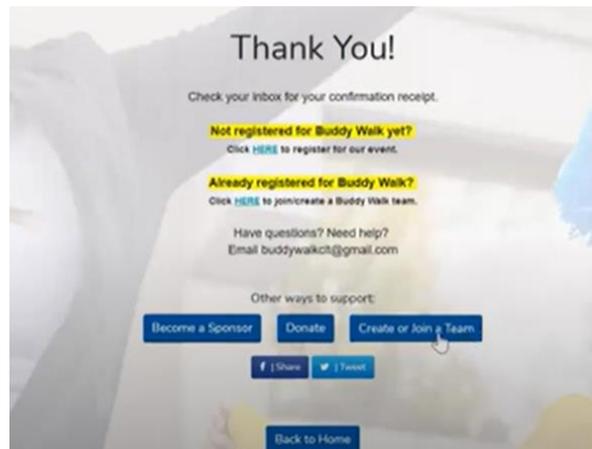
8. Demographic information will auto-populate on this page. Scroll down to select your t-shirt size or to indicate that you do not want a t-shirt. Also sign and date the liability waiver. Then, click **CONTINUE**.

The screenshot shows the 'Additional Information' section of the registration page. It features a yellow banner: 'MUST BE REGISTERED FOR BUDDY WALK TO QUALIFY FOR T-SHIRT INCENTIVE REGISTER HERE'. Below this, text explains the t-shirt incentive: 'Teams who raise a minimum of \$100 will get team t-shirts. Individuals who raise \$20 will get a t-shirt. If you do not wish to get a t-shirt please indicate below. Please select t-shirt size or OPT out by selecting "do not want a t-shirt".' There is a 'Required' dropdown menu for t-shirt size. The 'Read and Sign Waiver' section includes a scrollable text area with the waiver text, a checkbox for 'I am over 18 or the legal guardian of the participant above and I accept the terms of the waiver.', a signature field, and a date field (Month, Day, Year) set to Sep 15, 2021. 'Go Back' and 'Continue' buttons are at the bottom.

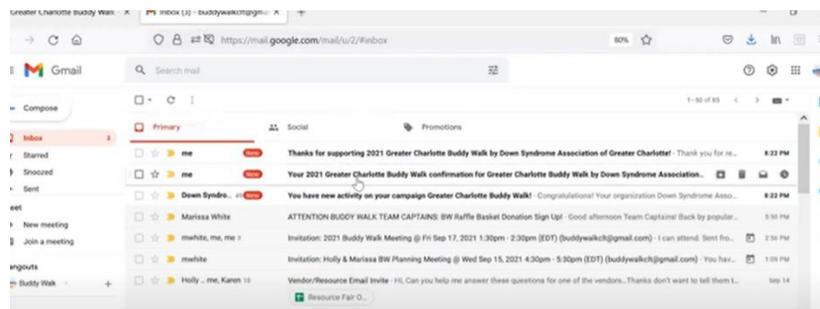
9. Review that the information on this page is correct. Note your name at the top and the person or team you are associated with. **THIS DOES NOT MEAN YOU ARE A PART OF THAT TEAM at this point.** Click **FINISH** to complete your **REGISTRATION** for the Greater Charlotte Buddy Walk.

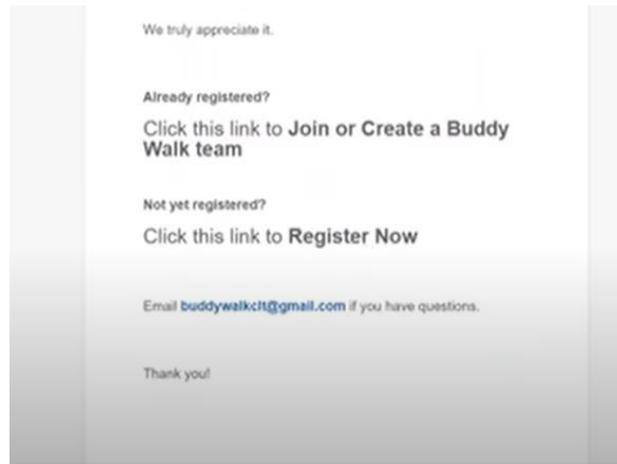


10. You can create or join a team by clicking the button on your confirmation page or you can go to Step #11 below and proceed.



11. Check your email to see TWO emails. One email confirms that you have successfully registered for the Buddy Walk. **The 2<sup>nd</sup> email is VERY IMPORTANT and is titled *Thank You for Supporting the 2021 Greater Charlotte Buddy Walk by the Down Syndrome Association of Greater Charlotte.*** Sometimes this email sends to your SPAM folder so be sure to check there if you don't see it in your email. In this email you will have the option to "Create or Join a Team" and/or "Register Now" to register additional people.





12. Sign up with Facebook or with Email. We **STRONGLY** recommend that you sign up using the email you used to register for the walk. Click **SIGN UP** to continue.

A registration form for the 2021 Greater Charlotte Buddy Walk. It offers two options: "Sign Up with Facebook" and "Sign Up with Email". The "Sign Up with Email" section includes fields for First Name, Last Name, and Email Address, along with a profile image upload area. A "Sign Up" button is at the bottom.

13. A new screen will appear. At the top of this page, you must first create an individual fundraising page by completing the required fields, and then click on *Create a Team* and Click on *Get Started*. Fill in required fields. Click *Create a Team*. Check your email for more details.

Holly's Page for  
2021 Greater Charlotte Buddy Walk

Personal Campaign Title (Optional - If not filled out, your page will be listed as your name)

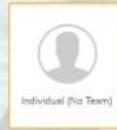
Set Fundraising Goal (Optional - Numbers only - no decimals or symbols)  
\$

Set Campaign End Date (Optional)

Personal Campaign Story



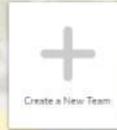
Team Association



Individual (No Team)



Join a Team



Create a New Team

I'm not a robot



[Get Started](#)

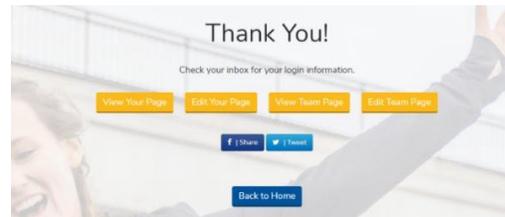
By signing up, I agree to the [terms and conditions](#)

14. To **CREATE** a Team, scroll to the bottom of the screen and click on *Create a Team*, which will open a pop up screen entitled Create a Team. Fill in the required fields, and click on *Create a Team*. The pop up screen will then close. Click on *Get Started* to complete the process, and then check your email for more details.

The 'Create A Team' form includes the following fields and options:

- Team Name\***: Text input field with a character count of 15/100. Example text: "2021 Teaser Team".
- Team Campaign Title (Optional)**: Text input field with a note: "If not filled out, your page will be listed as your team name".
- Profile Image**: Image upload area showing a logo for "Greater Charlotte BUDDY WALK".
- Set Team Fundraising Goal (Optional)**: Text input field with a dollar sign icon and the value "3210".
- Team Campaign Story**: Rich text editor with a toolbar and a sample text: "This organization is amazing! It provides a variety of supports, services and programs for individuals with Down Syndrome throughout the Greater Charlotte area."

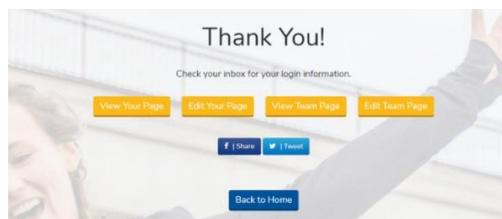
At the bottom of the form are two buttons: "Cancel" and "Create a Team".



15. To **JOIN** a Team, scroll to the bottom of the screen and then click on *Join a Team* to join an existing team. Select your desired Team from dropdown pop up menu and click Join Team. The pop up screen will close, and then you will click *Get Started*. Check your email for details.

The 'Join a Team' form includes the following elements:

- Header: "Join a Team" with a close button (X).
- Text: "Select a Team to join from the drop down list below."
- Dropdown menu: Shows "Face Up to Down" with a downward arrow.
- Buttons: "Cancel" and "Join Team".



16. To become an **Individual Fundraiser** (meaning that you are NOT JOINING OR CREATING A TEAM), scroll to the bottom of the screen and select *Individual (no team)* and follow prompts. Once created, check your email.

Holly's Page for  
2021 Greater Charlotte Buddy Walk

Personal Campaign Title (Optional - If not filled out, your page will be listed as your name)

Set Fundraising Goal (Optional - Numbers only - no decimals or symbols)

\$

Set Campaign End Date (Default)

Personal Campaign Story

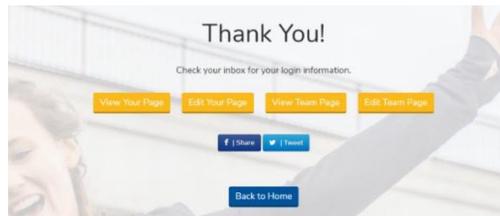
Team Association

Individual (No Team) Join a Team Create a New Team

I'm not a robot

Get Started

By signing up, I agree to the [terms and conditions](#).



**THANK YOU** for supporting the **Greater Charlotte Buddy Walk!**  
**QUESTIONS?** Feel free to call us at 704-536-2163 or email us [buddywalkclt@gmail.com](mailto:buddywalkclt@gmail.com)