

Registering for the Buddy Walk®

From the DSAJ website (www.dsaj.org) and choose the click here link.

This will bring you to the DSAJ Buddy Walk® Home Page. From here choose the “Register Here” button.

DSAJ Down Syndrome Association of Jacksonville

BUDDY WALK

Welcome!

Total Donations : \$20,436

Register Here Sponsor Participant General Donation

6th Annual DSAJ Buddy Walk

October 18, 2008

Attention DSAJ Families - Buddy Walk Kickoff Friday Night, August 22nd 6pm - 9pm. Please RSVP so we can prepare for you and your family!

Great Job! The first 15 Team Captains that registered have been identified. We will have your Spirit Package at the Buddy Walk kickoff on Friday, August 22nd!

If you were a team captain last year, you can retrieve your address book, donor history and team member list by registering with your

After accepting the waiver, choose from the registration options carefully. The first three options are for an individual either joining or starting a team or walking independently. If you are registering a “family” regardless of starting a team, joining a team, or just walking as a family, you must choose the last option “Register Family”.

Please choose below:

[Click here for help ?](#)

Start a Team

I want to register as an **INDIVIDUAL PARTICIPANT** and **START A TEAM**. As a Team Captain I will recruit participants and collect donations from friends and family.

NOTE: IF STARTING A TEAM AND REGISTERING A FAMILY, CHOOSE THE 'REGISTER FAMILY' OPTION BELOW.

Join a Team

I want to register as an **INDIVIDUAL PARTICIPANT** and **JOIN AN EXISTING TEAM**. I will collect donations from friends and family that will be counted towards my team's fundraising goal.

NOTE: IF JOINING A TEAM AND REGISTERING A FAMILY, CHOOSE THE 'REGISTER FAMILY' OPTION BELOW.

Join as an Individual

I want to register as an **INDIVIDUAL PARTICIPANT, NOT ON A TEAM**. Donations collected from friends and family will be counted towards my individual goal.

NOTE: DO NOT SELECT THIS OPTION IF YOU ARE REGISTERING A FAMILY, CHOOSE THE 'REGISTER FAMILY' OPTION BELOW.

Register Family

I want to register **A FAMILY** with one transaction. We will share a personal fundraising page and will work together to collect donations from friends and family.

NOTE: YOU WILL HAVE THE OPTION OF STARTING OR JOINING A TEAM ON THE NEXT SCREEN.

If you are registering a family with one transaction you are agreeing to the waiver for each person you register.

Notes for Registering as an Individual:

If you are registering as an individual, fill out all of the registration information including T-shirt size. You will have an option to add an additional donation to your registration fee so it will be charged as one transaction.

Notes for Registering as a Family:

After you choose "Register Family", select whether you would like to start a team, join a team, or register as a family not associated with a team.

Register Family - Please choose below:

Start a Team
 Add all people to a Team that you create. The first person you create will be the Team Captain.

Join a Team
 Add all people to an existing Team.

Add Individuals
 Add all people as Individuals who are not associated with a Team.

The primary registrant (person registering the family or group of individuals) will now enter their registration information. The next thing to add is your t-shirt size, any additional donation you wish to make at the time of registration and your fundraising goal. Once this is complete, it is time to add the other members of your family. Click on the "Add Team Member / Add Another Individual" option. Only click continue when all members of your family have been added.

Participant Name	Position	Registration Fee	Totals		
Buddy Walker	Family Leader & Purchaser	\$12.00	\$12.00	Edit	

Grand Total: \$12.00

You will need to click on the "Add Team Member / Add Another Individual" button and follow the same steps for each additional person in your family or group. Your address will be saved and you will be able to select it from a drop down box. Fill out all the additional information for the next family member including t-shirt size. Continue this process for each member of your family.

When you have finished entering each member of your family, check to make sure that all of the information is correct. If there are no changes to make, click on the CONTINUE button. If you will be registering another whole family with the same transaction, you will complete the same steps again and process all the registration fees at one time when all parties have been registered.

Participant Name	Position	Registration Fee	Totals		
Buddy Walker	Family Leader & Purchaser	\$12.00	\$12.00	Edit	
Mary Walker	Family Member	\$12.00	\$12.00	Edit	Remove
Joe Walker	Family Member	\$12.00	\$12.00	Edit	Remove
Grand Total:			\$36.00		

You will then be taken to the screen where your payment will be submitted. Once this is completed, you will be able to go to your Walk HQ where you can get started customizing your personal fundraising page.

IMPORTANT: If you are JOINING an existing team as a family from a team's Team Page, DO NOT click on "Join Our Team", choose the Register Here link on the left side of the page under "Donations". The "Join Our Team" link only works for individuals registering, not families. It will ask you the name of the team you are registering for, so please make a note of it, we have many teams with similar names.

The screenshot shows the DSAJ Buddy Walk website interface. On the left is a navigation menu with the following items: Information, Home, View Our Sponsors, How To Register Families, **General Donation** (circled in red), Register Here, General Donation to DSAJ Buddywalk, and Community Opportunities. An arrow points from the text "Click Here to register a family!" to the "General Donation" link. The main content area shows a "Team Page" for "Sydney's Squad". It includes a "Welcome!" message, a "Join Our Team" link (circled in red), and "Sydney's Squad Statistics" which shows a progress bar for "Money Raised" (0% to 100%) and fundraising goals: "Team Fundraising Goal: \$5,000.00" and "Total Raised: \$100.00".

Notes for Starting a Team:

Username – If you were a team captain last year, registering with the same username and password will give you access to your address book, donor history and team member list from last year. **If you are brand new participant, keep the username that the system generates for you and after you have completed your registration, you can login to your HQ and change your username to something more memorable.**

Pick a team name – This year you will have your team name printed on the back of the Buddy Walk® T-shirt, maximum of 14 characters including spaces.

Pick a shirt color – you will also have the option to pick a color for your team's Buddy Walk® t-shirts. To see the options click the [Buddy Walk®](#) button on the homepage of the DSAJ website (www.dsaj.org).

Choose a Team Fundraising Goal – Go for the Gold, set a stretch goal for your team to reach!

Create a Team webpage – You can create your own personal page, and a team webpage to track the progress of your entire team. More information on creating web pages in the Creating a Webpage section of the document.

Registration Deadline – Make sure your all your team members get registered by September 17th to guarantee a customized Buddy Walk® T-shirt. Because we are putting team names on the backs of the shirts again this year, it is very important to make sure that people register early. We will NOT be able to provide a team customized shirt for anyone who registers after September 17th. They will receive a generic Buddy Walk® T-shirt.