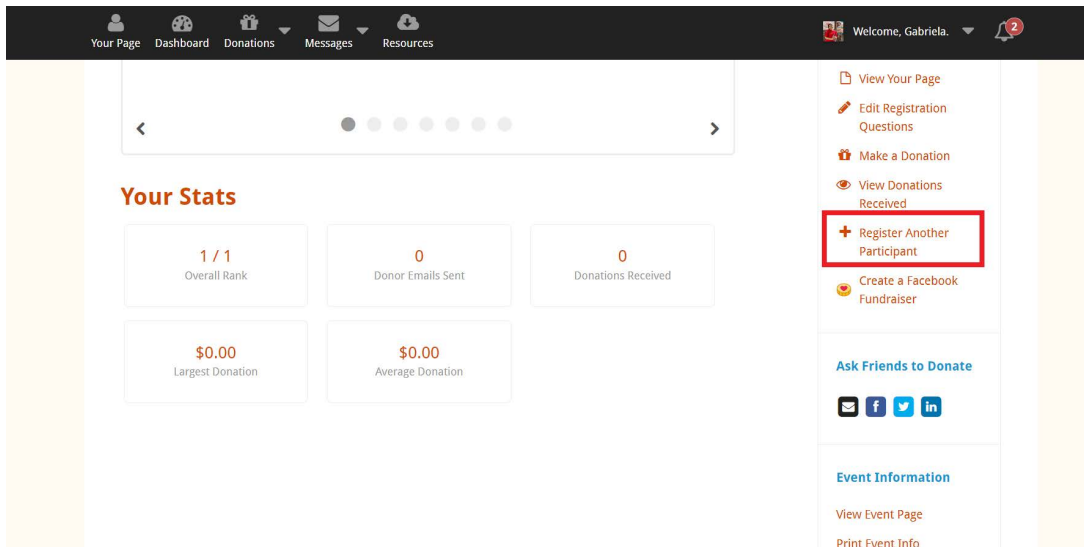


HOW TO ADD A PARTICIPANT TO YOUR TEAM

1. Go to walk website: www.walkwithmehouston.org
2. Click on the word [Login](#) Enter login info.
3. You should now be on the Dashboard page. Find the middle box titled **Your Fundraising**. Click on the last option **+Register Another Participant** (See highlighted section below).



4. If you've registered someone else in prior years, their name should be under "Previous Participant", if not, select "Create a New Participant". Select the participants **Relationship to You*** from the dropdown box. Then select **Account Access***. By marking **I will manage this registrant's account**, the participant will have **NO ACCESS** to their page. If they would like access, mark **This registrant will manage their own account**. You will need to provide a valid email address to create an account for this participant. If you are part of a Corporate Sponsor Team, select that, if not please select "Register as an Individual" Continue to next step.

The screenshot shows the 'Registration Type' form for 'Participant 1'. The form has two main sections. The first section is for selecting a participant type: 'Participant*' with options 'Previous Participant' (with a description: 'Choose a participant that you've registered for a previous event.') and 'Create a New Participant'. Below this is a checkbox 'Use my address for this participant' which is checked. The second section is for 'Relationship to You*' with a dropdown menu currently showing '[Select...]'. Below the dropdown is a checkbox 'I will manage this participant's fundraising page and receive email about their fundraising progress.' which is unchecked. At the bottom of this section is an 'Email Address*' input field. The second section of the form is titled 'Participant Type*' and has two radio button options: 'Corporate Sponsor Participant' (with a description: 'Participant that is attending WWM through a company sponsorship') and 'Register as an Individual' (which is selected). The 'Register as an Individual' option includes the 'WALK WITH ME' logo. At the bottom of the form, there are two buttons: 'CONTINUE TO NEXT STEP' and 'Cancel/Additional Registration'.

5. Make sure that **Role*** is marked as Join a Team. Then select Continue to Next Step or Change if your team did not automatically pull up. If you have to select Change, type your team name into the search bar then select your team.
6. Enter the personal **Fundraising Goal*** for this participant. Check the box that states *I understand that walkers 10+ years of age must raise \$50 to attend*. Fill in the remaining questions. Make sure to enter ALL necessary Contact Details. Continue to next step. Continue to next step.
7. If you would like to make a donation to this participants account, select Yes! I'd like to make a donation toward my fundraising goal. This will prompt credit card/payment information. If you do not want to make a donation, select No thanks. Continue to next step.
8. Make sure that the Team Name reflects YOUR team. Verify ALL information before completing registration. Click Continue to Confirmation.

Registration Details Jane Smith

Jane's Fundraising Goal *

\$

Make a Donation *

- Yes! I'd like to make a donation toward Jane's fundraising goal.

 No thanks.

By checking this box I understand that although registration is free people 10+ years of age must raise \$50 in order to participate and attend Walk With Me. *

- I understand that walkers 10+ years of age must raise \$50 to attend.

Select age group: *

[Select...]

Currently a client of Easter Seals Greater Houston receiving services?

No

Select t-shirt size: *

Medium

How did you hear about this event? *

- Friend

 Family

 Easter Seals' Client

 Easter Seals' Employee

 Online

 Advertisement

 Other

Comments

+ Save & Add Another Participant

[CONTINUE TO CONFIRMATION](#)

[Cancel Additional Registration](#)