



## Online Registration and Fundraising **WALK FOR WISHES® TEAM CAPTAINS**

### **Step One: ACCESS WEB SITE**

Access Make-A-Wish Foundation web site, click on the *Walk For Wishes®* logo at <http://makeawishohio.org> and select your regional walk from the list.

### **Step Two: SIGN UP AND REGISTRATION**

Now that you are on your regional *Walk For Wishes®* home page, click on “Register Here”

- ✓ As a Team Captain, select “Start a Team” and give your group a name and fundraising goal.
- ✓ If you are a Co-Team Captain, search for a team name, and “Join a Team”
- ✓ Complete the Registration Form, then choose a Login Name and Password. This will give you future access to your Personal Headquarters webpage.
- ✓ Set your personal fundraising goal

Once you are registered, you will have access to a personal donations webpage that you can customize as your own fundraising tool. As a Team Captain you will also have access to a Team Page that can be customized with images and text.

### **Step Three: SET UP A PERSONAL HEADQUARTERS WEBPAGE**

- ✓ Click on “My Webpage” to start building your group’s 1) Team Page and your 2) Personal Page.
- ✓ Personalize you own fundraising page by selecting from images or background art provided. Or upload your own unique pictures.
- ✓ Change the heading and text message by adding a personal appeal.

### **Step Four: SET UP A TEAM WEBPAGE**

Each Team has a Team Page that will show stats, members and a personal message helpful in recruitment

- ✓ Team Captains can click on the “My Webpage” tab along the top of their Headquarters and select “Edit Team Page” to personalize a Team Page.

### **Step Five: SEND E-MAILS**

Now that you have personalized your donation page, it is time to send emails to friends and family to ask for their support.

- ✓ Click on “Send Email” to Friends and Family to access the comprehensive email tool to send emails.
- ✓ Use the Address Book Import tool to pull in a list of Friends and Family. Or enter personal greetings into a quick list of email addresses individually. Then, customize an email template or compose a new personal appeal message.

Your friends and family will receive an email that includes a direct link to your personal donation page where they can Donate with Confidence™.



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### **Step Six: ONLINE DONATIONS**

The direct link automatically included in your emails comes back to your personal donation page making it quick and easy for others to show support.

- ✓ The Kintera secure Donate with Confidence features insure no personal information is shared. Online donors will receive an instant receipt for tax purposes, along with a thank you note.
- ✓ Immediately all donors see their contributions applied to your goal and their name will appear on your scrolling "Honor Roll". And Make-A-Wish will also see the funds immediately applied to the overall total.

### **Step Seven: LOG IN AGAIN AND AGAIN**

After sign up, personal page setup, and the sending of your first emails, returns frequently by using your unique login and password. Watch for an email including that information.

- ✓ On the home page, look to the left navigation bar. Under "Participant Headquarters" title, click on the "Main Login".
- ✓ Enter your login name and password.
- ✓ Use the various menu options to access different Tools and Reports. Update your profile, enter pledges, and even increase your goal.

### **Step Eight: RETURN AND VIEW YOUR PROGRESS**

The *Walk For Wishes* website was designed to promote competition among fundraisers. Watch the Home Page to see how you rank among fellow participants. Monitor the progress of Teams and send out emails to inspire your team members.

- ✓ Watch your personal page to see the names of those who have generously made donations. You may want to encourage them to also join the fun. Or just call to say "Thank You".
- ✓ Run reports and send out personal thank you notes showing your appreciation. Or if you are very close to your goal, send out another appeal asking friends to give one more time!