



Online Registration and Fundraising WALK FOR WISHES® PARTICIPANTS

Step One: ACCESS WEB SITE

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

Step Two: SIGN UP AND REGISTRATION

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

- ✓ As a Participant, decide if you want to “Join a Team” or “Join as an Individual”
- ✓ To “Join a Team”, use the simple search tool to find a specific team name or all teams within a company
- ✓ 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

Now that you are registered, you will have access to a personal donations webpage that you can customize as your own fundraising tool.

Step Three: SET UP A PERSONAL HEADQUARTERS WEBPAGE

- ✓ Click “Build/Edit my Webpage” in the My to Do list.
- ✓ Personalize your own fundraising page by selecting from images or background art provided. Or upload your own unique pictures.
- ✓ Change the heading and text message with your own personal message.

Step Four: SEND EMAILS

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 (where provided) 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.

Step Five: 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.



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- ✓ 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 Six: LOG IN AGAIN AND AGAIN

After sign up, personal page setup, and the sending of your first emails, return 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 Seven: 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.

- ✓ 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!