

Online Registration

WWW.JDRF.ORG

Team Walker Cheat Sheet

Registering to Walk

1. Go to www.jdrf.org and click "Register" under the sneaker icon.
2. Find the **Register Now** section. Use the **Select a State** dropdown box to choose a state. You will be taken to a list of walks in that state. For Capitol Chapter Walks, choose either D.C. or Virginia. Click the name of the city beside the appropriate walk.
3. You will see the details of the walk. Click the "**Register for This Walk**" button.
4. On the first page of the **Registration Form**, select "Join a Team".
5. On the next page, search for your team by name. Your Team Captain must have already created your team and registered for the team to appear in the search. Specifying Team Type will limit the search to only that type of team. Click 'Join' to proceed.
6. Choose how you will participate in the walk, decide on whether you will make a personal donation in support of your own fundraising (personal donations can be made at any time through the walk day), and set your fundraising goal. Click on "Next Step".
7. New or Returning User selection: If you have a login, select that option and enter your User Name and Password. We will send you an email with your name and password if you have forgotten it. If you do not have a login, select that option to continue your registration and create a Username and Password. Click on "Next Step" to proceed.
8. On the Registration Page, a * indicates required fields.
9. Please read and check the waiver agreement box. Click "Next Step".
10. Please confirm your registration information. Click on "Complete Registration" to formally register for the Walk. If you would like to register another person, enter the individual's name, and click on "Register another". When finished registering additional individuals, click on "Complete Registration". You will be automatically directed to your Participant Center.
11. Congratulations! You are now registered for the Walk. Use your Participant Center to customize your personal page and begin your fundraising!

If at any time you need assistance with registration, please contact your local JDRF Chapter office at 202-371-0044 or capitol@jdrf.org.

Using the Participant Center

To log in to your account, go to <http://www.jdrf.org>, click "Login" under the sneaker icon, and enter your username and password in the section called "**Walk Login**". Once you log in to your account you will have access to the following features:

There are four tabs that provide different tools and views on your fundraising progress :

- **Home:** Provides an overview of your fundraising progress, suggests what to do next based on fundraising activity, gives several links to other locations within the Participant Center, and summarizes recent activity.
- **Email:** There are several tools available that simplify email management. Contacts can be imported through a link to your online address books or individually entered. Groups can be created for focused email messages. Composing emails can be completed by using the templates provided or written from scratch.
- **Progress:** This section provides more detail about fundraising activity. There is a long term donation tracker, a short term donation tracker, and detailed donation history. You may also enter cash or check donations using the link to the right to make your progress bar reflect all money you have received. Cash or check donations will be confirmed by the chapter following walk day.
- **Personal Page:** Update your public-facing webpage with a personal message and a picture or a video. If you prefer, you can make your Personal Page private by choosing "URL Settings" and selecting the "Private" radio button and saving.