



# NAMI Vermont's **MINDWalk 2018**

## Registration Instructions

1. Go to [www.namivt.org/walk](http://www.namivt.org/walk) on the NAMI Vermont Website.

2. Click on the button that looks like this to bring you to the Walk website:



3. Choose the blue button to register yourself or a team, or to join an existing team. Choose the yellow button to donate to an existing team or make a general donation (*Choose General Donations in the drop down menu*).



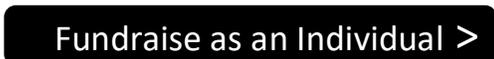
#### 4. Select your challenge!

After selecting the Register button, you will be prompted to choose a personal challenge. **If you plan to walk with us, click on the first challenge.** We offer other options for those who may not be able to attend on September 30<sup>th</sup> or who are unable to walk with us and would like to participate in another way. *Note: If you are logged in already, you may see an error message saying that your email has already been used. Check the upper right corner and log out if you are logged in. The message will disappear when you select your challenge.*



A  button will appear. Please click this.

#### 5. Select how you'd like to participate



To join a team, select one from a drop down menu that will appear. To form a team, you will need to come up with a team name. Once you choose an option, you will be prompted to log into or create a free Crowdrise account. If you are not already a member, click the **SIGN UP** button. If you don't remember your password from last year, click "Forgot Password" and you will be sent a new one.

#### 6. Fill in all your info to sign up or log in

An error message will appear if you enter an invalid email address, a password less than 6 characters long, or miss a required field. If you are under 18, a parent/guardian's signature will need to be added. **Don't forget to click the waiver box!**

Waiver

"I hereby waive any claim against NAMI, NAMI Vermont, sponsors, or personnel for any injury I might suffer in this event. I attest that I am physically fit and prepared for this event. I grant full permission for organizers to use photographs of me and quotations from me in legitimate accounts and promotions of this event."

By checking this box you agree to the above waiver.\*

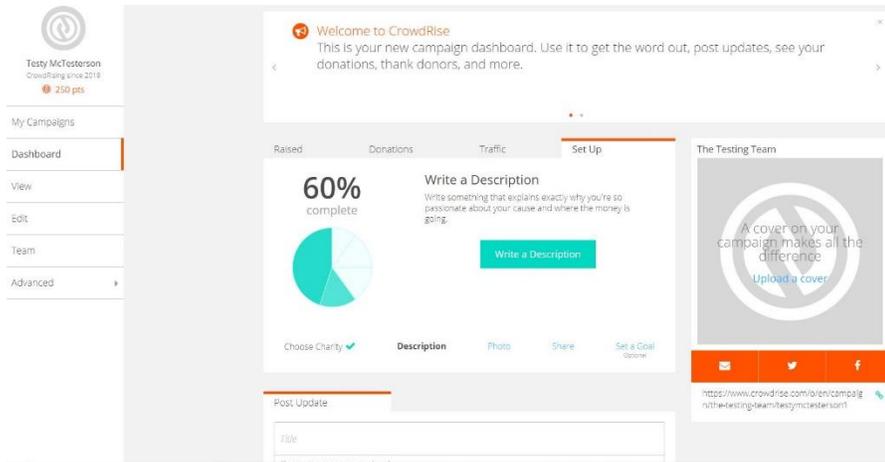
Click the **Yellow Next Step** button, then the **Complete Registration** button. (*Registration is free*) You will now see:

# THANK YOU



Click this button to take you to your fundraising page dashboard.

A dashboard for your team will appear. Now it's time to customize, manage and promote your team.



There are tabs across the top where you can see how much money your team has raised, donations to your team and the traffic coming to your page.

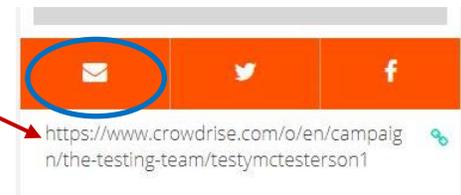
In the **Set Up** tab, you can:

- write a description of why you are raising money
- add a cover photo
- post on social media
- find the link to your page to paste it into emails and letters
- post updates.

### SOME NOTES ABOUT EMAILING:

There are two ways you can email people to join your team or donate to your team.

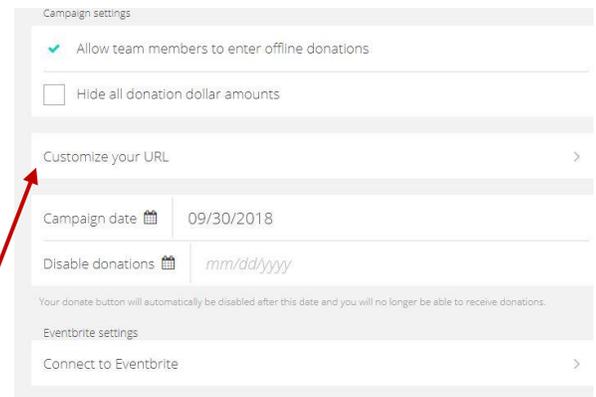
1. Copy the link (that can be found where the red arrow is pointing) and paste it into an email to family and friends that you send out through your personal email account (gmail, yahoo, outlook). One benefit to emailing this way is that your personal email won't get caught up in a friend or family members SPAM folder. –OR–
2. Click on the email icon (that is circled in blue to the right). You can send an automated email to up to 10 addresses at a time. If you choose this option, please be sure you have added your own personalized campaign story (click the Edit tab on the left of your dashboard page). Otherwise, the campaign story for the organizer of the team will appear instead of your own personal story.



## 7. Customize Your Fundraising Page

On the left sidebar is an EDIT tab. You can edit basic campaign information:

- Update your title
- Upload extra photos and videos you would like to share.
- Set a fundraising goal (we recommend \$100 for each individual or \$1,000 for each team.)
- Share your story. Tell people about the campaign and why it is important to you.
- Update your theme colors.
- **ADVANCED SETTINGS** in the EDIT tab gives you access to allow team members to enter in any offline donations they receive. You can also customize your URL so it is easy to remember. (i.e. [www.crowdrise.com/TeamAmy](http://www.crowdrise.com/TeamAmy))



## 8. Manage your Campaign

The **View** button in the left sidebar allows you to view how the page will be seen by others.

The **Team** button shows you the current members of your team.

The **Advanced** button allows you to:

- Access Reports
- Record Offline Donations
- Put a Widget on a website



## NOTES on OFFLINE DONATIONS MUST INCLUDE:

- Name on the check
- Check #
- Date on check
- Please write the name of your team or walker in the memo of the check and mail checks to the office or bring them to Walk Day.

**You are now ready to start spreading the word and raising money!**

Enter Offline Donations

If your friends donate by check or hand you a pile of cash or a stack of casino chips, you can enter their name and donation amount below and the donor will show up in your donations scroll and everyone will be happy. If you want to enter checks in bulk, just make the Display Name say something like "Offline Donations."

Display Name	Amount
<input type="text"/>	\$ <input type="text"/> .00
Notes (for reporting purposes only)	
<input type="text"/>	

[+ Add More](#)

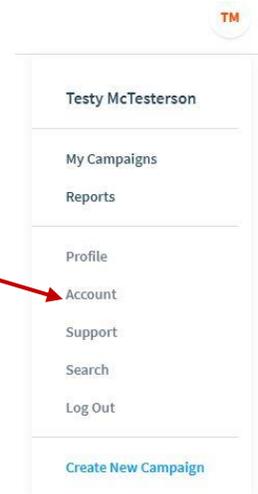
Hide Donation Dollar Amount

## 8. Returning to Your Dashboard

How do you come back to these pages later? Return to your Campaign Dashboard via [www.namivt.org/walk](http://www.namivt.org/walk) or at [www.crowdrise.com/mindwalk2018](http://www.crowdrise.com/mindwalk2018) and follow these steps:

- In the upper right corner, log in.
- Your icon will appear. Click on this and select "Account."
- On the next page, select "My Fundraisers."
- Click on the current fundraiser to open your dashboard.

Want to make a quick edit, send out a quick update or post? You can bypass the dashboard and simply select "My Campaigns" in the dropdown menu under your icon. Hover over your campaign and choose an option: Manage, Edit or Reports. (Please note: the email function is currently not active. You will need to copy and paste your URL into an email from your personal account.)



## 9. Questions?

If you have a question, get lost among the tabs, or encounter something that hasn't been covered in these instructions, please contact Amy Perry, Development Director, at [aperry@namivt.org](mailto:aperry@namivt.org) or (802) 876-7949 ext. 103 and I will be happy to help!