



NAMI Vermont's **MINDWalk 2018**

Registration Instructions

1. Go to 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*).



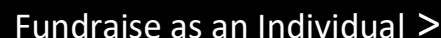

4. Select your challenge!

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 30th 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

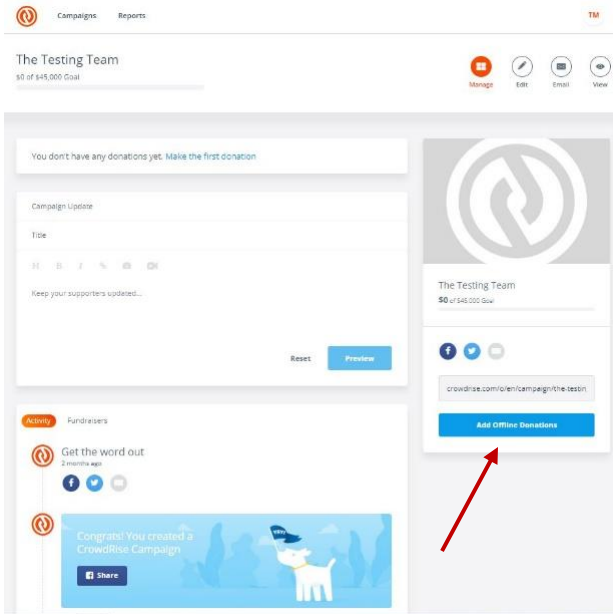


Click this button to take you to your fundraising page dashboard.

A dashboard for your team will appear. Crowdrise has recently made changes to the back end. This is the new look and feel that will appear when you have completed your registration. You will see four buttons in the top right corner – MANAGE, EDIT, EMAIL and VIEW.

7. The Manage Button

The MANAGE button has a place where you can make a donation to kick off the fundraising on your page. The box underneath is where you can create updated messages about your campaign to post on your page, so people are kept up-to-date on your fundraising. The third box has a button where you can invite others to fundraise with you on your team. Simply click on “Fundraisers” and fill in the emails.



On the righthand side of the page is a Facebook button and Twitter button for you to post directly to these social media platforms. There is also a gray email button and a customized website address that you can copy and share in an email.

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.

The red arrow above is pointing to a box that says “Add Offline Donations.” If you receive cash or checks, you can input them onto your page to keep your total amount current. Click on this box and insert the name of the donor and the amount.

NOTES on OFFLINE DONATIONS MUST INCLUDE:

- Name on the check
- Check #
- Date on check
- If it is cash, please specify this at this time.

Please write the name of your team or walker in the memo of the check or on the envelope holding the cash so it gets correctly attributed to your team. Either mail the donation to the NAMI Vermont office, drop it off during the week or bring it with you to Walk Day.

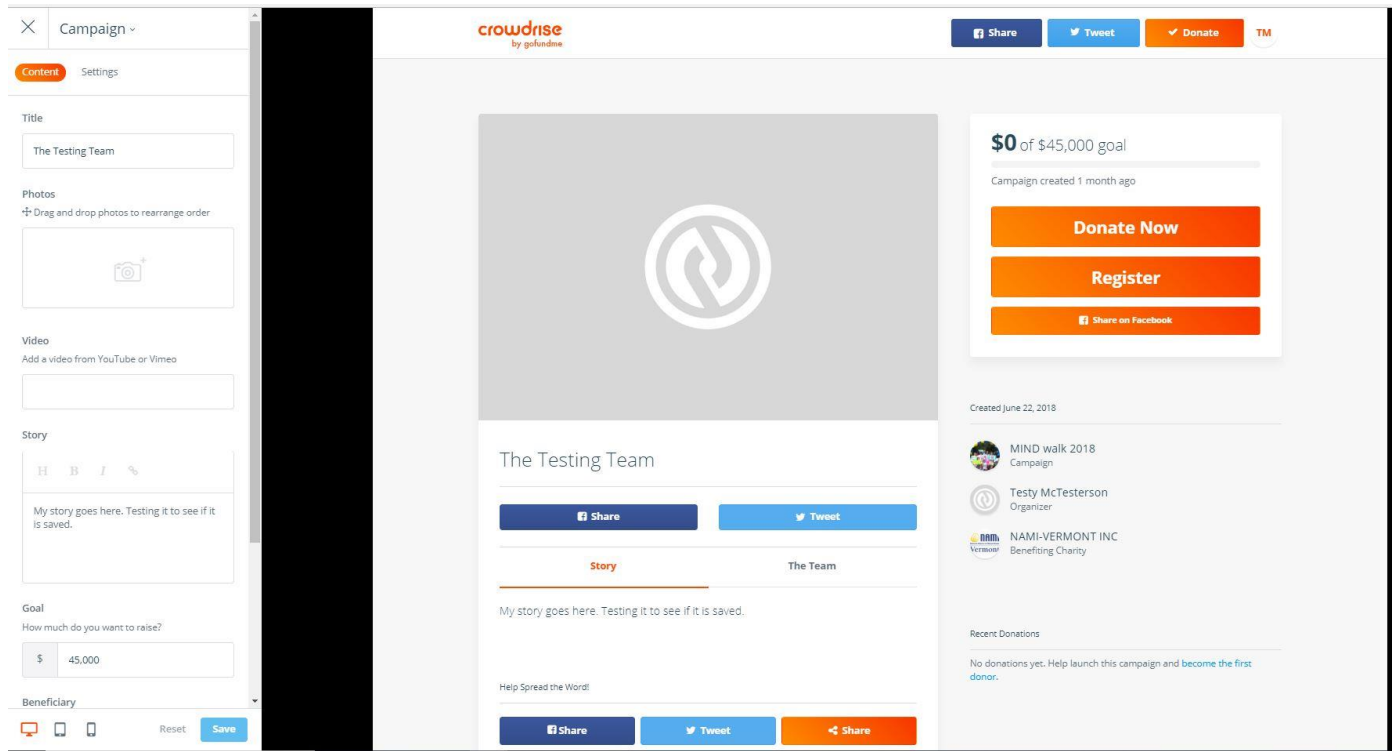
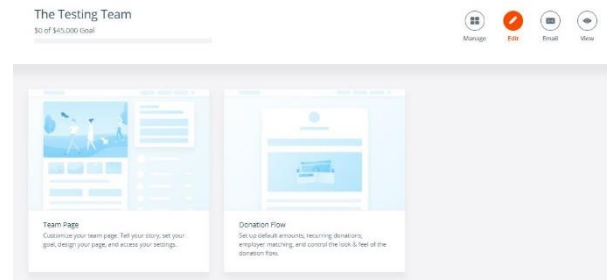
The 'Offline Donations' form includes fields for 'Assign to a Fundraiser' (set to Amy Perry, Organizer), 'Display Name' (with a text input field), 'Amount' (with a currency selector and a .00 value), a checkbox for 'Hide amount from public view', and a 'Notes' section with a text area. An 'Add Another Donation' button is at the bottom right.

8. The Edit Button

When you click on the Edit button this is what you will see first:

Hover over the “Team Page” box and click the “Edit” button that appears.

This will bring you to a page like the one below:



The right side of your page is a layout of your fundraising page. The sidebar on the left is your tool box. You can update the title of your team if you wish. You can add photos (the first photo will be your big photo, others will appear smaller underneath.). Drag and drop photos or choose the option to browse your computer for the photos you want to include. You can also add a video and update your goal amount.

This is also where you can write your personal story. This is your reason for walking, why it is important and why others should donate. This is a good chance to communicate with others.

When you are done, click the “Save” button at the bottom.

8. The View Button

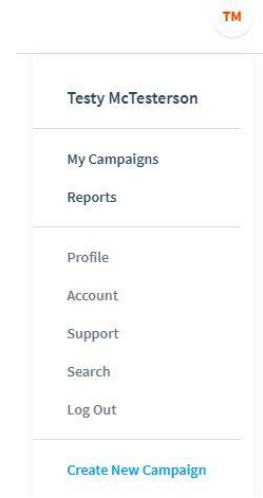
There are two final buttons in the top right corner. The Email button is a function that we do not have access to this year. The **View** button gives you a chance to preview how others will see your page. It's really useful as you are setting up your page.

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

9. Returning to Your Dashboard

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

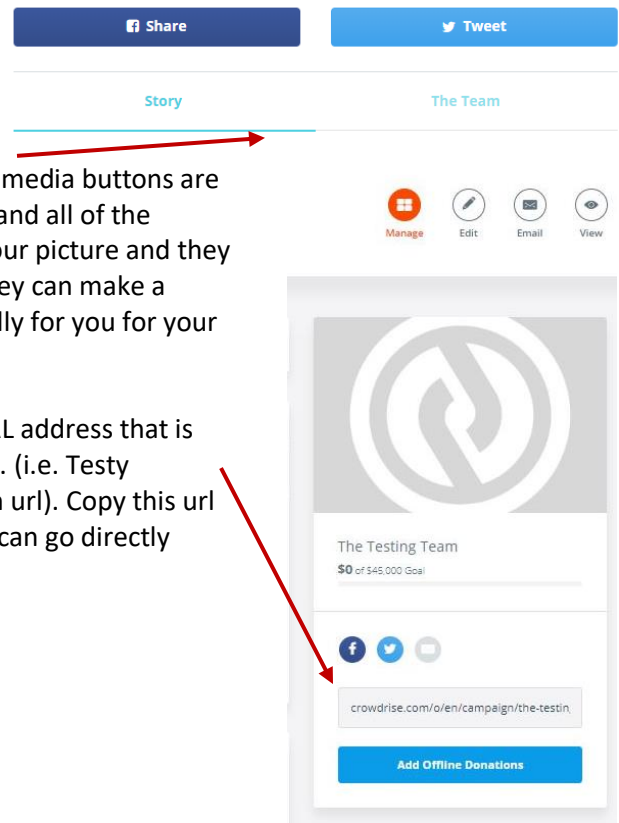
- In the upper right corner, log in.
- Your icon will appear. Click on this and select “My Campaigns.”
- On the next page, select the current fundraiser, hover over and choose Manage or Edit. (Email is currently not an active function.)
- You can also choose to go in through “Account” and select “My Campaigns” from there.



10. Sending People to Your Personal Team Page

If you are a part of a team, but would like send people to your personal team page so they can donate to you specifically, there are two different ways to do it.

1. Send the potential donor to your team’s fundraising page. Under your picture, your team name and the social media buttons are two options: **Story and The Team**. Click on “The Team” and all of the members of the team will be listed. Have them click on your picture and they will come directly to your fundraising page. From here, they can make a donation that will specify that they are donating specifically for you for your team.
2. Each team member who registers will get a website or URL address that is connected to the team, but unique to their personal page. (i.e. Testy McTesterson is part of The Testing Team, but has her own url). Copy this url and use in emails to all of your friends and family so they can go directly to your own personal fundraising page.



11. 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 or (802) 876-7949 ext. 103 and I will be happy to help!