

NAMI Vermont's **MINDWalk 2019**

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:

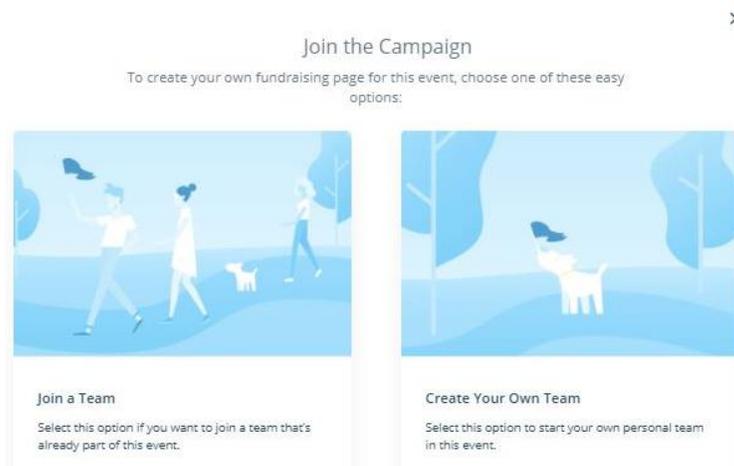
Register or Donate Today

3. Choose the CLEAR “JOIN” button to register yourself or a team, or to join an existing team. Choose the ORANGE “DONATE” button to donate to an existing team or make a general donation (Choose General Donations in the drop down menu).

Donate

Join

4. Select how you'd like to participate



You have two options this year. You can either join an already established team or form your own team. Click on the box of the option you decide. We will first look at the steps to take to create your own team.

5a. If you choose “Create Your Own Team”

You will first be prompted to sign up for a free account through Crowdrise or to log in. The page will look like this:



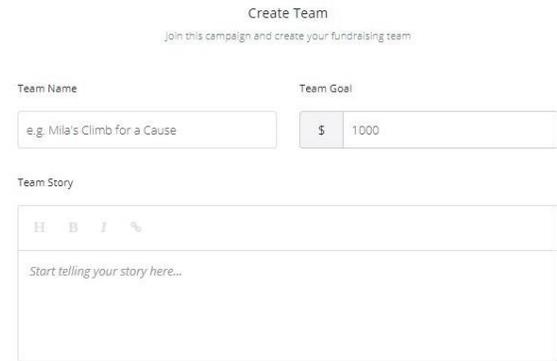
If you already have an account, click “Log in” and put in your username and password. Otherwise, fill out the form and click the “Sign Up” button. If you don’t remember your password from last year, click “Forgot Password” and you will be sent a new one.

You will then be prompted to create a Team Name, Team Goal and Team Story (Why you are Fundraising for NAMI Vermont). The page will look like this:

When this is completed, click



You will then be asked to upload a photo for your Team Fundraising Page. Once you have selected a photo, click the Upload button:

A form titled "Create Team" with the subtitle "Join this campaign and create your fundraising team". It has two input fields: "Team Name" with the example text "e.g. Mila's Climb for a Cause" and "Team Goal" with a dollar sign and the number "1000". Below these is a "Team Story" text area with a rich text editor toolbar (H, B, I, %) and the placeholder text "Start telling your story here...".

Upload a Photo
Add images that tell the story of your campaign. Campaigns with more photos tend to raise more money.



Drag and drop your files or click to browse



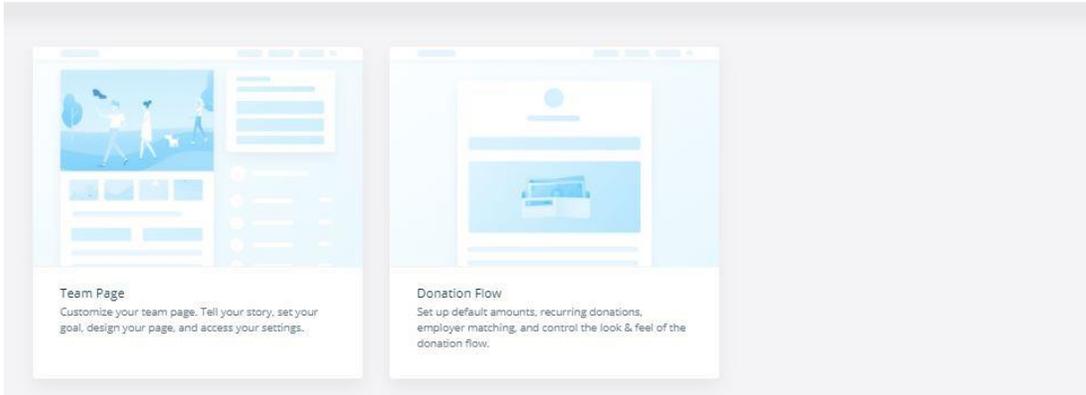
A page like this appears. Congratulate yourself! You are now ready to fundraise!



THE TEAM CAPTAIN DASHBOARD

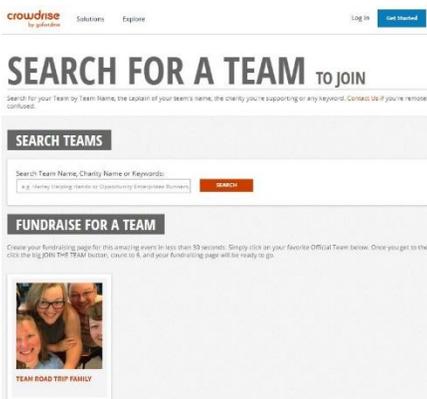
As Team Captain, you are in charge of your Team's main page. You will see a dashboard like the one below. (If you have been a team captain before, you might see a page with boxes for ALL of your pages. Just select the current campaign and click Edit.) If you hover over the box that says Team Page, you will see an edit button that you can click. You will also see four buttons in the top right corner – MANAGE, EDIT, EMAIL and VIEW.

Team Road Trip Family •
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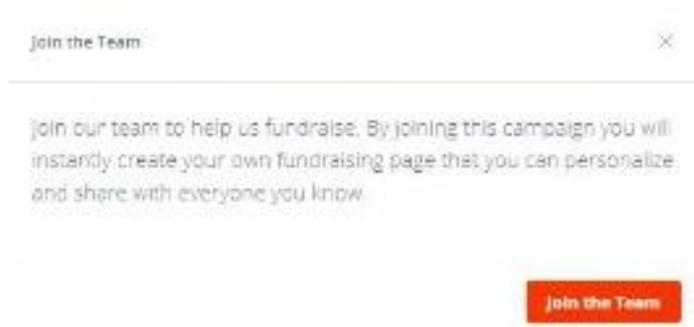
We will look at the functions in each button at the right in a minute, but first let's look at the steps to take if you decide to Join a Team.

5b. If you choose "Join a Team"

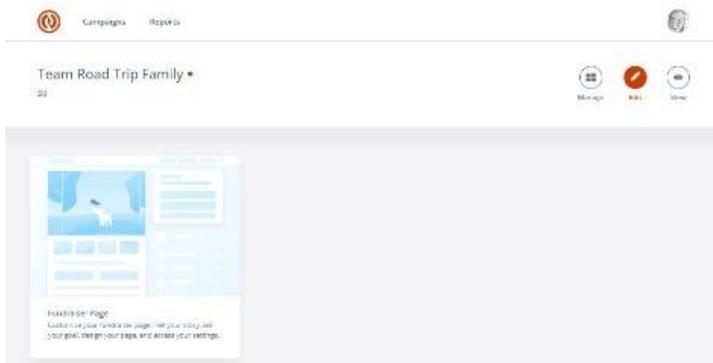


You will be asked to choose a team to join from a selection of already formed teams. Click on the team you want, and log into your account or sign up for a new account (see 5a).

A message box is going to appear that looks like this. Click the "Join the Team" button to instantly be connected to the team of your choice:



THE TEAM MEMBER DASHBOARD



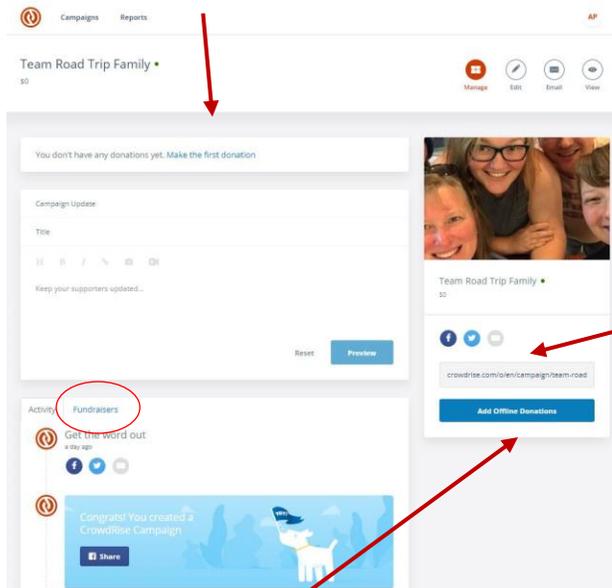
As a member of the team, this is what your dashboard will look like. (If you have been a fundraiser before, you might see a page with boxes for ALL of your pages. Just select the current campaign and click Edit.) If you hover over the box that says Team Page, you will see an edit button that you can click. You will also see three buttons in the top right corner – MANAGE, EDIT and VIEW.

Now, let's see the functions of each button.

6. 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 shows the activity on your page.

****If you are the team captain** - you will see in the third box a button marked “Fundraisers”. It is circled in red below. This allows you to invite others to fundraise with you on your team and monitor how your team members are doing.



On the righthand side of the page in the box under your picture and team name 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 gray email button. 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.

This red arrow 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 raised 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.

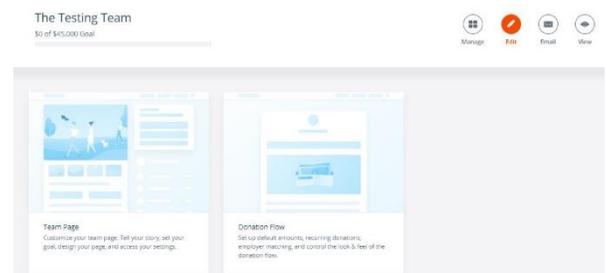
Please write the name of your team or walker in the memo of the check or on the envelope holding the cash so it gets correctly attributed to your team. Either mail the donation to the NAMI Vermont office, drop it off during the week or bring it with you to Walk Day.

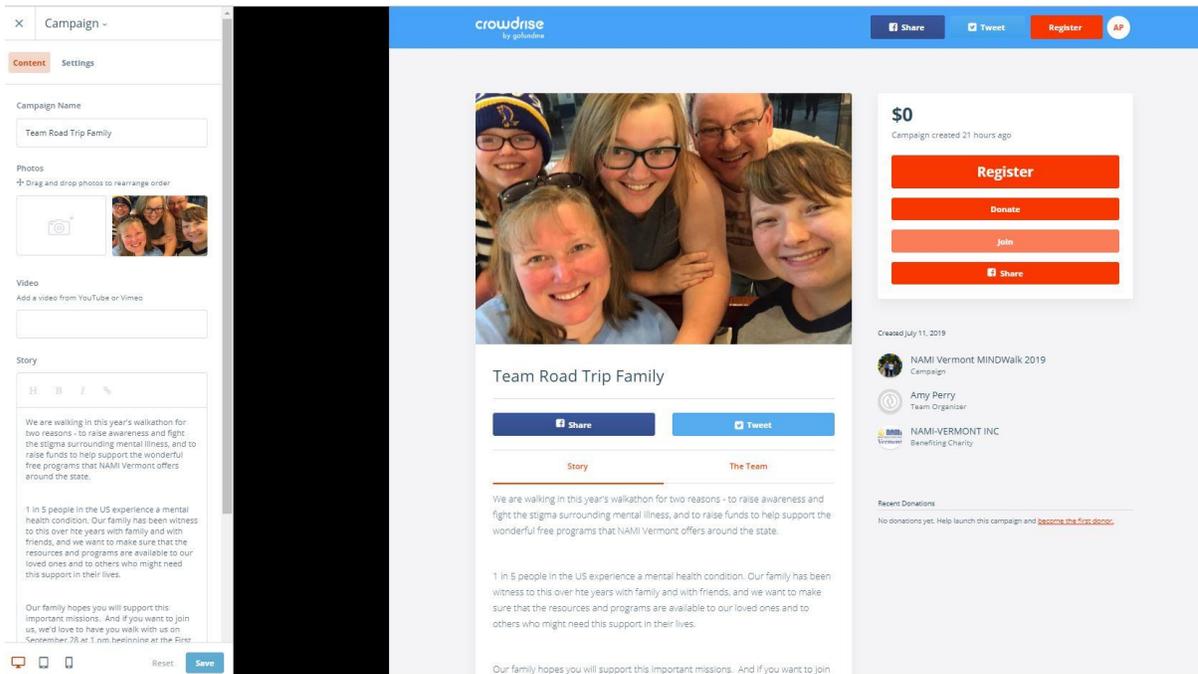
7. The Edit Button

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, add a video, update your goal amount, or add photos (the first photo will be your big photo, others will appear smaller underneath.). Drag and drop photos or browse your computer for photos.

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.

PLEASE NOTE: This information is what will be seen on ALL of your team’s fundraising pages. If you are a team member, you can edit your own story and photos and personalize your page a bit more to reflect why you are walking for NAMI Vermont.

8. The View Button

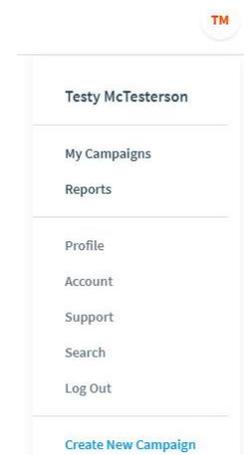
There are two final buttons in the top right corner. **The Email button** (which can only be seen on a team captain’s page) is a function that we do not have access to this year. The **View** button gives you a chance to preview how others will see your page. It’s really useful as you are setting up 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/mindwalk-2019 and follow these steps:

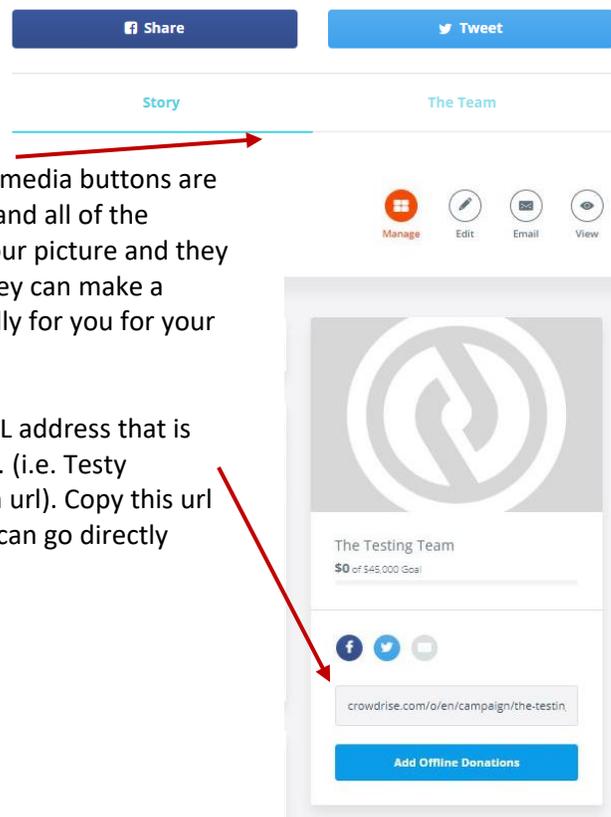
- In the upper right corner, log in.
- Your icon will appear. Click on this and select “My Campaigns.”
- On the next page, select the current fundraiser, hover over and choose Manage or Edit. (Email is currently not an active function.)
- You can also choose to go in through “Account” and select “My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

A. Waiver is required – We do not have an option in our online fundraising platform this year to include the waiver that we are required to have for this event. This year, we will collect these waivers from all of our walkers at the event during the check in process.

B. What if you are unable to join us the day of the event or unable to walk in the event?

We would still love your support in another way! Think outside the box and consider a different type of challenge! Here are some suggestions:

1. If you can't make it the day of the walk, but still want to walk, consider walking the same distance in your own neighborhood at a different time. You can call it a "Virtual MINDWalk."
2. If walking a distance isn't possible, think about helping out as a volunteer at one of the registration tables.
3. Pledge to volunteer to help with THREE NAMI Vermont exhibit tables around the state during the next year.
4. Pledge to have 10 conversations about mental health with friends and neighbors.

C. You can support the MINDWalk without forming or joining a team - Consider making a general donation to the MINDWalk fundraiser.

1. Click on the  button.
2. Choose "General Donations" from the drop down menu.
3. Follow instructions for payment.

12. 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!