

# A 'HOW TO' GUIDE

## FOR BUDDY WALK REGISTRATION OPTIONS

Thank you for your participation in the CRDSS Buddy Walk 2023! With the instructions included in this guide you will be able to easily Register, Join a Team, Create a Team, promote the walk, donate and more! This Guide will overview your options and offer details on the registration process. READ ON!

### OVERVIEW OF OPTIONS:

**NOTE:** If you have a login from previous years, please use that email and password to log in to Classy for 2023. The login icon is located in the upper right corner of the Landing Page.

**Register.** Sign up to get started right away, the process is simple! You'll be entering your information, given the option for a souvenir T-shirt, and asked if you would like to donate beyond your \$20 registration fee at the conclusion of your order. This is the option for you if you plan on joining us on Saturday October 7th for the Buddy Walk. Note: individuals with Down syndrome register for free. A required question asks for these individual's birthdays. That is standard information CRDSS collects to design programs to best meet the needs of our diverse community.

**Join a Team.** This is the option for you if you want to join an already existing Team. If your school, business, friend, or other group has already created a team, join them and ride the "Team Spirit" wave! You'll need to know the Team name and will be given an option to look it up. If you don't see the Team listed, contact those that were planning the Team to learn if they've already established the Team and what the name is.

**Create a Team.** This is a popular element to the Buddy Walk! We are very proud of our Teams and the money Teams raise fuels our year-round programming! The 'Captain' creates the Team and should be an adult with an email address. When you create a Team, you can invite friends to join it and contribute to it also! You will be one of many people raising funds for the work of the Centre Region Down Syndrome Society. You will be invited to customize your fundraising page with your photo and tell friends why you're fundraising for this work. You, as the Team Captain, can share your campaign URL link with friends via social media, email and in person.

**Donate.** The Buddy Walk brings in many donations that fuel our work! Put in the value of your donation and next you will be asked if you want to credit the donation to a specific fundraiser or Team. You'll need to know the Team name and will be given an option to look it up. If you don't see the Team listed, contact those that were planning the Team to learn if they've already established the Team, and what is the name of the Team.

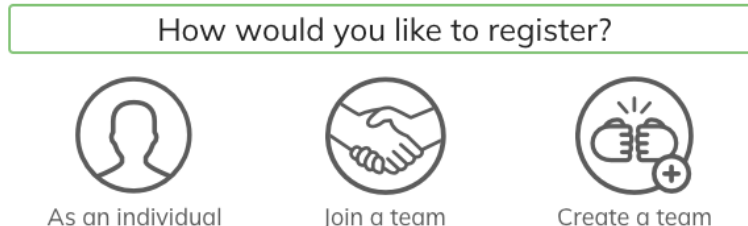
## DETAILS on the REGISTRATION PROCESS:

Tips for both Registrants & Donors. The information you enter will correlate to your past database records at CRDSS, so where possible, please try to correlate the 2023 information you enter with any records you've created in the past or CRDSS may have on file for you, so we can keep all your information straight. While you do this, please make note of the following tips:

- If possible, use the same name and email address you have used in the past.
- If you are entering others in your family or Team, use a unique email address for each adult/person whenever possible. It's important to use accurate addresses too, no need to make up a dummy address simply to try and follow the unique rule!
- When entering yourself and others, use actual names, not nicknames.
- *Be very careful when spelling* all names, emails, and addresses.
- In the address field, don't enter only a zip code, use full addresses.

## BEGIN YOUR REGISTRATION

1. Click the 'REGISTER HERE' button on the homepage and you'll see this graphic:



2. Choose how you would like to Register from the three options of "As an individual, Join a Team, or Create a team"
3. NOTE: Everyone that registers gets a Fundraising Page automatically created/assigned in the system. Each registrant will receive an email encouraging them to "claim" their Fundraising Page. This claiming and setting up the Fundraising Page is optional (but encouraged!) There is a pre-populated goal of \$400 set, but you can set a goal that's right for you. Keep in mind that you can always edit your goal once you get started.

## Register as an Individual

1. You will first select the number of registrations you want (for example if you are registering yourself along with other members of your family). Then click 'Finish Registration.'
2. The next screen will ask you to populate each attendee's information and T-Shirt size. (Souvenir T-Shirts are offered free to those that complete registration by September 22, 2023 at 5pm). The system requires you to add basic contact information for each person.
3. Once you enter all your attendees, the next screen asks if you would like to "Add a Donation." You can contribute further or SKIP the added donation.
4. If you choose to add a donation, select/input the amount and answer if you would like to cover the fees associated with the donation. You may credit one of your registrants with this donation (you will be provided a drop-down menu). You can credit the donation only to people you are registering.



## Register as an Individual *(con't)*

5. If you want to donate to a team or different individual than is on this transaction, use the “Donate” option on a separate transaction.
6. Lastly, you will complete your purchase. At checkout, review any information that is prefilled to assure all is accurate and change if necessary. Complete the purchase with your credit card information.

## Join a Team

1. You will be asked to input the name of the Team you want to join.
2. You'll need to know the Team name and will be given an option to look it up. If you don't see the Team listed, contact those that were planning the Team to learn if they've already established the Team and what the name is.
3. Then start the registration process as outlined above.

## Create a Team

1. Name your Team! It is entirely appropriate to use the Team name you've had in the past, and if you do, be sure to spell it the same! If your Team is new, be creative including both your name or nickname and a descriptor like “Hank's Honeybees” or “Mighty Millers”.
2. Set your Team Fundraising Goal. Aim High! There is a pre-populated goal of \$600 set, but you can set a goal that's right for you. Keep in mind that you can always edit your goal once you get started.
3. Edit the Team Page Headline. This can be a short sentence introducing your team to anyone that comes to your fundraising page.
4. Click ‘Create Team’ and you will be taken to the Registration page.
5. Add the number of General Registrations and Individuals with Down syndrome that are starting out on your team.
6. Go to the listing of team members and edit each attendee by clicking on the links that say "Attendee #". The system requires you to add basic contact information for each person individually. Click Next when attendee information is complete.
7. You will be asked to select the Team Captain, **which should be an adult with an email address.**
8. You will be asked if you want to donate. If yes, then as stated above, you will select one of your Team members as the person the donation will be credited to.
9. Lastly, you will complete your purchase. At checkout, review any information that is prefilled to assure all is accurate and change if necessary. Complete the purchase with your credit card information.



### Helpful Tips for Team Captains:

- If you are working on a portable device, we've found that the screen can time out so it's good to have your photos ready to load.
- You will receive an email confirming your order with the names of attendees and asking you to customize your page (if you have yet to do so.)
- You are provided a link to share with others to join and or donate to your Team.
- You may want to focus your fundraising efforts on promoting your Team as opposed to setting up individual Fundraising Pages for each member of your Team. Both are options and it is your choice.
- When new folks join your Team, you will receive an email announcing this news. That's a great opportunity to thank and welcome them!
- When folks join your Team, they receive an email confirmation stating they have joined (your) Team and have an option to claim and set up a fundraising page. (This is optional for them.)

### Teams and Fundraisers: More Ideas to Make an Impact:

- **Build Momentum:** Ask friends and family to join your Team, create their own fundraiser, or join YOUR fundraiser. Remind them that funds raised go to work immediately to empower the CRDSS mission and programs.
- **Spread the word:** Send the link of your Team or Fundraiser page to family, friends, co-workers, anyone you want to join your celebration. Get the word out on social media, platforms like Facebook & Instagram. Keep your Teammates inspired and involved by touching base often.
- **Motivate:** Encourage your Teammates with challenges (creative social media challenges are great!), with inspirational stories of your buddy, heartfelt emails thanking them for their continued support and more.
- **Remind:** Don't forget to send reminders! We all get busy and forget. Make sure your Team members know key deadlines. You don't want anyone to miss out on this year's Souvenir T-shirt - which needs to be 'reserved' by 5PM on Friday, September 22nd.
- **Encourage:** Urge your Team members to set their own goals. Increase your goal after you reach your first goal. Goals motivate!
- **Communicate:** Share news often with your Team on how your progress is tracking. Keep in touch throughout the short season - this is a great way to keep the buzz going and encourage even more participation!
- **Give Thanks:** Keep an eye on your email for notifications of donations and new Team members. Recognize Teammates by sending thoughtful emails or posting on social media. When Buddy Walk 2023 is just a beautiful memory, send each donor a personal thank you message. Having your buddy share a handwritten message or decorated card is mighty special!

*Thank you for your support. Together we will create a world where people with Down syndrome have limitless opportunities and live life to the fullest.*