Directions for Team registration

1. **Registering a new walking team as a team captain→**Blue **REGISTER** button on the top right side of this page. You can continue as a guest or sign in with either buttons below if you already have an account. Proceed through the steps. In step 4, select "Create new team" and type in your team name. Answer questions through step 9. Step 9 allows you to create your fundraising team. Selecting a team name on question 4 DOES NOT automatically make a fundraising team for your walk. Please select "yes" to step 9 and choose the same team name used earlier in step 4. Select "Create fundraising team" and type in the same name. This will make a team button for you and your guests to choose on the home www.crowdrise.com/HADSA page at the bottom. You then can check out or add other family members by using "add new entry." Only make one crowdrise fundraising page per family.

2. **Joining an existing walking team→**Blue **REGISTER** button on top right side of this page. You can continue as a guest or sign in on the next screen if you already have an account (you likely will not if you have never used this registration process before). Start the registration process and in step 4, choose "join an existing team". Type in the name of the walking team you would like ot join and check the box on the left side of the team once it is found. Proceed with the rest of the registration process. You can join this teams fundraising efforts and contribute to their overall team fundraising total by selecting "yes" in step 9 to the "crowdrise fundraising" question and choose "join an existing team." This would all you to recruit other people you know to help in the fundraising efforts going toward the overall team total.

3. **Making donations to an existing team without registering to join the day of the event→** Use the orange **DONATE** button on the top right side of this screen and select the team you would like to make the donation on behalf of at the top of the following screen. Or you can choose the team you would like to donate to on the bottom of this page and follow the prompts.

4. **Making donations to the general HADSA fund without designating a specific team→** Use the orange **DONATE** button on the top right side of this screen and select the "general donations" team listed or use the "general donations" team box at the bottom of the page.

5. **5k registration for adult or youth→**Blue **REGISTER** button on top right side of this page and select appropriate age group and follow prompts.

FAQ's

1. When I registered for the walk, why doesn't my name show up on the Crowdrise fundraising page?

   -When you register for a team in step 4 during the registration process, that does not automatically add you to the Crowdrise fundraising page on the last step of the registration process. They are two separate entities. The team selection in step 4 is for the walk committee to keep track of how many people per group and for the group captain to see who all signs up for his/her team. The Crowdrise team is the fundraising side. You do NOT have to be listed on

this team to be counted toward the teams overall group total. You can sign up on the Crowdrise page if you want to help in the fundraising efforts.

2. Why didn't my registration page add to the Crowdrise fundraising teams total?
-It will. This has to be manually input by the site administrators on a weekly or biweekly basis. The registration fees, check and cash donations are considered "offline donations" and have to be manually input. Only the donations made by credit card using the donation button at the top right side of the home page post immediately to the overall total.