



WALK-A THON WEBSITE FAQs

1) How do I REGISTER to start a team or join a team?

Step 1: Go to www.girlsclub.org/about/walk. Click **REGISTER**.

Step 2: Under HELP OUR CAUSE (on the left hand side) click **REGISTER**.

Step 3: Create an account.

Step 4: Follow the instructions to [start a team](#) or [join a team](#).

Step 5: Bookmark the main event webpage for easier access!

2) How do I DONATE to support a team or team member?

Step 1: Go to www.girlsclub.org/about/walk. Click **DONATE**.

Step 2: Choose to “Donate without sponsoring a Team or Individual” (donations will go towards the general Girls Club team) or “Donate toward a Team or Individual's goal.”

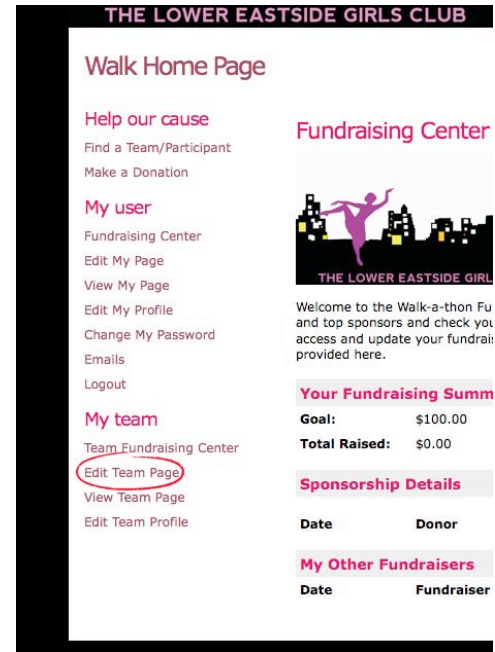
Step 3: Follow the instructions to search for a team or individual. You can donate towards the individual’s goal or the collective team goal.

3) How do I personalize my TEAM PAGE? (TEAM CAPTAINS ONLY):

Step 1: Go to www.girlsclub.org/about/walk.

Click **REGISTER**.

Under MY TEAM (on the left hand side) click on EDIT TEAM PAGE.



Step 2:

Here you can upload a JPG picture (under 2 MB) of you and your team members (or any image you wish).

Your default photo is of Girls Club members in a community garden in the East Village.

SAVE.

Step 3:

Write your own team story in the MESSAGE ON TEAM PAGE text box.

Tell us a little about your fantastic selves!

Have you known each other since High School?

Are you all walking in honor or memory of someone?

Be sure to keep the default text and instructions there so that people know how to support your team.

SAVE.

[Email Us](#) [Main Page](#)

Edit the Team's Page

The image on the team page:



This is the default image

Please note, the image file cannot exceed 2MB or be wider than 380 pixels. If your image is wider than 380 pixels, it may take several moments to upload as the page will need to scale the image to the proper size.

Message on the team page:

B *I* U Font Font Size
Welcome to our team's fundraising page! Click the **Make a Donation** link to sponsor our efforts in meeting our fundraising goal, or click **Register** to create your own page and join me in raising money for the Lower Eastside Girls Club!

[Email Us](#) [Main Page](#)

Edit the Team's Page

The image on the team page:



This is the default image

Please note, the image file cannot exceed 2MB or be wider than 380 pixels. If your image is wider than 380 pixels, it may take several moments to upload as the page will need to scale the image to the proper size.

Message on the team page:

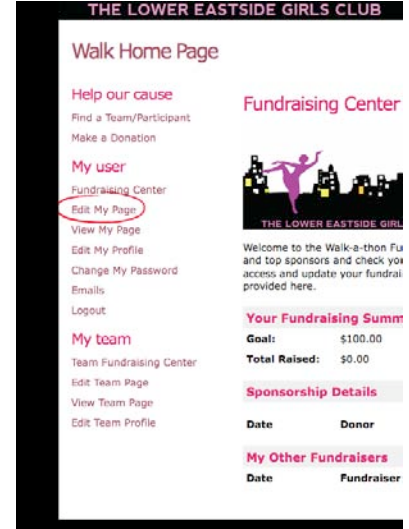
B *I* U Font Font Size
Welcome to our team's fundraising page! Click the **Make a Donation** link to sponsor our efforts in meeting our fundraising goal, or click **Register** to create your own page and join me in raising money for the Lower Eastside Girls Club!

4) How do I update my PERSONAL information and individual page?

Step 1: Go to www.girlsclub.org/about/walk.

Click **REGISTER**.

under MY USER (on the left hand side)
click on EDIT MY PAGE



Step 2:

Upload a picture of yourself or something that represents you. This will help others in the Walk-a-Thon better know what you're all about and in turn feel encouraged to support you and enrich the online community with their own pictures.

SAVE.



Step 3:

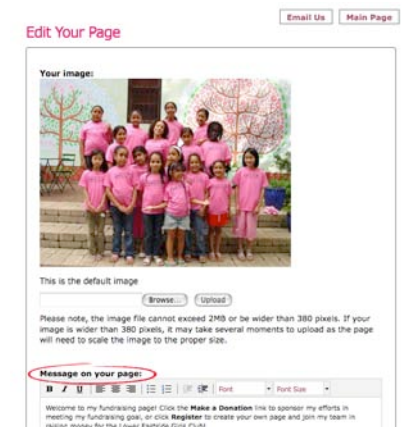
Write a little about yourself in the MESSAGE ON YOUR PAGE text box.

Tell us a little about your wonderful self.

What does the Girls Club / Walk-a-Thon mean to you?

Be sure to keep the default text and instructions there so that people know how to support you.

SAVE.



Step 4:

Click on VIEW MY PROFILE on the left hand side to make sure all your information is updated.

5) GENERAL QUESTIONS.

How do I?

EDIT MY PROFILE

On the left Nav bar, click EDIT MY PROFILE. Make any necessary edits.

Confirm that your T Shirt Size and Emergency Contact info is entered.

CHANGE MY PERSONAL FUNDRAISING GOAL

On the left Nav bar, click EDIT MY PROFILE.

Under Fundraiser Information update your personal fundraising goal.

CHECK ON MY TEAM FUNDRAISING PROGRESS

On the left Nav bar, click TEAM FUNDRAISING CENTER.

DELATE MY TEAM AND JOIN ANOTHER TEAM

Email Adriana@girlsclub.org and we will change it for you!

CHANGE MY TEAM FUNDRAISING GOAL

On the left Nav bar, click EDIT TEAM PROFILE.

Edit the new fundraising goal.

CHANGE MY TEAM NAME

On the left Nav bar, click EDIT TEAM PROFILE.

Edit the new team name.

FIND OUT WHEN SOMEONE JOINS MY TEAM

On the left Nav bar, click EDIT TEAM PROFILE.

Under Notification Preferences click: Notify When Sponsored and Notify When Someone Joins.

CREATE EMAIL TEMPLATES

On the left Nav bar, click EMAILS for Email Templates.

Please contact alliance@girlsclub.org if you have any further questions!