

## **EASTER SEALS SOUTHERN CALIFORNIA**



*(Formerly Walk With Me)*

### **TEAM CAPTAIN INFORMATION**

For details and other information regarding the event, click [here](#)

If you are a returning Team Captain, thank you so much for coming back and supporting our newly refreshed annual Easter Seals Southern California walk – STRIDES FOR DISABILITY!

If you are a NEW Team Captain, thank you so much for joining us! We welcome you to the Easter Seals family and appreciate your support. See instructions below for registering as in Individual and creating your Team.

Along with a new name for the event, we also have a new ON-LINE REGISTRATION platform, so you will see a completely different look and feel as you register for the walk. We want to make this process is smooth and as easy as possible for you, so please take a moment to make note of the following:

- You will need to register yourself **BEFORE** creating your Team. See below for instructions on registering as an individual in case you have any issues.
- The new online registration system does not have your previous team names or information so you will need to create your Team Name and Team Page. You can use the existing template or can customize your Team pages.
- Below are instructions on how to:
  - Register as an Individual
  - Create a Team
  - How to manage your Team page
  - How to add donations to your Team
  - Tips on Fundraising

### ***REGISTRATION GUIDE***

#### **To Register as an Individual:**

1. Click on the “Register Now” button.

2. Select whether you will be participating in the 3k walk or 5k run as an adult or child.
3. Select whether you would like to add a donation in addition to the race fee.
4. Teams:
  - If you are joining a team, please type in the team number or just hit search to find the team you would like to join.
  - If you would like to create a team, after you register, follow the prompts on the confirmation email and see instructions below.
5. If you have a discount code, please enter the entire code in the box provided under “Event Code” (there are special codes for ESSC, CVS, Century 21, and Amway IBO staff).
6. Check the box that you have read, understand and agree to the waiver and hit continue to the next page. Please note: You will need to print out the Waiver and bring it with you to pick up your registration materials at Pre-Packet Pick-up or one will be provided at check in the day of the walk.
7. On Page 2, please complete all of your contact information. Anything designated with a \* is required. Once completed, hit the continue button at the bottom.
8. On Page 3, please answer the 4 required questions and hit the continue button.
9. The final page is a chance for you to review all your submitted information before completing the transaction.
  - If you are registering for yourself only and have completed everything, please click on the “proceed to check out” button to complete your transaction.
  - If you would like to register another individual before paying, please click on the “add another registrant” and complete the process for that person. You can continue to add as many individuals as you like before completing the transaction.
10. Checkout:
  - The total amount will be displayed in the top middle of the page in red.
  - Please complete the billing contact information as well as credit card information in the designated fields.
  - Once everything is completed, hit the “Complete Registration” button.
11. Once the transaction is complete, you will see a confirmation screen in which you can move forward to create your team. You will also receive a confirmation email.

If you are having issues registering, please call Race Central at (909) 874-5480 Monday – Friday 9:00am to 5:00pm or email Support at [Karen@rccal.com](mailto:Karen@rccal.com).

## ***CREATING A TEAM***

### **To Create a Team:**

1. Once registered, follow the prompt on the confirmation page that’s says “to create a team, click here”.

2. Complete the first and last name of the individual designated as team captain and also the team name.
3. Complete all the contact information for the team captain and include the company name if your team is coming on behalf of a designated company.
  - If you are affiliated with CVS, please make sure you include your CVS Store # in the name of your team so that we can recognize your funds appropriately.
  - If you are affiliated with Century 21, please make sure you include your Century 21 office in the name of your team so that we can recognize your funds appropriately.
4. As team captain, you will need to create a log in so that you can access your team information, track donations, see who has joined and much more.
5. You will need to include your Registration ID, which can be found on your registration confirmation.
  - If you can't locate your Registration ID number, just click on "Lookup Registration ID" and enter in your First and Last name and it will auto-populate your ID number.
6. Once all the steps are completed, click on "Register Team" and your team will be created!
7. You will receive an email confirmation with a link to login and manage your team page; a link to send to others to join your team; and a link to send to other who just want to donate to your team.

## ***MANAGING YOUR TEAM PAGE***

### **To Manage your Team Page:**

1. Please click [HERE](#) to access your team page.
2. Enter in your username and password that you entered when creating your team and click sign in.
3. Once logged in, you will see multiple options for editing and managing your pages

### **My Websites:**

- **Edit Fundraising Site** – this allows you to edit your personal fundraising page
- **Go to Fundraising Site** – this allows you to view your personal fundraising page
- **Edit Team Site** – this allows you to edit your team page
- **Go to Team Site** – this allows you to view your team page

### **Administration:**

- **Change Password** – this allows you to change your password
- **Edit Team Information** – this allows you to change/update the teams address and contact information that was completed when creating the team
- **Remove Team Members** – this allows you to remove participants from your team
- **Add Team Members** – this allows you to add participants to your team

### **Reports:**

- **My Donations** – this report shows you all the donations you have received for your personal page
- **Team Donations** – this report shows you a summary of donations and registration fees attributed to your team
- **Team Member Report** – this report allows you to see the list of members on your team

## ***EDITING YOUR TEAM OR PERSONAL FUNDRAISING PAGE***

### **To Edit your Team Page:**

1. Please click [HERE](#) to access your team page.
2. Enter in your username and password that you entered when creating your team and click sign in.
3. Once logged in, click on Edit Team Site.

### **Team Information:**

- This confirms the team name, team number and team goal. You can update your team goal as frequently as you like.

### **Team Story:**

- This is where you can write about your team and share about your passions.

### **The Situation:**

- This is where you can write about “Why you walk” and what drives you to participate.

### **Donor Information:**

- This is where you can designate what shows when people donate to your team.

### **Image:**

- This is where you can upload a picture of your team and add a caption.

### **Thermometer:**

- This is where you have the option to show the thermometer of progress towards your goal.
4. Once you have completed all the fields make sure you click “**Apply Changes – Submit**” to save all your work.

## **FUNDRAISING TIPS**

### **Socialize**

Text, email, Instagram, Facebook your friends and family with links and updates to your Walk webpage. Use Facebook to send out weekly statuses with information on how to donate to the Walk or just Tweet about it!

### **Presents**

Do you have a birthday, anniversary, or a special holiday coming up? Ask family and friends to make a donation to the Walk in lieu of a gift.

### **Sweet Donation**

Buy or bake cookies or other goodies, wrap them up, and attach a little note explaining why you're Walking. Drop them off on your neighbors' doorsteps or on your co-workers' desks—it's a delicious way to ask for a donation to a worthy cause!

### **Have a Sale**

Have a garage sale, bake sale or car wash--all great ways to reach your Walk goal! Gather friends to help you sell baked goods and wash cars and get the word out. Use websites like eBay and Craigslist to help you sell your items to meet your Walk fundraising goal.

### **Casual for the Cause**

Let employees dress casually for a day for a small donation (usually \$5-\$10) and to show their commitment to Easter Seals.

### **Guest Bartender**

Ask your favorite watering hole to let you guest bartender for donations. Dress in red to let people know why you're there. Customers will be more willing to tip when they hear about your enthusiasm for the cause.

### **Spare a Penny**

Decorate boxes or jars with red glitter, red ribbon or a fun design! Pass them out to friends, family, and co-workers and ask them to donate their spare coins to your Strides for Disability Walk team. Every bit gets you closer to your goal.

### **Laugh Out Loud**

Ask your local comedy club to donate a percentage of drink sales for a night. Publicize the event on your Facebook, Twitter, and other social accounts. Send a flyer to your local newspaper to promote the event.

### **Theme Night**

Plan a party or gathering. Come up with a fun theme and invite your friends to dine with you for a small donation towards your Walk goal.

### **Restaurant Night**

Host a fundraiser at your favorite restaurant, eatery, or bar. Ask your participating restaurant to donate a percentage of purchased food and drinks to your Walk Team. Create a fun flyer to give to family, friends, and co-workers.