

## Step by Step Instructions for Setting Up Fundraising Pages

[www.crowdrise.com/MallWalk](http://www.crowdrise.com/MallWalk)

### Setting Up a New Team

1. Register
2. Select # of walkers
  - a. NOTE: If you choose more than one walker, all walkers registered in this manner must share one fundraising page and one email address. Additionally, if you have multiple walkers that share an email, they must all be registered at this time under that one email address, so you must choose the multiple walker option.
  - b. If you are sharing a fundraising page as co-captains of the team, you will want to put both names in the name field: ie – First Name: John and Jane Last Name: Smith OR First Name: Jane Smith and Last Name: Jenny Jones
3. Next Step
4. Create Team (Enter Team Name)
5. Create an Account
6. Sign Up
7. Complete Participant Information and check box to agree to waiver
8. Next Step
9. Takes you to “Checkout” – click “Complete Registration” as there is no charge to participate
10. Go to my fundraising page
11. At Team page, click on Edit Fundraiser tab
12. Complete mini summary (140 characters or less)
13. Complete About My Fundraiser – why are you fundraising, etc.
14. Hit Save
15. Scroll down to set your fundraising goal (as the captain of the team, this is your fundraising page, so the goal you set is actually for your own fundraising)
16. Click on “Edit” – enter your goal such as 2500
17. Save
18. Upload pics and videos
19. Photos – click on” Edit” – Click on “+” – browse (you choose folder to choose photo from) – click on photo – upload photo – crop (must be square) (you can add additional photos, but the first one will be the team photo that shows on the leaderboard) (this is your team photo)
20. Click – “Go to your fundraiser page” just below the photo you uploaded.
21. In the top righthand corner of the page, click on the gray box.
22. Select MY PROFILE from the drop down.
23. Click on the gray square next to your name
24. Upload a profile photo and click UPLOAD.
25. Crop your Photo and hit Save.
26. Click on your new profile picture in the top righthand corner.
27. Select ACCOUNT from the dropdown. Click “Notifications” – Checkmark your preferences
28. Save

29. Go to your Mallwalk Fundraiser by selecting it from the account dropdown (click your profile photo in top right quarter)
30. This will take you to your Dashboard.
31. Where it says “Share, Share, Share,” click on the icon of your choosing (for email, Twitter or Facebook) to “Ask for donations”, or scroll down to Activity Feed, and under “Get the word out” click the orange mailbox to email your friends and family!
  - a. If you want to test how it will look to your friends (such as in an email, put in your own email address to see it)
  - b. Or you can Email friends to donate or join team – just use your own crowdrise URL – (on your profile)

### Joining an Existing Team

1. Register
2. Select # of walkers
  - a. NOTE: If you choose more than one walker, all walkers registered in this manner must share one fundraising page and one email address. Additionally, if you have multiple walkers that share an email, they must all be registered at this time under that one email address, so you must choose the multiple walker option.
  - b. If you are sharing a fundraising page and you want all names to show up on the front screen, you will want to put both names in the name field: ie – First Name: John and Jane Last Name: Smith OR First Name: Jane Smith and Last Name: Jenny Jones
3. Next Step
4. Click on “Join a Team”
5. Click on drop down to find your team to join (if you don’t know the team name, enter the name of a participant in the “search” area in the upper right corner)
6. Next Step
7. Create an Account
8. Sign Up
9. Complete Participant Information and check box to agree to waiver
10. Next Step
11. Takes you to “Checkout” – click “Complete Registration” as there is no charge to participate
12. Go to my fundraising page
13. At this page, you’ll see the team picture and team info written by the team captain – click on Edit Fundraiser tab
14. Complete About My Fundraiser – Edit Basic Fundraiser Info – this should be info about why are you fundraising, etc. (what the team captain wrote for his/her page shows up automatically, but you should overwrite to personalize it for your own message)
15. Hit Save
16. Scroll down to set your fundraising goal
17. Click on “Edit” – enter your goal such as 2500
18. Save
19. Upload pics and videos

20. Photos – click on “ Edit” – Click on “+” – browse (you choose folder to choose photo from) – click on photo – upload photo – crop (must be square) (you can add additional photos, but the first one will be the photo that shows on the leaderboard) (the team photo shows up there too – if you want to keep it as an option, you can, but if you want the photo you upload to show up on the front screen, drag it in front of the team photo. If you don’t want the team photo to show up on your individual page, you can delete it from this area.)
21. Click – “Go to your fundraiser page” just below the photo you uploaded.
22. In the top righthand corner of the page, click on the gray box.
23. Select MY PROFILE from the drop down.
24. Click on the gray square next to your name
25. Upload a profile photo and click UPLOAD.
26. Crop your Photo and hit Save.
27. Click on your new profile picture in the top righthand corner.
28. Select ACCOUNT from the dropdown. Click “Notifications” – Checkmark your preferences
29. Save
30. Go to your Mallwalk Fundraiser by selecting it from the account dropdown (click your profile photo in top right quarter)
31. This will take you to your Dashboard. Where it says “Share, Share, Share,” click on the icon of your choosing (for email, Twitter or Facebook) to “Ask for donations”, or scroll down to Activity Feed, and under “Get the word out” click the orange mailbox to email your friends and family!
  - a. If you want to test how it will look to your friends (such as in an email, put in your own email address to see it)
  - a. Or you can Email friends to donate or join team – just use your own crowdrise URL – (on your profile)