REGISTERING

How to Register as a Walker

There are a number of ways you can register yourself as a Walker in a Walk. Each one involves locating the Walk location you want first. The steps after that are all the same and are listed below.

1. Choose your **Province**

2. Choose your **City/Location**

3. Click the **Click to Continue** button

4. On the Event page, under Participate, select **Register as an Individual**

   a. Select **Walker** as the Participant Type (**Note:** Some locations charge a Registration fee. If so, you will be prompted for credit card payment at the end of your registration process.)

5.

   a. In "**Your Fundraising Goal**" field enter your fundraising goal

   b. If you would like to kickstart your fundraising campaign, you can make a donation in the **Would You Like to Make a Donation Now**? amount field. This amount will show up on your own Fundraising Honour Roll on your page. **Note:** You will be prompted for credit card payment at the end of your registration process if you use this.

6. Click the **Next Step** button

7. Fill out the rest of the Registration form with your contact details. **Note:** Fields marked with a red asterisk are mandatory.

8. Depending on your location, you may have other fields to complete here, including choosing a User Name and Password.

9. Click the **Next Step** button

10. Read the Waiver.

Note: You can download the waiver to read offline by clicking the **"Printable Version"** link just above it.

      a. Check the **"I agree with the terms and conditions above"** box at the bottom

11. Click the "**Next Step"** button. If this button is greyed out, please make sure the check box in Step **10.a** is checked.

12. Review your registration

13. Click the **"Complete Registration"** button to finalize your registration. Congratulations! You're a Walker!

14. Click the "**Access your Participant Center**" button to start customizing your Personal Page in your Participant Centre.

How to Register a New Team

1. Go to www.walkforalzheimers.ca

2. Click the **'Register Now'** link in the upper right side of the screen.

3. Use the drop-down menu to select your **Province.**

4. Select the **City** of the Walk you want to register for.

5. Click the **Click to Continue** bottom.

6. Verify the date time and location of your walk in the center of the screen.

7. You can choose to set up a new team or join an existing team. To form a new team, click the "**Start a Team"** button and complete the steps below.

      a. Enter your new **Team Name.**

      b. Enter your **Team Fundraising Goal** amount.

      c. If you are from IG Wealth Management, please select **IG Wealth Management** from the Company drop-down.

      d. Click the **'Next Step'** button.

8. When you create a new Team, the first step will be to register as a walker and make yourself captain of the team. On this page, in the '**Select Participation Type'**, click on "**Walker".** Enter the

amount you are hoping to raise in the **'Fundraising Goal'** field. This can be added or updated later in your Participant Centre. **Note:** Some locations charge a Registration fee. If so, you will be prompted for credit card payment at the end of your registration process

9. If you would like to sponsor yourself to start your fundraising efforts, enter the amount in the **'Would you like to make a personal donation now? Amount'** field.

10. Click the '**Next Step'** button.

11. The registration form is divided into 3 sections Registration, Contact Information and Participant Centre Access Information. To register, you must fill out all fields marked with a red asterisk (*).

    Note: You can download the waiver to read offline by clicking the **"Printable Version**" link just above it.

12. If you agree, scroll down and check the box next to 'I agree with the terms and conditions above'. The 'Next Step' button will become active. Click it to proceed with your registration.

13. Review your registration summary and if everything is correct**,** click the **'Complete Registration'** button on bottom.

14. Click the '**Access Participant Centre'** black button to enter your team's personal space.