

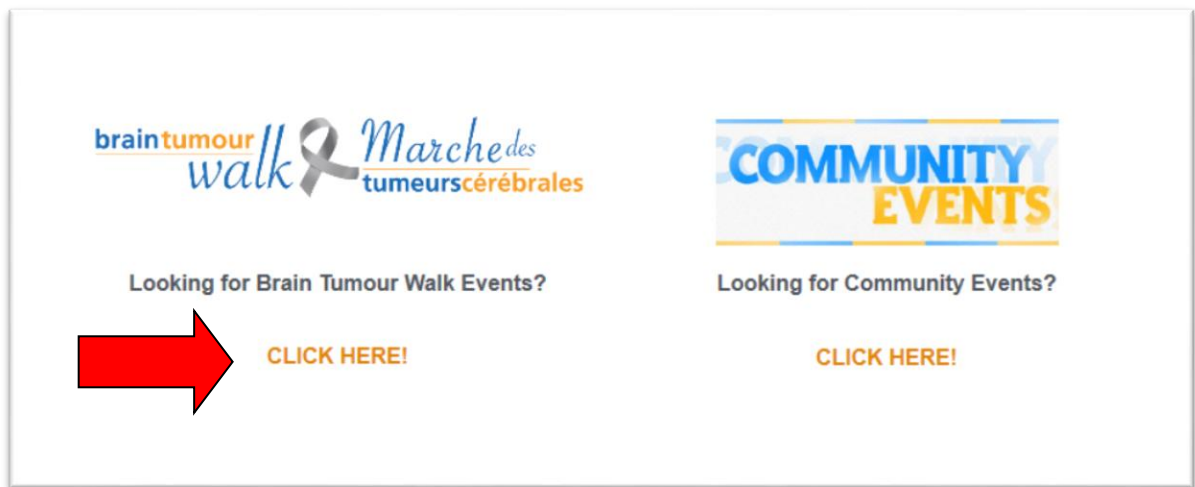
braintumour *walk*

Registration Guide

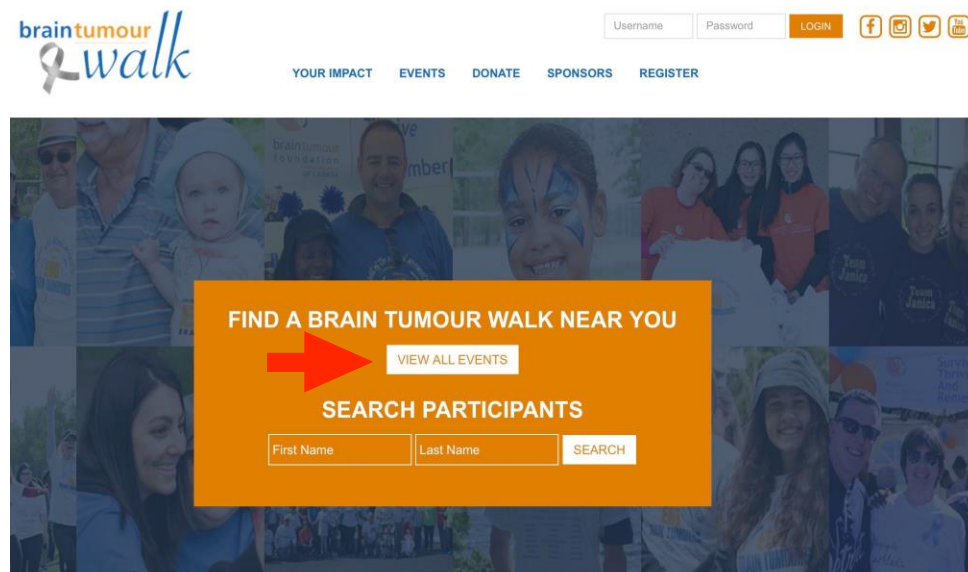


STEP 1

1. GO TO WWW.BRAINTUMOURWALK.CA
2. CLICK ON THE BRAIN TUMOUR WALK **“CLICK HERE!”** LINK



3. SELECT **VIEW ALL EVENTS**



4. **CHOOSE YOUR CITY** (DIY IS LOCATED AT THE BOTTOM OF THE LIST)

CHOOSE YOUR CITY

Click on the City Name below to be directed to registration and additional event details!

Alberta

City	Date	Location
Calgary	Saturday, June 1, 2019	Edworthy Park
Edmonton	Saturday, May 25, 2019	Hawrelak Park

STEP 2

1. CHOOSE HOW YOU'D LIKE TO REGISTER



a. **START A TEAM – Be a Team Captain**

The first person to register a Team, new or returning will become the Team captain for that Team. This can be changed after registration by contacting the help desk.

b. **JOIN A TEAM – and start fundraising**

Once a Team has been established, new or returning Team members will register here

c. **REGISTER – as an Individual Walker**

d. **DONATE – to a Walker or a Team**

2. IDENTIFY AS A **NEW PARTICIPANT** OR **RETURNING PARTICIPANT**

NOTE: Returning participants and Teams must register each year!

The screenshot shows the top navigation bar of the Brain Tumour Walk website. On the left is the logo "braintumour walk". To its right is the text "Visit Our Event Central". Further right are input fields for "Username" and "Password", followed by a "LOGIN" button and social media icons for Facebook, Instagram, Twitter, and YouTube. Below this is a horizontal menu with links: HOME, EVENT INFO, FUNDRAISING TIPS, SPONSORS, GRAND CLUB, VOLUNTEER, FAQ, and CONTACT.

The main content area is a registration form. At the top, there is a blacked-out redacted area. Below it, a note states: "Returning Participant" applies to 2016 Brain Tumour Walk participants. A legend indicates that an asterisk (*) denotes required fields. The form offers two options: "New Participant" with a "JOIN AS A NEW PARTICIPANT" button, and "Returning Participant" with fields for "User Name:" and "Password:". Below these fields is a "LOG IN" button and a link that says "Email me my login information". A red arrow points from a text box on the right to this link. The text box contains the instruction: "If you forget your username or password, click here to have it sent to you!".

TIP: When you use your previous username and password, the registration form will autofill with most of your information and you'll have access to your previous donors and contacts.

STEP 3

1. START A TEAM - Be a Team Captain

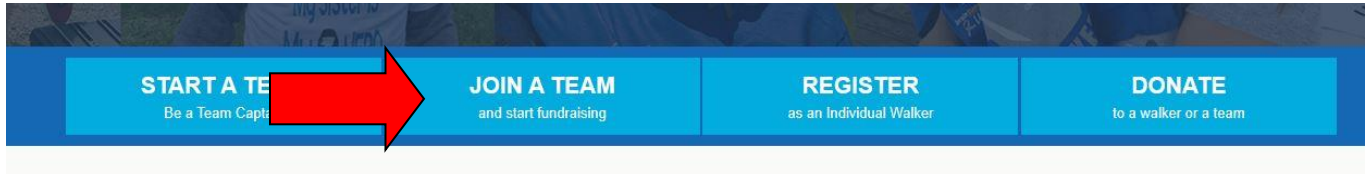


- a. **Returning Participants** - Enter your previous Team name to create your 2020 Team
- b. **New Participants** - Create a Team name
- c. **Team Fundraising Goal** - A sample Team goal is indicated. Set a goal that you and your Team can get excited about. All fundraising matters from little to large!

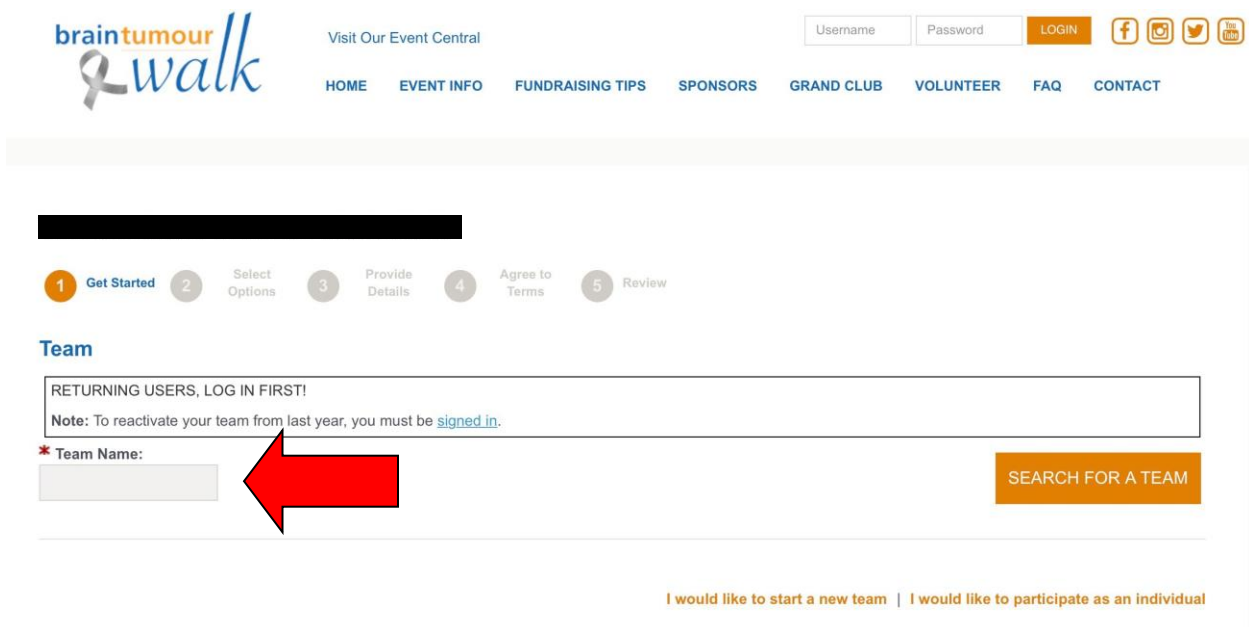
A screenshot of a web form titled "Team". At the top, there is a progress bar with five steps: 1. Get Started (highlighted), 2. Select Options, 3. Provide Details, 4. Agree to Terms, and 5. Review. Below the progress bar, the "Team" section contains a text box with the message "RETURNING USERS, LOG IN FIRST!" and a note: "Note: To reactivate your team from last year, you must be [signed in](#)." Below this is a required field for "Team Name:" followed by an empty input box. Underneath is a "Team Fundraising Goal (Set your initial goal, but remember, you can always adjust as needed):" field with "\$5,000.00" entered. A small text below the goal field reads "Suggested Team Goal: \$5,000.00". At the bottom right of the form is an orange "NEXT STEP" button. At the very bottom, there are two links: "I would like to join an existing team" and "I would like to participate as an individual".

NOTE: Your Team name has been registered now. Continue by adding your personal information to become Team Captain.

2. JOIN A TEAM – Start fundraising



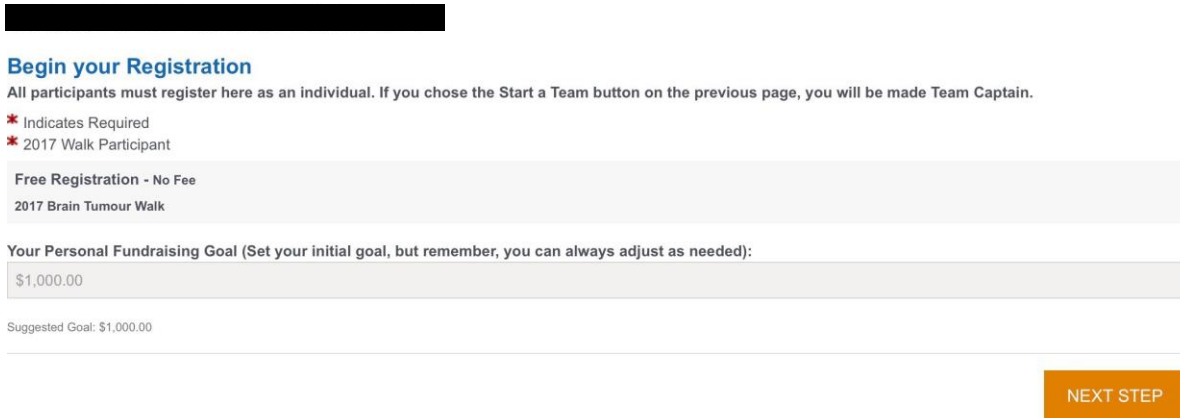
a. Search for a Team by entering *Team Name



TIP – Many Teams create their own Team t-shirt or coordinate costumes!

STEP 4

1. BEGIN YOUR REGISTRATION - Set a personal goal for yourself



Begin your Registration

All participants must register here as an individual. If you chose the Start a Team button on the previous page, you will be made Team Captain.

* Indicates Required
* 2017 Walk Participant

Free Registration - No Fee
2017 Brain Tumour Walk

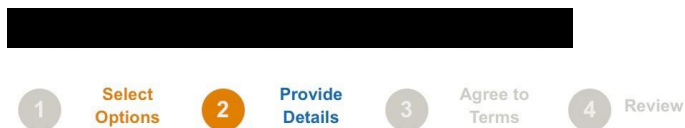
Your Personal Fundraising Goal (Set your initial goal, but remember, you can always adjust as needed):
\$1,000.00

Suggested Goal: \$1,000.00

NEXT STEP

2. PROVIDE DETAILS

- a. **Returning Participants** - much of your information should autofill this form. Please check that all information is correct and update as needed.
- b. **New Participants** - fill in the required fields, create a username and password and then fill in the additional questions.



1 Select Options 2 Provide Details 3 Agree to Terms 4 Review

Registration

* Indicates Required
Please complete the registration form below

Personal Information

- c. We recommend that you agree to receive updates about the walk. This is how we communicate important details (parking, what to bring, etc.) before the walk.

- I would like to be emailed when a gift is made on my behalf.
- Yes, I would like to receive e-mail updates about the Walk.



Preferred Email Format: We suggest HTML

- Keep me logged in. [What's this?](#)

Participant Center Access Information

* User Name:

5 to 60 characters

* Password:

5 to 20 characters

IMPORTANT – Although you are only required to fill in the information with red asterisks, the additional information is important to help us serve you and the brain tumour community better.

3. AGREE TO TERMS

Every person who attends a Brain Tumour Walk must sign a waiver for insurance purposes.

Virtual Brain Tumour Walk 2017

- 1 Get Started
- 2 Select Options
- 3 Provide Details
- 4 **Agree to Terms**
- 5 Review

WAIVER

[Printable Version](#)

Please take a moment to read the following waiver./Veuillez prendre un moment pour lire la dispense qui suit.

In signing this release and indemnity, I confirm I fully understand the intent of this release and indemnity, and I hereby release, indemnify and agree to hold harmless Brain Tumour Foundation of Canada, and its corporate sponsors, cooperating organizations and any other parties connected with this event in any way from and against any costs, suits, liability and any injury, harm, loss or damage suffered or sustained as a result of participating in the Brain Tumour Walk or any activities associated therewith. I hereby consent to and permit any emergency medical treatment in the event of injury or illness. I also give full permission for the use of my name and any photos taken of me during the event.

Exonération relative à la Sprint du printemps: En signant cette exonération et libération, je confirme que je comprends pleinement l'intention de cette libération et exonération, et que je libère par la présente, exonère et consens à exonérer la Fondation canadienne des tumeurs cérébrales, ainsi que ses commanditaires corporatifs, les organismes participants et toute autre partie liée à cette activité d'une façon quelconque, de tous frais, toutes poursuites, toute responsabilité émanant de toute blessure, tout tort, perte ou dommage subi ou infligé à la suite de la participation à la Marche des tumeurs cérébrales ou à toute activité connexe. Je consens par la présente et permets que tout traitement médical d'urgence soit effectué en cas de blessure ou de maladie. Je donne également ma permission pleine et entière pour l'utilisation de mon nom et de toutes photos prises de moi pendant l'activité.

I agree with the terms and conditions above./J'accepte les modalités ci-dessus.

CANCEL

NEXT STEP

4. REVIEW

a. Review your **REGISTRATION SUMMARY** and make any changes.

The screenshot shows a registration summary page. At the top, there is a progress bar with five steps: 1 Get Started, 2 Select Options, 3 Provide Details, 4 Agree to Terms, and 5 Review (highlighted in orange). Below the progress bar is the heading "REGISTRATION SUMMARY" and the text "Registration Confirmation: 1 registration." The main content area is divided into two sections. The first section contains a redacted area with an "[Edit]" link below it, which is pointed to by a red arrow. The second section shows "Participation Type: Free Registration" with a price of "\$0.00" and a "Participant Total: \$0.00" at the bottom right. Below this is a summary row with "Thank you for registering!" and "\$0.00". At the bottom, there are three buttons: "CANCEL", "REGISTER FAMILY MEMBER", and "COMPLETE REGISTRATION". A red arrow points to the "REGISTER FAMILY MEMBER" button. A text box with a red arrow pointing to it contains the following text:

IMPORTANT: This is the only place you can add a family member to your registration!

b. Register Family Member

- I. You will have the option to add an email for each family member and create a username and password. IF you will be the only one emailing, receiving updates and checking your Participant Centre then you do not have to add an additional email when registering family members.
- II. You will be asked to sign the waiver on behalf of your family member.
- III. You can add up to 5 family members on your registration BEFORE hitting the COMPLETE REGISTRATION button.

STEP 5

NEXT STEP

1. Access your **PARTICIPANT CENTRE** and get started! Your online Participant Centre houses all the tools you'll need for your Brain Tumour Walk.
2. Download the **PARTICIPANT CENTRE GUIDE** to learn more.
3. Have fun!

WE'RE HERE TO HELP

Brain Tumour Walk Help Desk

btwalkhelp@braintumour.ca

ph: 1-800-265-5106 ext.250

Monday – Friday 8:30 a.m. – 4:30 p.m. EST

#braintumourwalk

#endbraintumours