

# HOW TO REGISTER ON-LINE

## SIGN UP

If you know your Walk event's website, type it into your web browser. It should look something like this:  
<http://www.ArthritisWalkGreenville.kintera.org>.

If not, go to <http://www.arthritis.org/> and click on "Events & Programs" at the top and then click on "Arthritis Walk" on the left-hand column. There you will need to click to select your state and then click on the site that is nearest to you.

Once you're to the Kintera site:

1. Select "Register Here".
2. Agree to the standard participant waiver.
3. "Start a Team", "Join a Team" or "Join as an Individual".
4. If you selected "Start a Team", then you will need to choose from starting an "Independent team" or starting a "New team under group" meaning that you will start a team under an existing group already registered.
5. Enter your team goal and recruiting goal. (you can change these later)
6. Enter a Username and Password.
7. Select T-shirt size.
8. You will see a confirmation page, and will automatically be sent to My HQ to set up your personal online donation page.

## SET UP

Once you have registered, you will automatically be sent into your Personal Headquarters (My HQ) to build your web page.

1. Start by selecting a picture for your Personal Donation page-you can either select one from the Image Library, or load one of your own pictures from your computer hard drive.\*  
(\* If you import one of your own pictures, it must have dimension size of 300pixels X 234pixels. If you need help working with your photos, contact your Walk Coordinator).
2. You also have the option to add a background theme to your page.
3. Customize your web page text. Tell everyone why you are choosing to participate in the Arthritis Walk, and ask them to join you. If they can't join, ask them to "Make A Donation."

*Remember, you can always go back to add/change your photo and text at any time. Change your page often to keep it fresh! Once you are satisfied with the look and feel of your page, you can get started on your campaign to bring visitors to the site and raise funds online!*

## SEND

Send out e-mails to your friends and family welcoming them to your web page and inviting them to get involved in the Arthritis Walk. Ask them to join your team, or start one of their own. If they can't join, ask them to click on the "Make A Donation" link to make an online donation.

1. From your Personal HQ, click on the E-Mail link. Here, you will be able to list as many as 50 e-mail addresses at a time, personalize a greeting to each person, customize your message, and send all of the e-mails at once with the touch of a button!
2. Recipients will receive an e-mail with your name on it, a personalized greeting (*Hi John*), your customized message, and a direct hyperlink back to your personal donation page. It's that easy to begin raising money online!

*Remember, the more e-mails you send, the more chances you have to bring visitors and potential contributors to your donation page!*

If you need more help getting started, contact 1-877-232-2898.