

# SFWAR's WALK AGAINST RAPE

## How to Register Individuals & Teams

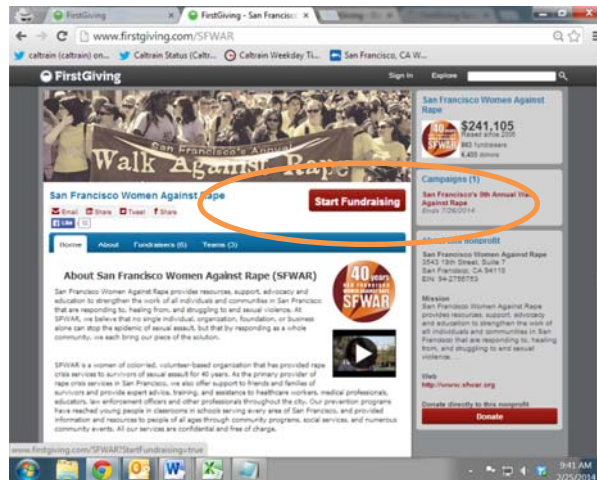
WALK Against Rape is the chance to say NO! to sexual violence in our communities. Thank you for joining us as we speak out against sexual violence and rape.

The following is a step-by step guide to how to create fundraising pages for individuals and teams, including:  
How to Create an Individual Page, p. 1-4  
How to Create a Team Page, p. 5-7  
How to Join an Existing Team, p. 8-11

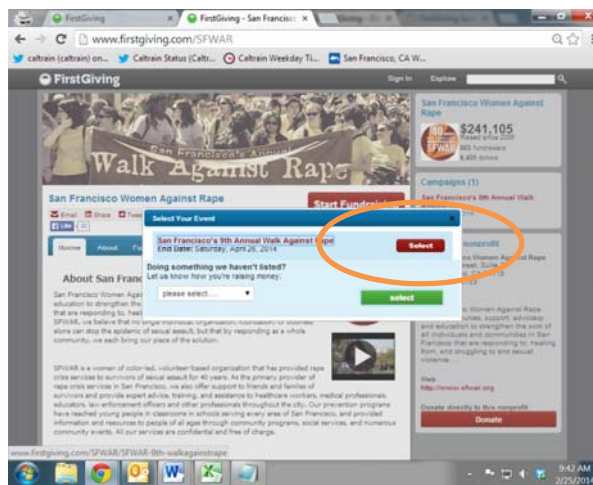
**\*\*Please note: In order to create a Team Page, you must first create an Individual Page.** First, follow the instructions to register as an individual. Once your individual registration is complete, the “Create Team” option will appear.

### SECTION 1: HOW TO CREATE AN INDIVIDUAL FUNDRAISING PAGE

1. Go to [www.firstgiving.com/sfwar](http://www.firstgiving.com/sfwar) and click on the red **Start Fundraising** button.

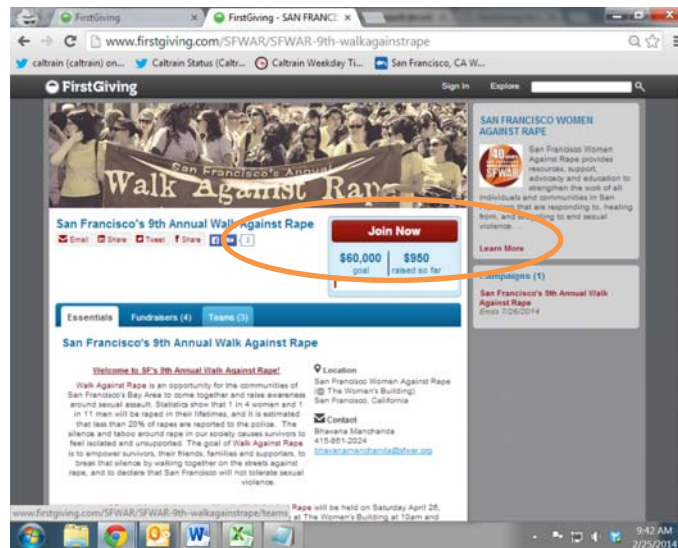


2. A pop-up window will appear. Click the red **Select** button next to “San Francisco’s xx<sup>th</sup> Annual Walk Against Rape.”



## How to Create an Individual Fundraising Page, cont'd

- This will bring up the main event page for WALK Against Rape. Click the red **Join Now** button.



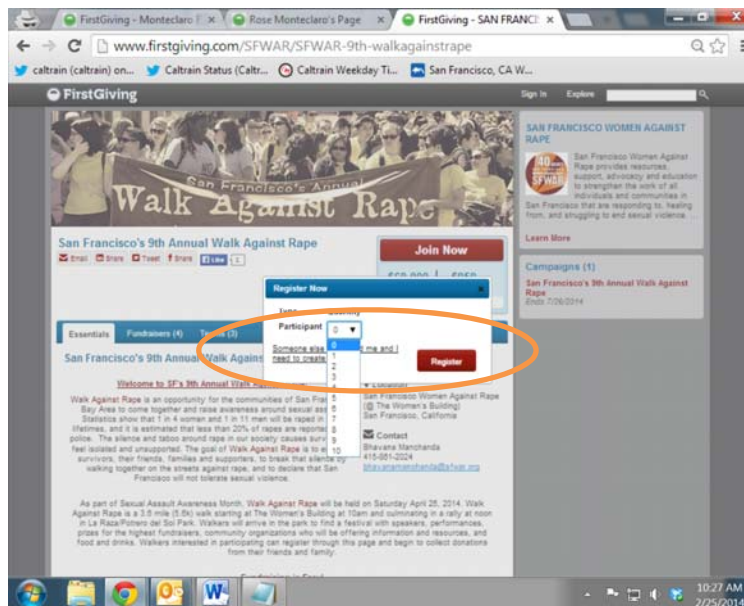
- A pop-up window titled **Register Now** will appear. This presents you with the option of registering *up to* 10 individuals at one time.

Don't worry! Although it might look like it should be, this option is *not* related to creating Teams.

Teams *don't* have a limit on the number of people who can join.

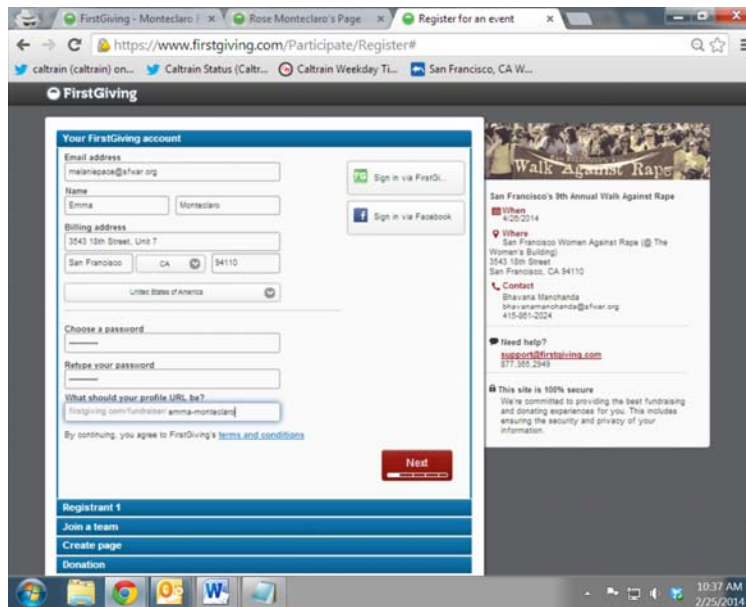
You'll be able to create a Team Page after you finish registering as an individual.

If you're just registering yourself, select "**1**" from the dropdown menu under **Quantity**. Then click **Register**.



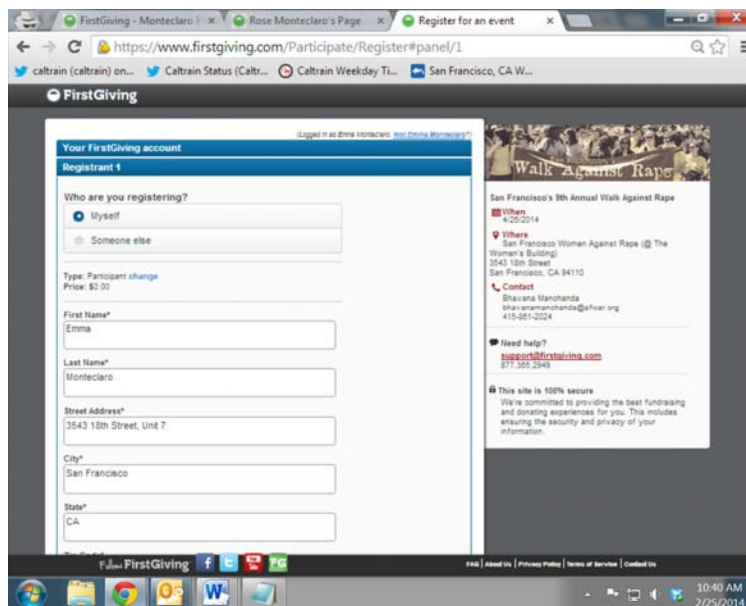
## How to Create an Individual Fundraising Page, cont'd

5. Fill out the required information under “Your Firstgiving Account” and click the red **Next** button.



The screenshot shows a web browser window with the URL <https://www.firstgiving.com/Participate/Register#>. The page is titled "FirstGiving" and features a registration form for "Your Firstgiving account". The form includes fields for "Email address" (pre-filled with "meantospace@fhear.org"), "Name" (pre-filled with "Emma Montecarlo"), "Billing address" (pre-filled with "3543 18th Street, Unit 7, San Francisco, CA 94110"), "Choose a password", "Repeat your password", and "What should your profile URL be?". A red "Next" button is visible at the bottom right of the form. To the right of the form, there is a sidebar with event information for "San Francisco's 8th Annual Walk Against Rape" and contact details for "Where: San Francisco Women Against Rape".

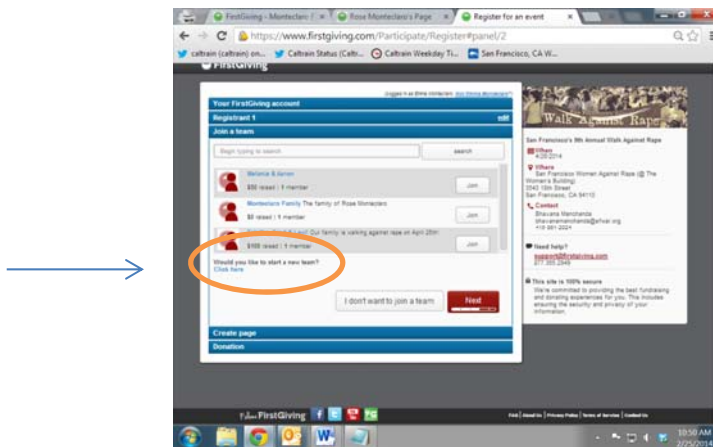
6. Then fill out the required information for Registrant 1--which is your name and information, if you are registering for yourself. Then click **Next**.



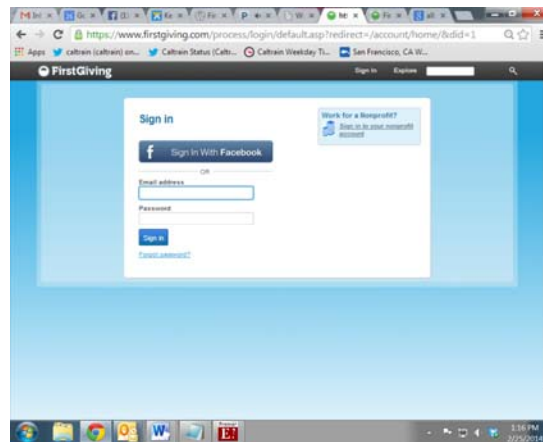
The screenshot shows the same web browser window, but the URL is now <https://www.firstgiving.com/Participate/Register#panel/1>. The page is titled "FirstGiving" and features a registration form for "Registrant 1". The form includes a "Who are you registering?" section with radio buttons for "Myself" (selected) and "Someone else". Below this, there are fields for "Type: Participant change", "Price: \$5.00", "First Name\*" (pre-filled with "Emma"), "Last Name\*" (pre-filled with "Montecarlo"), "Street Address\*" (pre-filled with "3543 18th Street, Unit 7"), "City\*" (pre-filled with "San Francisco"), and "State\*" (pre-filled with "CA"). A red "Next" button is visible at the bottom right of the form. The sidebar on the right remains the same as in the previous screenshot.

## How to Create an Individual Fundraising Page, cont'd

7. This will bring you to the “Join a Team” page. On this page, you can choose one of three options:
  - a. **I Don't Want to Join a Team**
    - If you don't want to join a team, click the white “I don't want to join a team” button and follow the prompts to complete your registration.
  - b. **Join an Existing Team**
    - New registrants will have the option of joining an existing team, either by picking from the displayed list or using the search bar to find their team. After picking your existing team, you will be prompted to complete your registration. *Folks who want to register can also be given a direct link to an existing team page, and join an existing team from there.*
  - c. **Would You Like to Start a New Team? (Create New Team)**
    - Select this option to create a Team Page! *More details follow on Page 5.*



8. If you need to edit your fundraising page at any point, you can always log back in with your email address and password:

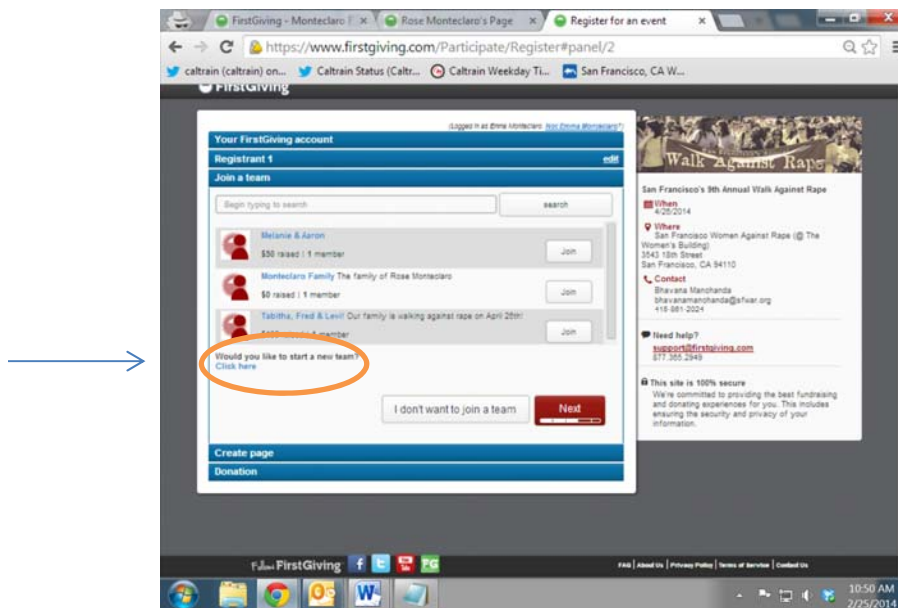


## SECTION 2: HOW TO CREATE A TEAM FUNDRAISING PAGE

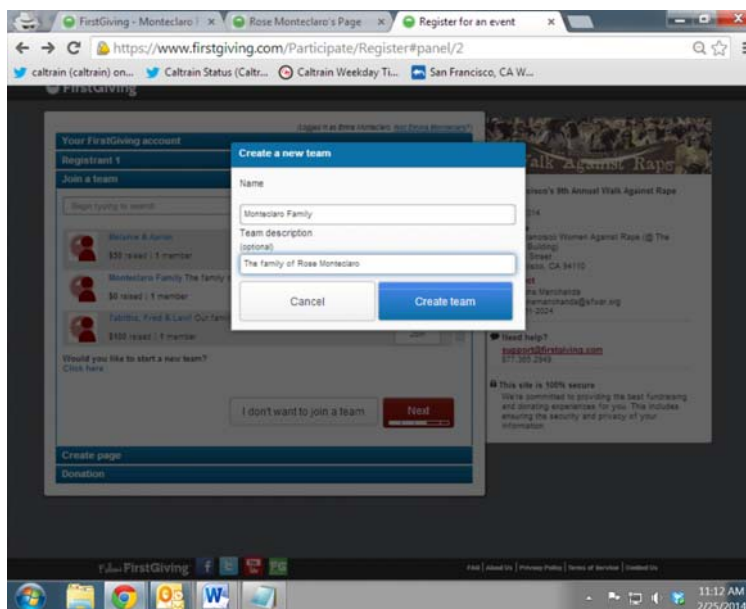
1. Once you've created your *Individual Fundraising Page* (see steps on Pages 1-4), you're all ready to create your *Team Fundraising Page!*

\*\*Please note: **In order to create a Team Page, you must first create an Individual Page.**

- As you finish your individual registration, the “Join Team” page will appear.
- Click on: “Would you like to start a new team? **Click here.**”



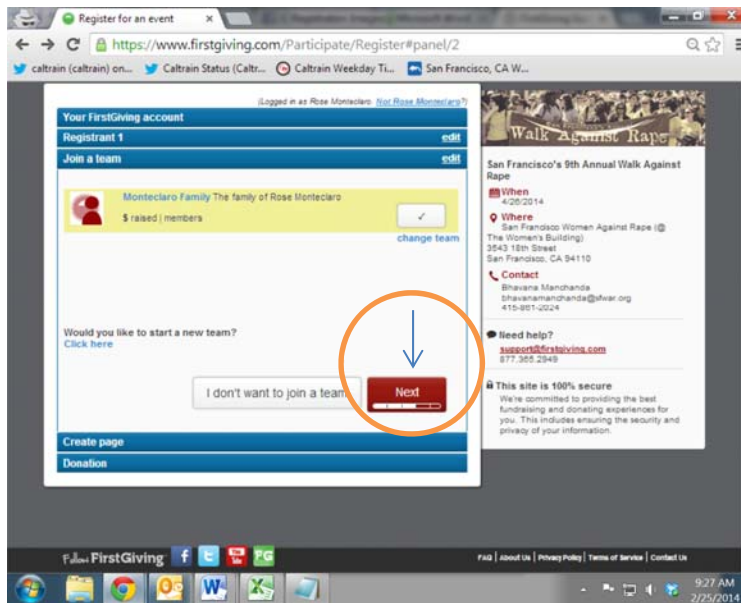
2. A pop-up window titled “Create a New Team” will appear. Type the name of your team and a brief description. Then click **Create Team**.



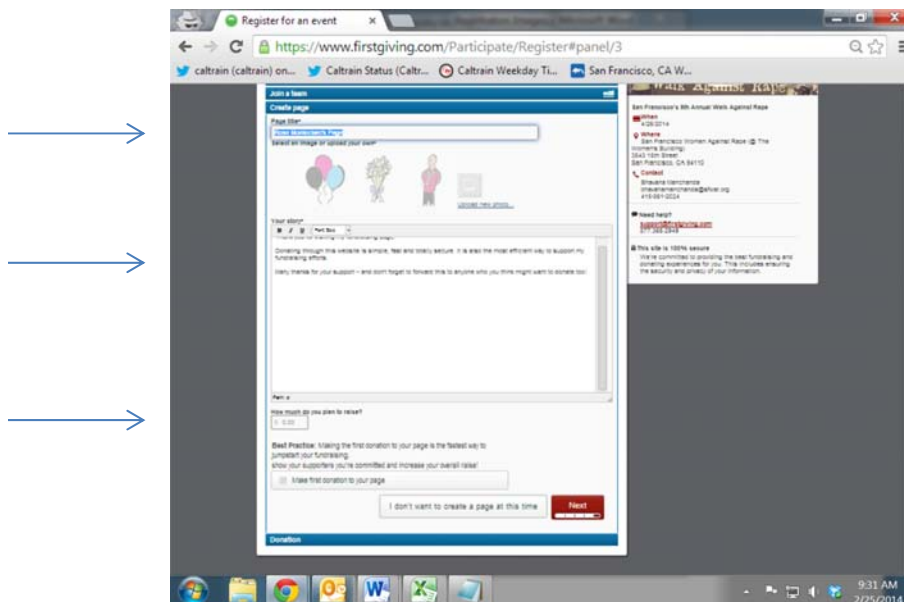


## How to Create a Team Fundraising Page, cont'd

3. You will be automatically redirected to the “Join a Team” page, which will now display your team name with a check mark beside it. Click the red **Next** button to continue.

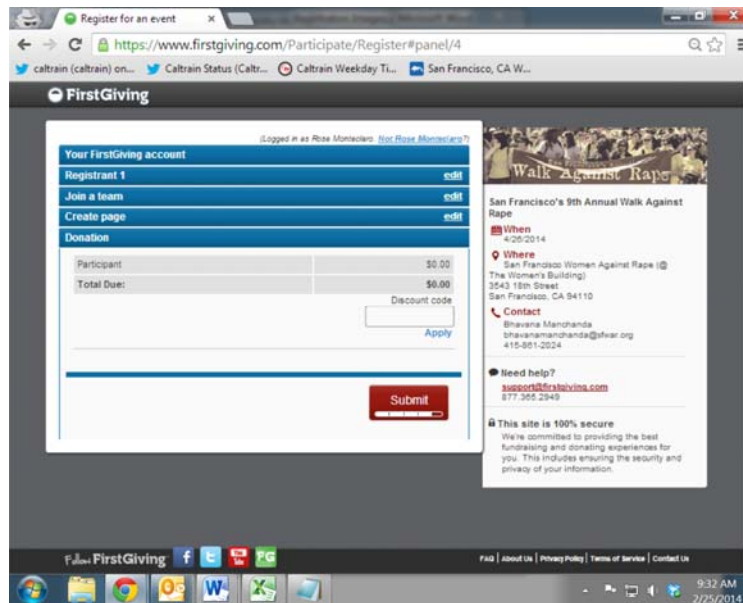


4. This will bring you to the “Create Page” screen. This screen is where you fill in your personal details as an *Individual Fundraiser*. You can choose to personalize the *Page Title* and *Your Story* (why you're taking part in WALK Against Rape). You can also set a *Fundraising Goal* and choose to make an option *first donation to your page*. When you're done editing, click the red **Next** button.

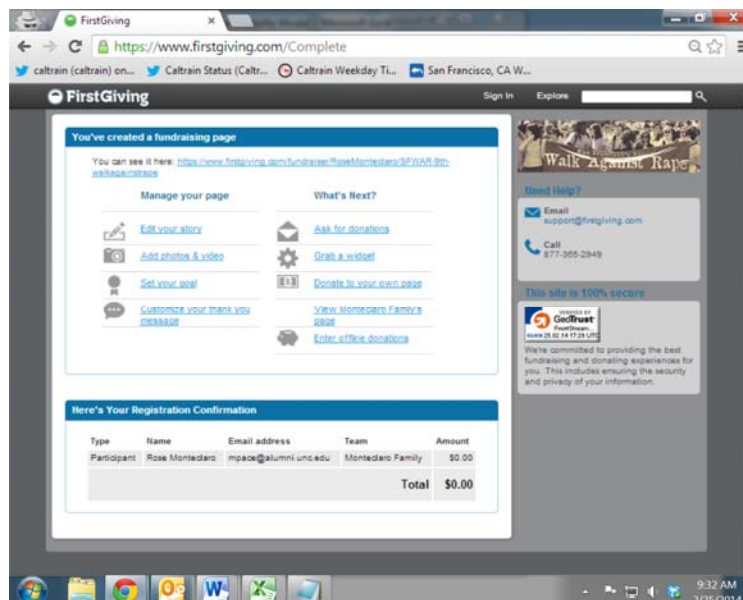


## How to Create a Team Fundraising Page, cont'd

5. This will bring you to the “Donation” page. **Making a donation when you register is totally optional!** However, making the first donation can help inspire your friends and family to give.
- In the screenshot below, the registrant has chosen not to make a first donation so the “Total Due” is \$0.00.
  - If you have chosen to make a first donation, this page should display the amount you have decided to give and you may be prompted for your credit card info. Click the red **Submit** button to continue.



6. Congratulations! You've successfully created a **Team Fundraising Page**. You should now see the “You've Created a Fundraising Page” screen. From this screen, you can go back and edit your Individual Page.



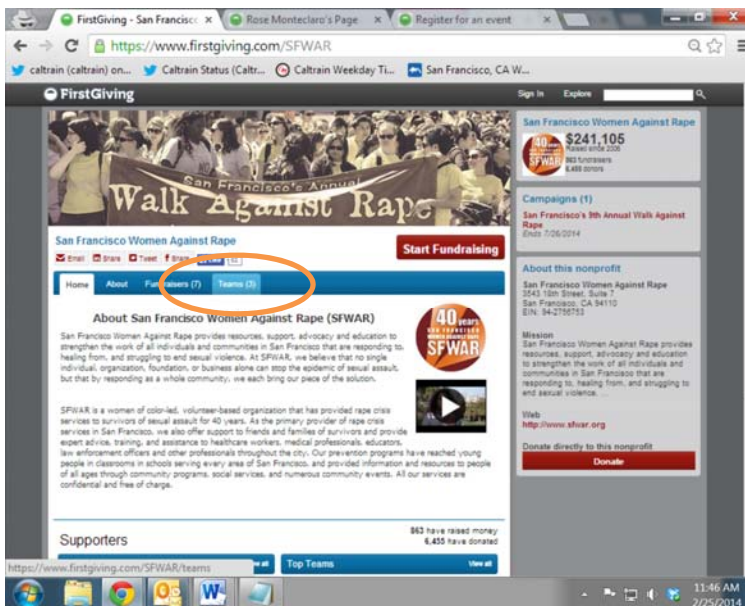
### SECTION 3: HOW TO JOIN AN EXISTING TEAM!

People can join your team either by:

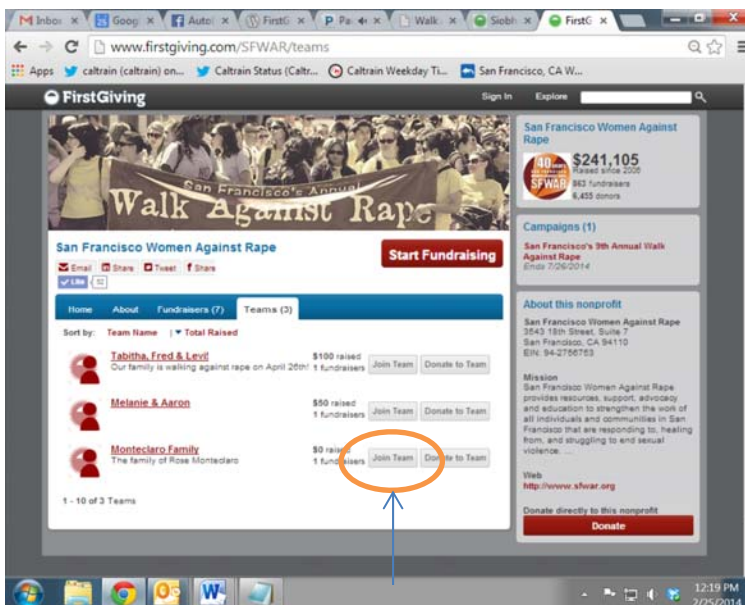
- Going to [firstgiving.com/sfwar](http://firstgiving.com/sfwar) and *Searching by Team Name*.
- Linking directly to your *Team Page*.

The following directions will walk you through *Searching by Team Name*. After you've navigated to your *Team Page* (by searching or by direct link), all the steps are the same.

9. Go to [firstgiving.com/sfwar](http://firstgiving.com/sfwar) and click on the **Teams** tab.



10. Under the **Teams** tab, click on the gray **Join Team** button next to the name of the team you'd like to join.





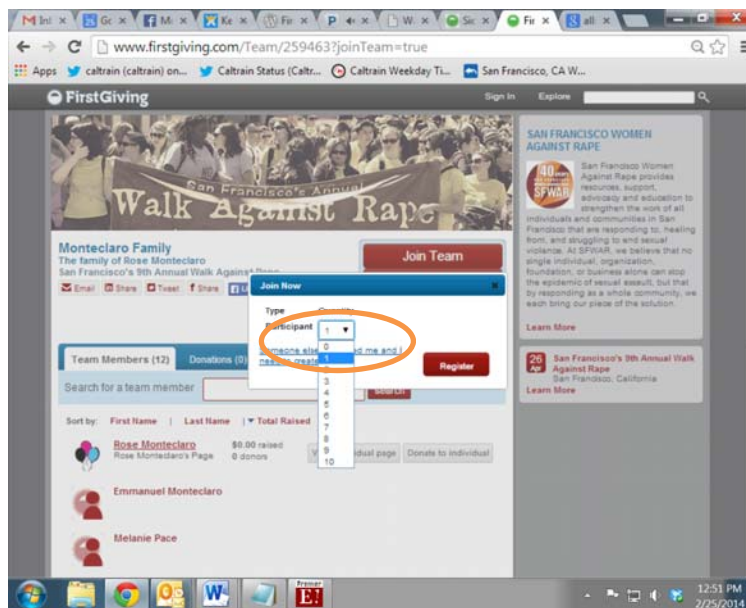
## How to Join an Existing Team, cont'd

11. A pop-up window titled **Register Now** will appear. This presents you with the option of registering *up to* 10 individuals (yourself and/or others) at one time.

Don't worry! Ten is just the number of people you can *sign up* at one time. Teams *don't* have a limit on the *total* number of people who can join.

If you're just registering yourself so you can join a team, select **"1"** from the dropdown menu under **Quantity**. Then click **Register**.

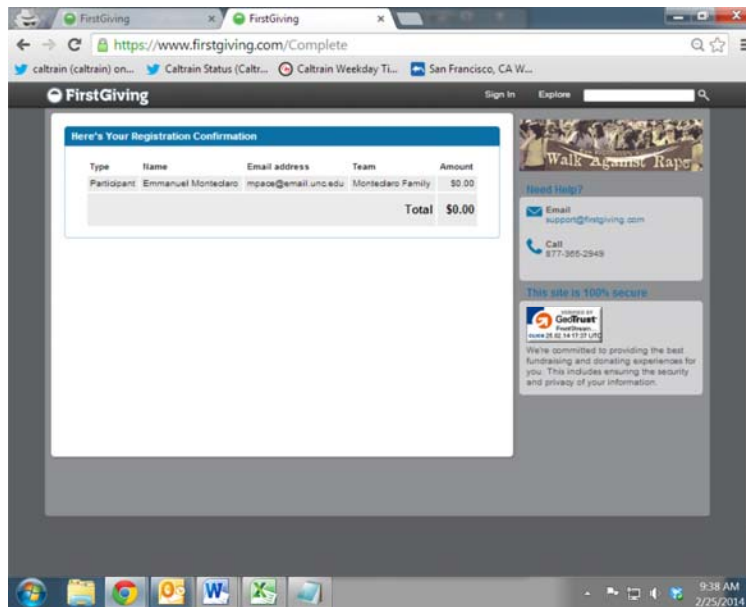
**\*\*Note:** If you're a **Team Captain**, you can choose to register *on behalf of* one or more Team Members if you have a valid email address for them. Once you enter their info, Firstgiving sends each registrant an email so they can personalize their own fundraising pages. This may be useful if you have team members who are less comfortable navigating the internet. *Otherwise, it's often easier to encourage team members to sign up for themselves!*



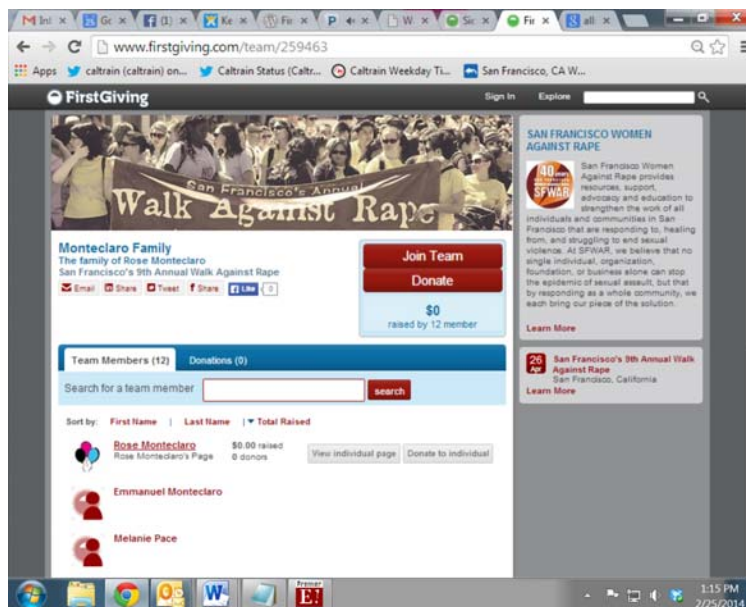
12. You will then be prompted through the process of creating an *Individual Fundraising Page*. Please see Steps 5-7 in **How to Create an Individual Fundraising Page** (Pages 3-4) if you need help with these steps!

## How to Join an Existing Team, cont'd

13. When you have finished the process of registering as an individual member of a team, you will see a confirmation screen:



14. At this point, if you navigate back to the Team Page, you should also see your name appear as a Team Member:



## How to Join an Existing Team, cont'd

15. If you need to edit your fundraising page at any point, you can always log back in with your email address and password:

