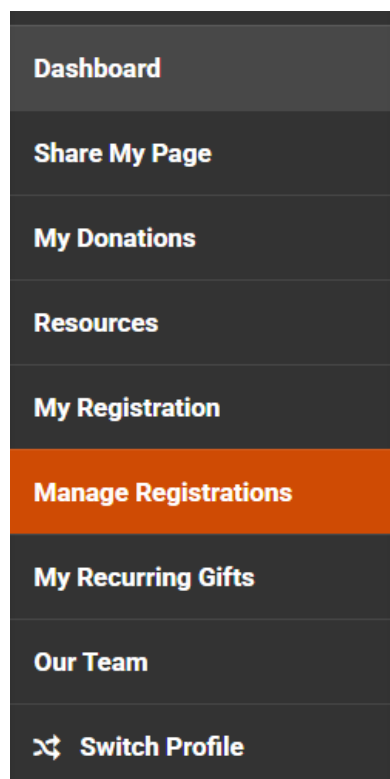


HOW TO ADD A PARTICIPANT TO YOUR TEAM

1. Go to walk website: www.walkwithmehouston.org
2. Click on the  button in the top right corner of the website. Enter login information.
3. You should now be on the Dashboard page. Find the navigation below. Click on **Manage Registrations**. Then you will see the page on the right. Click on **+ Add Additional Participant** (See highlighted section below).



Manage Registrations

 View Tickets

You don't have any additional registrations.

 Add Additional Participant

4. You will then see the registration page. Anyone you register this way will be under your account. Start by selecting the age range for the person you are registering. Continue to next step.



Adding someone to Gabriela Silva's registration.

Select participant's age:

Event Walker - Age 11 & up

\$50

Your \$50 registration fee covers a zoo ticket, refreshments and event t-shirt. We ask that you continue to fundraise for Easter Seals' programs beyond event costs. Children 10 years old and under can be added to your registration.

Age 3 - 10

Children under the age of 10 are free, but donations are appreciated.

Age 2 & under

Children under the age of 10 are free, but donations are appreciated.

5. Enter the personal **Fundraising Goal*** for this participant. Fill in the remaining questions. Make sure to enter ALL necessary Contact Details. Continue to next step. By marking ***I will manage their fundraising***, the participant will have **NO ACCESS** to their page. If they would like access, you will need to provide a valid email address to create an account for this participant. Continue to next step.

Select participant's age:

Age 3 - 10



As an Individual

Fundraising Goal

How much will they try to raise? This is just a goal, not a commitment.

\$ 50

☐

Use my email. I'll manage their fundraising. ?



6. You will then be asked if you'd like to make an additional donation to the participants page. We would love the extra support but there is no obligation for an additional donation. You will be charged their registration fee in the next step. Make sure that the Team Name reflects YOUR team. Verify ALL information before completing registration. Once you fill out all of the details, including payment information for the registration fee, you can click "Complete Registration"