

## **Registering for an Out of the Darkness Walk**

Thank you for your interest in participating in an Out of the Darkness Community or Campus Walk. There is **no registration fee or required fundraising minimum** for our Community or Campus Walks, but everyone who is 13 or older by the date of the Walk must register.

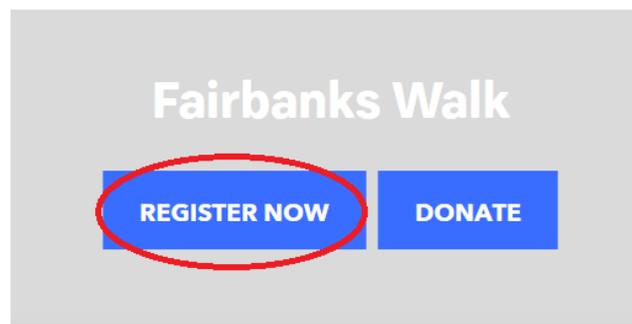
There are **several ways to register** – you can do so online until noon local time the Friday before your event (or day before if a weekday event). If you miss the online deadline or would prefer to register in person, you are more than welcome to do so on the day of the event.

This instruction sheet will provide step-by-step instructions on how to register yourself online (option 1), how to register others through your own account (option 2), and how to register in person (option 3). Please also refer to the **Frequently Asked Questions section** immediately following the registration instructions.

### **Option 1: Registering Yourself Online for a Walk**

**Step 1:** Navigate to your Walk's registration page. Each event has a unique URL (e.g. [www.afsp.org/jax](http://www.afsp.org/jax)) but you can find a full list of events filtered by state or date at [www.afsp.org/walk](http://www.afsp.org/walk) (Community Walks) and [www.afsp.org/campuswalks](http://www.afsp.org/campuswalks) (Campus Walks).

**Step 2:** When viewing the event page for your Walk, please click on the blue “Register Now” button towards the top of the page.



**Step 3:** This step is different depending on whether or not you have walked in the past. Refer to either Step 3A (walked in the past) or 3B (new to the site) below.

**Step 3A:** If you have registered for an Out of the Darkness Walk in the past, you must click the blue link that says “Been here before? Log into your account” – **disregard the fields below that**, they are only for people who have not walked

before. Otherwise you will receive an error message (“this email address is already in use”).

Get Started

**?** **Been here before?**  
[Login to your account](#) to prefill the fields below with your information.

Name\*  First Name  Last Name

Email Address\*   
[Privacy](#)

Create Password\*



**Step 3B:** If you are a **new participant** and have not registered for an Out of the Darkness Walk in the past, you can enter your information in the fields below the blue link that ask for your first name, last name, email address, and password.

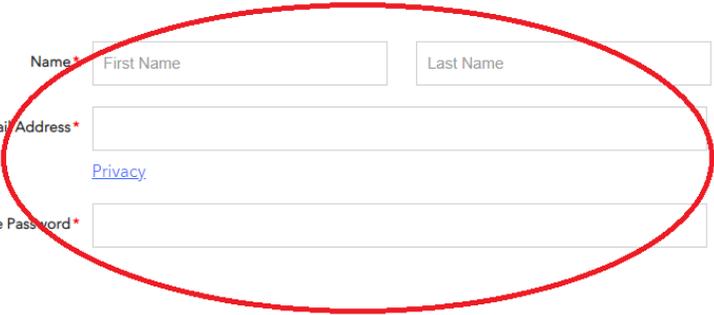
Get Started

**?** **Been here before?**  
~~[Login to your account](#)~~ to prefill the fields below with your information.

Name\*  First Name  Last Name

Email Address\*   
[Privacy](#)

Create Password\*



**Step 4:** Select your participant type. Most registrants will be Walkers or Team Captains (option 1), but if you cannot physically attend the Walk in person you can be a Virtual Walker (option 2). Virtual walkers will still be able to fundraise.

## Registration Type

Participant Type \*

### 1 - Walker or Team Captain

Select if you would like to walk in the event as an individual, team member, or team captain

### 2 - Virtual Walker

Select if you will not be able to attend the walk but would still like to register, fundraise, & show your support.

[CONTINUE TO NEXT STEP](#)

[Cancel](#)

**Step 5:** Select your role. Register as an individual walker if you're walking alone, or you can join an existing team or create a new one altogether. Creating a team will make you a team captain, so please make sure you're **selecting the "Join a Team" option if you're only looking to join a team that already exists.**

Participant Type \*

1 - Walker or Team Captain

[Change](#)

Select if you would like to walk in the event as an individual, team member, or team captain

Role \*

Individual

Join a Team

Create a Team

**OR**



Participant Type\* 1 - Walker or Team Captain [Change](#)  
Select if you would like to walk in the event as an individual, team member, or team captain

Role\* Create a Team [Change](#)

Team Type\* Company Team

Family and Friends Team

National/Regional Sponsor Team  
Team is part of a national or regional sponsorship package that covers multiple walk sites.

**Step 6:** Complete the registration details. Please note that this information is not outward facing and will not appear on your fundraising page. However, all fields marked with a red star are required – you will not be able to proceed with registration unless everything with a red star is filled out. Please also note the option to donate below, however, this is entirely optional. **You do not need to donate to register for a Walk.**

## Registration Details

Your Fundraising Goal\* \$

Make a Donation\*  Yes! I'd like to make a donation toward my fundraising goal.  
 No thanks.

Participants who raise \$150 or more will receive a t-shirt at the walk. Please select your t-Shirt Size (mens)\* [Select...]

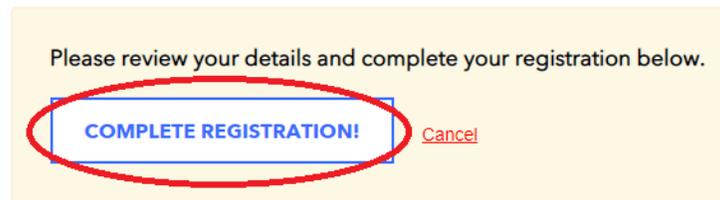
Have you participated in a previous Out of the Darkness Walk\*  No - this is my first Out of the Darkness Walk  
 Yes - I have participated in an Out of the Darkness Community Walk  
 Yes - I have participated in an Out of the Darkness Campus Walk  
 Yes - I have participated in an Overnight Walk

How did you hear about this year's Walk?\* [Select...]

**Step 7:** At this point you can either continue to confirmation or choose to register another participant. If you are all set, make sure to continue to confirmation and then hit the final “complete registration” button – **your registration will not go through if you do not complete registration.**

### Complete Registration

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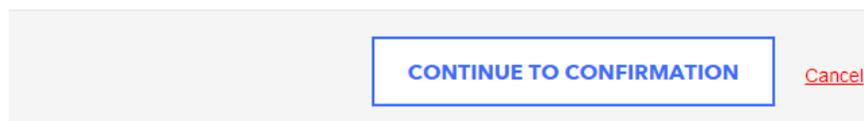
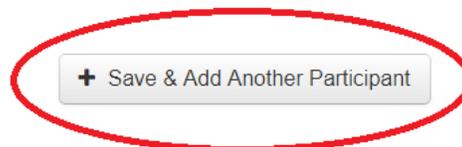
### Option 2: Registering Someone Through Your Account

**Step 1:** There are two ways to register a participant through your own account – you can do so immediately after you register yourself and before hitting the “complete registration” button (steps 1 through 7 of “Option 1”). Otherwise, you can select the “register another participant option” on the right side of your dashboard when logged into your Walk account.

### Terms and Conditions for Participation

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I Agree to the [Terms and Conditions](#)



**OR**



Welcome to your Out of the Darkness Walk Fundraiser Portal!

Get started by exploring the menus to the right, where you'll find links to edit your fundraising page, invite others to donate, change your team, and more!

Quick Links:

- Offline Donation Form
FAQ

Your Fundraising

- View Your Page
Edit Registration Details
Make a Donation
View Donations Received
Register Another Participant
Create a Facebook Fundraiser

Step 2: You will be redirected to another page where you can enter the details for the person you are going to register. Please note, you must provide a unique email address (not already associated with an account in our database). Otherwise, you can choose to manage the account on behalf of the person you're registering, in which case you do not need to add an email address. If you receive a message that the email address is already in use, it means that email is already associated with an account in our database.

We generally advise not managing a participant's fundraising page or receiving emails on their behalf unless you are a parent or guardian registering a child. That way, everyone who needs it has access to their own account has access.

You can register an unlimited amount of people, but you can only do ten at a time before you need to complete the registration and go back.

Registration Type Participant 1

Registration form with fields for Name (First Name, Last Name), Relationship to You, Email Address, and Participant Type (1 - Walker or Team Captain).

**Step 3:** Complete the registration details on behalf of the person you are registering. Once again, you do not need to donate during registration – making a donation is optional. If you do not wish to make a donation on behalf of the person you are registering, please select the “no thanks” option.

Make a Donation \*  Yes! I'd like to make a donation toward Jerianne's fundraising goal.  
 No thanks.

Participants who raise \$150 or more will receive a t-shirt at the walk. Please select your t-Shirt Size (mens) \*

Have you participated in a previous Out of the Darkness Walk \*  No - this is my first Out of the Darkness Walk  
 Yes - I have participated in an Out of the Darkness Community Walk  
 Yes - I have participated in an Out of the Darkness Campus Walk  
 Yes - I have participated in an Overnight Walk

How did you hear about this year's Walk? \*

**Step 4:** If you are all set, agree to the terms and conditions, continue to confirmation, and make sure to hit the final “complete registration” button. Otherwise, you can save and add another participant.

## Complete Registration

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Please review your details and complete your registration below.

**COMPLETE REGISTRATION!**

[Cancel](#)



### **Option 3: Registering In Person at the Walk**

**Online registration closes noon local time the Friday before a Walk** (or the day before if a Walk is on a weekday). There is no way to register online after this point, but you are more than welcome to register in person on the day of the Walk.

**Step 1:** Arrive at the Walk and go to the registration tent. There are two tables – one for those who have registered online already and one for those who have not. If you have not registered online already, you will need to do so at the appropriate table.

**Step 2:** Fill out a registration envelope and please print legibly! If you have donations to hand in, you will include them in your registration envelope. If you do not, you will still fill out an envelope.



#### **Registration and Donation Form**

**Please Print**

Name (First and Last): \_\_\_\_\_

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event City/State: \_\_\_\_\_

Team Name: \_\_\_\_\_

**Please Check**

I pre-registered online and have donations to turn in today

I am registering today (did not pre-register online)

**Donations Turned in Today**

Cash \$ \_\_\_\_\_

Check(s) \$ \_\_\_\_\_

Mobile Credit Card Reader \$ \_\_\_\_\_

**Total Donations Turned in Today**

\$ \_\_\_\_\_

**Waiver and Release of Liability**

I understand that I am voluntarily participating in an American Foundation for Suicide Prevention (AFSP) sponsored event (Out of the Darkness Walk, chapter event, etc.) at my own risk and my own request. I hereby waive all claims against the AFSP, sponsors, or any event personnel, paid or volunteer, for any injury that I might suffer in this event. I also grant full permission for the free use of my name, picture, and voice in any broadcast, telecast, print account or any account in any medium used in connection with this event or future events of AFSP.

Participant Signature (Parent or Guardian if under 18) \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



**American  
Foundation  
for Suicide  
Prevention**



Please note, registrations from the day of the Walk (and donations handed in at the Walk) are processed by an offsite data entry team. Given the high volume of registrations and donations as well as the fact that there are multiple Walks per weekend, **it can take up to 6 weeks for registrations to activate or for donations to be applied to fundraising pages.**



## **Frequently Asked Questions**

### **Is there a fee to participate?**

No - there is no registration fee and no minimum amount of money that you must raise to participate in an Out of the Darkness Campus or Community Walk, though we do encourage each walker to set a goal of \$150 or more.

### **Does everyone have to register to walk?**

Everyone who is 13 or older by the date of the Walk must register. Minors between the ages of 13-17 must have a parent or guardian agree to the electronic waiver when registering online, and must have the signature of a parent or guardian on the participant waiver when registering at the walk.

### **Is there an age requirement to participate?**

No - the Out of the Darkness Community and Campus Walks are open to all ages. Minors under the age of 18 must have permission from their parent or legal guardian to participate, and anyone under the age of 13 must be accompanied by a parent or legal guardian who is also a registered walker.

### **How do I register online?**

Registration is simple -- just [click here](#), select the Community Walk nearest you, click the "register now" button on the event page. [Click here](#) to view a list of Campus Walks. You will be guided through the registration process and, once your registration is complete, you will receive an email confirmation. You can then set up your own personal fundraising page through your Walk account and begin fundraising!

### **I received a message that my email address is already in use when I try to register. What do I do?**

Click the "Been Here Before?" box at the top of the registration form and enter your password information from previous years to continue with registration. If you do not have your password information, click the "Reset Password" link. This will send an email to your email address immediately that will allow you to reset your password and



continue with registration. You can also feel free to email [walks@afsp.org](mailto:walks@afsp.org) and we'll reset your password for you.

### **I thought I registered, but for some reason I am not. What do I do?**

Log in to your Walk account with the email and password you registered with and click on "Your Events." You will see a drop-down menu that lists your "active" (current) events and your "inactive" (past) events. If the upcoming event you plan to participate in is not listed in your active events, you will need to return to the [event page](#) and click "Register Now" to register.

### **I meant to join a team but I registered as an individual, what do I do?**

You can switch from an individual to a team member or between teams through the dashboard section of your Walk account. Log into your account with the email and password you registered with and click on the "dashboard" tab. From there you will see an option over to the right that says "change team membership". Follow the prompts to move over, but please keep in mind that team captains cannot switch to different teams unless all of the team members on their team (if any) have been moved first.

### **Will I get a t-shirt?**

Participants that raise \$150 or more by the day of the Walk (\$100 for Campus Walks) will receive an Out of the Darkness t-shirt at check-in. Walkers who have raised less than \$150 (\$100 for Campus Walks) are welcome to walk and join us for an inspirational event including entertainment, memory activities, sights, sounds, and camaraderie, but will not receive an Out of the Darkness T-shirt.

**If you have a question that is not listed, call us at 888-333-2377 or send an email to [walks@afsp.org](mailto:walks@afsp.org).**