

## Registering for an Out of the Darkness Campus Walk

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

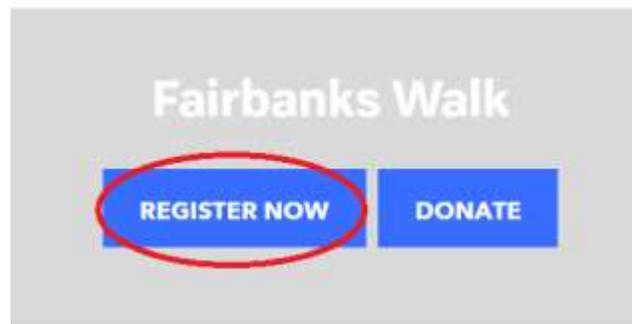
There are **several ways to register** – you can do so online until noon local time the Friday before your event (or day before if a weekday event). Certain events have extended registration, so please refer to the event page if unsure.

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

### Option 1: Registering Yourself Online for an Event

**Step 1:** Navigate to your event’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/CampusWalks](http://www.afsp.org/CampusWalks).

**Step 2:** When viewing the event page for your event, 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 registered in the past. Refer to either Step 3A (evented in the past) or 3B (new to the site) below.

**Step 3A:** If you have registered for an Out of the Darkness event (Campus or Community Walk) in the past, you must click the blue link that says “Log in here” – **disregard the fields below that**, they are only for people who have not registered before. Otherwise you will receive an error message (“this email address is already in use”).



Brand new to the site? Use the fields below. Returning users, please click the blue link to sign in first.

## Login or Create New Account

 **Been here before?**  
[Login here.](#) New to the site? Complete the form below.

~~Name\*~~

~~Email Address\*~~

~~[Privacy](#)~~

~~Create Password\*~~

**Step 3B:** If you are a **new participant** and have not registered for an Out of the Darkness Campus or Community 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.

Brand new to the site? Use the fields below. Returning users, please click the blue link to sign in first.

## Login or Create New Account



### Been here before?

~~[Log in here.](#)~~ New to the site? Complete the form below.

Name\*

Email Address\*

[Privacy](#)

Create Password\*

**Step 4:** Select your role. Register as an individual eventer if you're participating 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 has already been set up this year.**

### Registration Type

Participant Type\* Event Participant

Role\*

**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 an event.**

### 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)\*

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 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

Please review your details and complete your registration below.

## 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 Event account.

Terms and Conditions for Participation

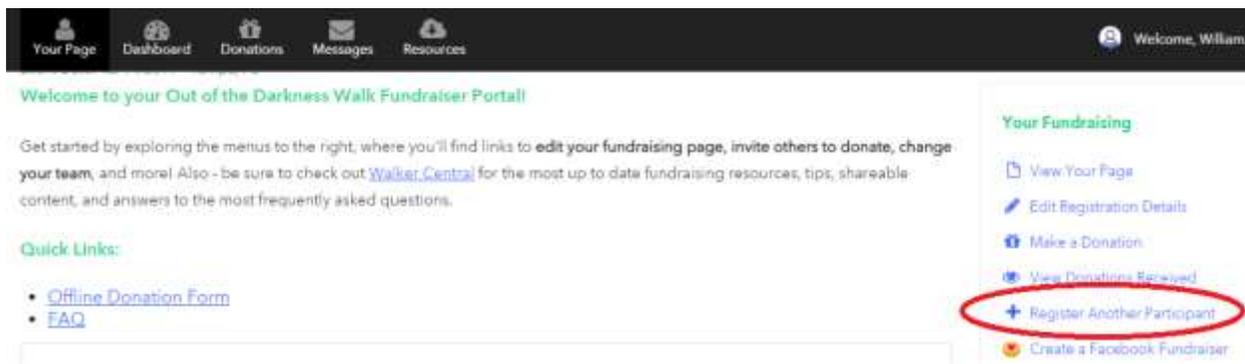
I Agree to the [Terms and Conditions](#)

+ Save & Add Another Participant

CONTINUE TO CONFIRMATION

[Cancel](#)

**OR**



The screenshot shows the user's dashboard with a navigation bar at the top containing 'Your Page', 'Dashboard', 'Donations', 'Messages', and 'Resources'. A welcome message reads 'Welcome to your Out of the Darkness Walk Fundraiser Portal!'. Below this, there are 'Quick Links' for 'Offline Donation Form' and 'FAQ'. On the right side, under 'Your Fundraising', there are several options: 'View Your Page', 'Edit Registration Details', 'Make a Donation', 'View Donations Received', 'Register Another Participant' (circled in red), and '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

Participant\*

Previous Participant

Choose a participant that you've registered for a previous event.

Create a New Participant

Use my address for this participant

Relationship to You\*

[Select...]

I will manage this participant's fundraising page and receive email about

**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.



American  
Foundation  
for Suicide  
Prevention



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

---

Please review your details and complete your registration below.

**COMPLETE REGISTRATION!**

[Cancel](#)



## **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 Walk, though we do encourage each participant to set a goal of \$150 or more.

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

Everyone who is 13 or older by the date of the event must register. Minors between the ages of 13-17 must have a parent or guardian agree to the electronic waiver when registering online.

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

No - the Out of the Darkness 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 participant.

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

Registration is simple – just visit [www.afsp.org/CampusWalks](http://www.afsp.org/CampusWalks), select the event nearest you, click the "register now" button on the event page. 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 AFSP 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 "Log in here" 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 AFSP 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 Event 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 \$100 or more by the day of the event will receive an Out of the Darkness Campus Walk t-shirt. Participants who have raised less than \$100 are welcome to join but will not receive an Out of the Darkness T-shirt. (\$100 for Campus Walks; \$150 for Community).

**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).**