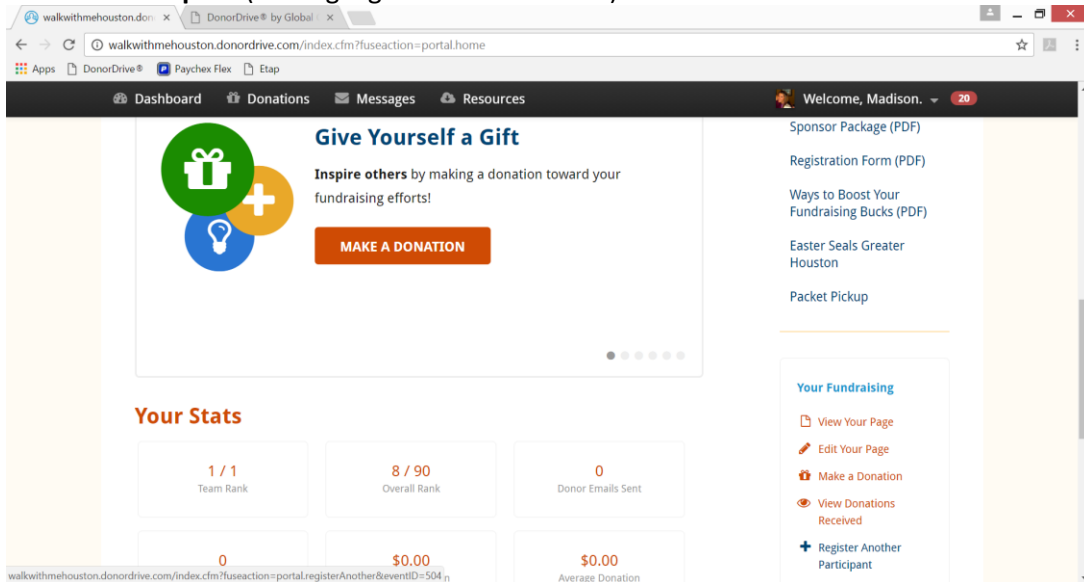
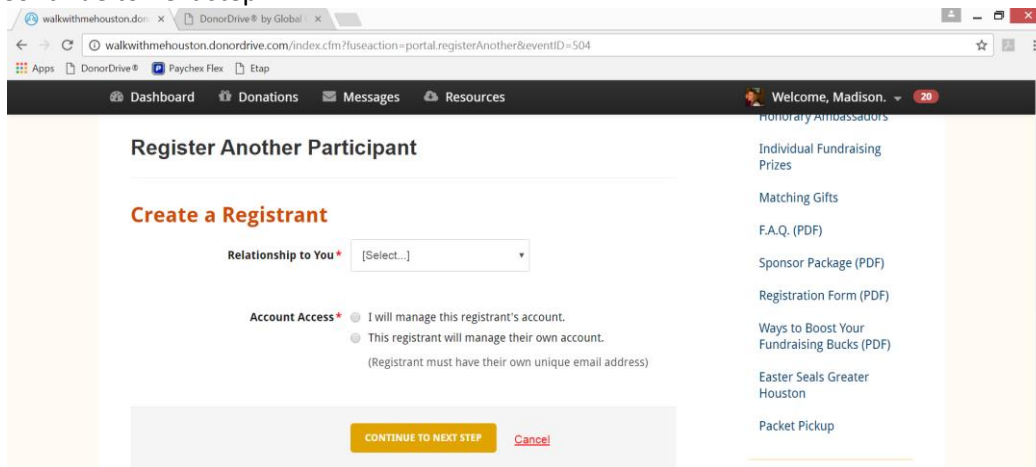


HOW TO ADD A PARTICIPANT TO YOUR TEAM

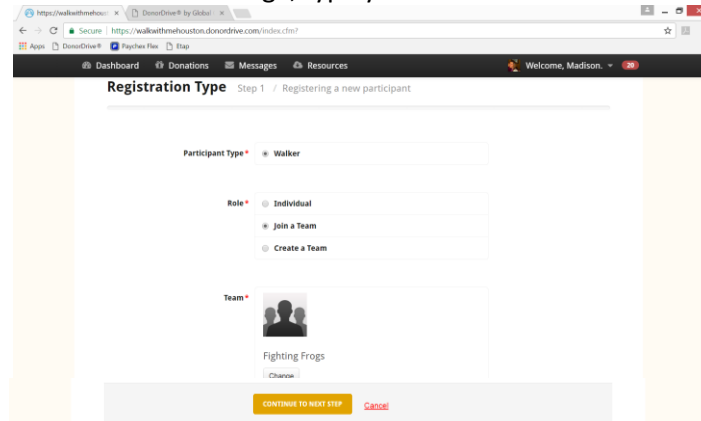
1. Go to walk website: www.walkwithmehouston.org
2. Click on the word **Login** Enter login info.
3. You should now be on the Dashboard page. Find the middle box titled **Your Fundraising**. Click on the last option **+Register Another Participant** (See highlighted section below).



4. Select the participants **Relationship to You*** from the dropdown box. Then select **Account Access***. By marking **I will manage this registrant's account**, the participant will have NO ACCESS to their page. If they would like access, mark **This registrant will manage their own account**. You will need to provide a valid email address to create an account for this participant. Continue to next step.



5. Make sure that **Role*** is marked as **Join a Team**. Then select **Continue to Next Step** or **Change** if your team did not automatically pull up. If you have to select Change, type your team name into the search bar then select your team.



6. Enter the personal **Fundraising Goal*** for this participant. Check the box that states *I understand that walkers 12+ years of age must raise \$50 to attend*. Fill in the remaining questions. Continue to next step.

Registration Details Step 2 of 5 / Registering a new participant

Fundraising Goal* \$

By checking this box I understand that although registration is free people 12+ years of age must raise \$50 in order to participate and attend Walk With Me.* I understand that walkers 12+ years of age must raise \$50 to attend.

Are you over the age of 12? Yes No

Currently a client of Easter Seals Greater Houston receiving services?

What is your t-shirt size?

Subscribe to Email Lists Walk With Me informational emails

[CONTINUE TO NEXT STEP](#) [Cancel](#)

7. Enter ALL necessary Contact Details. Continue to next step.

Contact Details Step 3 of 5

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

First Name*

Last Name*

Address*

Apt, Suite, Bldg

City*

State/Province*

Zip/Postal Code*

Country*

Phone*

Mobile Phone (Optional)

Sign up for text alerts? @

Account Information

Email Address*

Confirm Email*

Create a Password*

Confirm Password*

[CONTINUE TO NEXT STEP](#) [Cancel](#)

8. If you would like to make a donation to this participants account, select **Yes! I'd like to make a donation toward my fundraising goal**. This will prompt credit card/payment information. If you do not want to make a donation, select **No thanks**. Continue to next step.

https://walkwithmehoust...
https://walkwithmehoustondrive.com/index.cfm?fuseaction=register.step4&eventID=504

Donation & Payment Information Step 4 of 5

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

[CONTINUE TO NEXT STEP](#) [Cancel](#)

9. Make sure that the **Team Name** reflects **YOUR** team (see highlighted section below). Verify **ALL** information before completing registration. Click **Complete Registration!**

https://walkwithmehoust...
https://walkwithmehoustondrive.com/index.cfm?fuseaction=register.confirm&eventID=504

Again, by clicking Complete Registration below, I understand that walkers 12+ years of age must raise \$50 to attend.

Complete Registration Step 5 of 5

Please review your details below and click the Complete Registration! button.

[COMPLETE REGISTRATION!](#) [Cancel](#)

Registration Type [Make Changes](#)

Participant Type Walker

Role Create a Team

Team Name Test

Registration Details [Make Changes](#)

Fundraising Goal \$1000.00

Team Fundraising Goal \$1000.00

By checking this box I understand that walkers 12+ years of age must raise \$50 to attend.
registration is free people 12+ years of age must raise \$50 in order to participate and attend Walk With Me.

Are you over the age of 12? Yes

Currently a client of Easter Seals Greater Houston receiving No

Contact Details [Make Changes](#)

Name & Address Test Test
test@gmail.com
Test
Test, TX 77055
United States
123-123-1234

Donation & Payment Information [Make Changes](#)

Additional Donation No

[COMPLETE REGISTRATION!](#) [Cancel](#)