

Online Registration Tips!!

1) Visit www.kidneywalk.org, click on "Register Online" and scroll down to find the Walk in your area and click "Register Online."

2) Now you will be on the main National Kidney Foundation Kidney Walk Convio Page. In the middle of the page, click on the drop down menu and select Kentucky. You will be directed to the NKFK Kidney Walk Convio website.

3) Next, you can register as an individual, form a team, or join a team.

*** If you are unsure if your team is already registered, click on "Join a Team."

Then you can click on "Search for a Team" at the bottom of the page. This will pull up all the teams registered. If you see your team, just click "Join" on the right hand side. If you don't see your team, you can click "I want to start a new team" in the upper left hand side. **When you form a new team, you will automatically be the captain – however**, if you wish for someone else to be the captain, you can contact your local NKF representative to switch the 'captainship' to another person registered on your team.

4) Once you have chosen to register as an individual, form a team, or join a team, continue completing the registration process – choosing your team name, type of team, fundraising goal, contact information etc. Once you have completed the registration process, an email will be sent to you with your password and username. **Please keep this for your records so you can access your "Walk Center."**

5) The next page you should see is **"Welcome to your Walk Center."** Now you are ready to set up and play with tools you can use to maximize your fundraising efforts and team recruiting.

Here are a few of the options you will find helpful:

a) Main Walk Center Page

- a. Every time you log in, a message will be at the top stating what you should do next. The first message should read – "Set up your Personal Page!" Use this as a tool to help you follow the steps to fundraising up until the day-of the event.
- b. The Main Walk Center Page will remind you how many days the Walk is away and how you are doing at reaching your fundraising goal!

b) Personal Page

- a. Your personal page is where friends and family can read about why you are walking. There are many ways you can customize your personal page: change the layout of the template and edit the text or upload a picture. People who visit your page can also click on "Make a Gift" which will be logged on the bottom of your page and also increase your fundraiser thermometer.

c) Address Book

- a. This is a great tool to use for sending out your fundraising and recruiting emails. You can either upload or individual add contacts. The exciting thing about adding your contacts into this program is that you can use the Follow-Ups tool (Covered Below) year after year and it will track who donated to you, who you emailed for donations etc. So if you participate in this Walk next year, you have a record of who to ask again or who to join your team. *The personal contacts you upload will not be accessed by Convio or NKF staff. It is only available for you to use as a fundraising resource.

d) Email

- a. To help you maximize your fundraising and recruiting efforts, we have created suggested email messages for you to send to your friends and family. Some examples emails include: "Join my team," "Team message," "Support me," "Thank you for sponsoring me." You can also go in and use these suggested messages but alter or edit them as you wish.

e) Follow-Up

- a. As mentioned above in the address section, the Follow-Up tool will help you track who you sent emails to, who has donated to your page, who needs a thank you for donating to your team etc.

f) My Progress

- a. My Progress shows overall where you stand to accomplish your fundraising goal. It tracks how many gifts you have received, how much you have raised, and records your gift history including who donated and when.

g) Team Progress – Team Captains ONLY

- a. When you start a team or are registered as a team captain, you will have access to the Team Progress Tool. This tool allows team captains to create a Team Page which may be updated with team news, new members or congratulate a top fundraiser on their team. Team captains can also track their entire teams fundraising efforts – see the total teams goal and how much they have raised and see the individual team gifts. The team captain also has access to the team roster and how many gifts and total raised each individual walker on their team has raised.

There are many tools within the Walk Center to help you reach your fundraising and team recruiting goals! Please don't hesitate to contact us directly if you have any questions, concerns etc.

Looking forward to see you all on-line!!!

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