



Walk the Wall Registration Instructions

Below are instructions for registering to walk at a location and/or for starting your own event.

Stage 1 – Registration Process

1. Go to the website www.walkthewall.org and select whether you would like to “**Sign Up to Participate**” in a walk, or “**Start Your Own Event**”.
2. If you selected “**Start Your Own Event**”, simply fill out the form and your local National Office will be in touch with you soon.
3. If you selected “**Sign Up to Participate**”, proceed to select the country and location you will be walking in. You will then be brought to the event page.
4. On the event page, click on “**Register**”, and follow the 4 steps.

Tip:

You can register using social media platforms you’re on by simply clicking their icons! But please fill in your contact information if you would like to receive a tax receipt (where applicable).

5. You may sign up as an individual, start a team, or join a team. For teams with potential members who do not have email addresses (such as families with children), please use a pretend email address (eg myemail-child1@gmail.com) or submit a support request and we will help you with their registration.

Tip:

We recommend adding team members while starting a team at the time of registration. If members who do not have an email address join teams later on after the team has been started, it will require an additional separate process.

6. Set your fundraising goal, and select if you will be participating in the walk (“**Physical Walker**”), or if you will solely be fundraising online (“**Virtual Walker**”). Review the waiver and agree to proceed.
7. At this point, you may choose to make additional donations or complete your registration. Once this form is submitted, you will be taken to your new **Fundraising HQ** (Headquarters).

Congratulations! You have completed Stage 1 – Registration.

Stage 2 – Navigating through your Fundraising HQ

Tip:

To reach your Fundraising HQ and promote your walk via email and/or social media, you are required to be logged in. If in the future you forget your password, use the “forgot password” option on the login screen and you will receive an email from our administrator.

1. If you are proceeding straight from Registration, you should already be logged in. Otherwise, you need to log in using your username and password, or social media account.



2. Follow the 4 “Getting Started” steps by **creating your custom URL, uploading a personal image, making a donation, and RSVP-ing for yourself and/or other participants.**
3. You will notice that you have several tabs on left to choose from:
 - My HQ
 - My Fundraising Report
 - Promote via Email
 - Promote via Social Media
 - Social Auto-Post
 - Contact/Address Book
 - Enter Offline Donation

My HQ

From this page you can quickly see how your fundraising efforts are progressing. It allows you to view your personal page, share your progress via email or social media, record any donations that people may give you in person, and edit your profile, login and password information.

My Fundraising Report

By clicking on this tab you can check your progress against your goal. It also shows you who has made a donation and/or enter donations made to you offline.

Promote via Email

At any time, you may choose to edit/view your personal page link by clicking on the “**Create Custom URL**” tab on the right hand side (*e.g. www.walkthewall.org/event/walker*). Copy and paste this link into your email – people can then just click on the link and it will take them into your personal fundraising page to support you.

Promote via Social Media

If you’re on any social media platforms and would like to do some promoting through them. By clicking “**Facebook**”, “**Twitter**” or “**Linkedin**” you can post an update to your status with a link directly to your personal page. And you can also embed “Facebook Live” right in your fundraising page.

Social Auto-Post

If you live and breathe social media, automatically share your progress instead! Click “**Connect**” to share your progress through auto-posting!

Contact/Address Book

You may choose to import contacts either manually or through different mailing platforms through this tab. Simply click on the “**Click here**” buttons.

Enter Offline Donation

Some friends may choose to sponsor you outside of the online system and offer a cash or check donation. For these occasions, Click “**+Enter Offline Donation**”, fill out the form, and click “**Submit**”.

You may also view your donors report below, and download the report as a .csv file on the right hand side.

Need Help? Feel free to contact us at <mailto:walkthewall@chinaconcern.org>