



DAVID'S HOUSE MINISTRIES'

# HEART & SOLE

WALK - A - THON

*2017 Walk-A-Thon*

## Online Registration and Fundraising Instructions



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Let's start here:

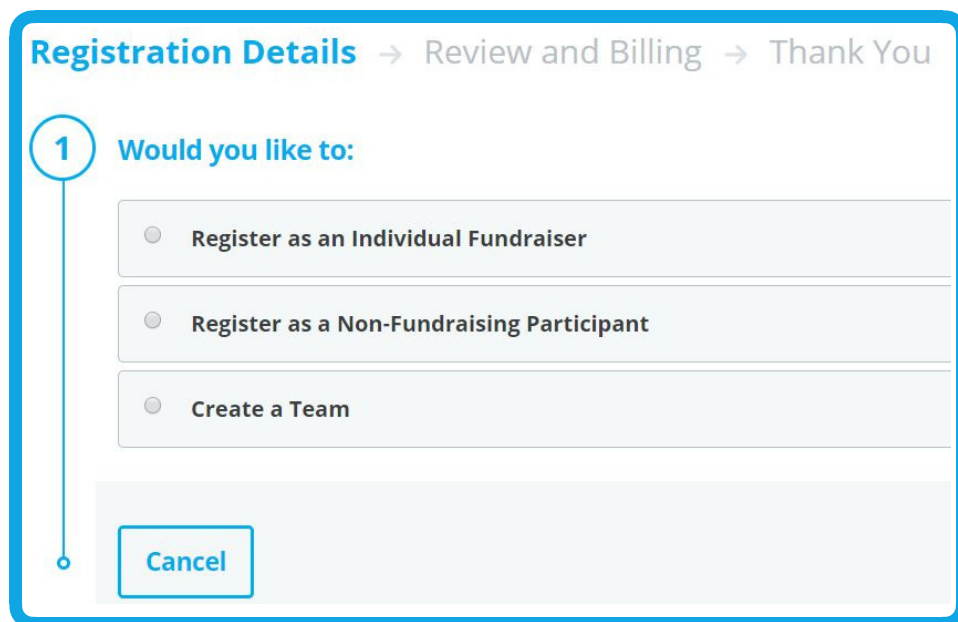
[bit.ly/dhwalkathon17](https://bit.ly/dhwalkathon17)



# Registering

Whether you're attending, not attending (but still wanting to raise support) or volunteering, **registration is mandatory** and needs to be completed by **Saturday, September 9**.

Once you've clicked on any of the **Register** buttons on the homepage and have created your account, you'll be directed to the **Registration Details** page:



The screenshot shows a web form titled "Registration Details" with a breadcrumb trail: "Registration Details → Review and Billing → Thank You". A blue circle with the number "1" is connected by a vertical line to the first step of the form. The form asks "Would you like to:" and provides three radio button options: "Register as an Individual Fundraiser", "Register as a Non-Fundraising Participant", and "Create a Team". A "Cancel" button is located at the bottom left of the form area.

Here, you'll specify what type of registrant you are, then select a corresponding sub-category:

- **Individual Fundraiser**

- Walker
- Support-Raiser

- **Team**

- Walker
- Volunteer
- Support-Raiser



# Registering (cont.)

After you've filled in the necessary personal information and selected your shirt size (if applicable), you'll be directed to the **Review and Billing** page:

Registration Details → **Review and Billing** → Thank You

Registrations	Fees	Donation	Total
Individual	\$0.00	\$0.00	\$0.00

[+ Add Additional Registrant](#)

TOTAL **\$0.00**

**Personal Information**

Grand Rapids, Michigan  
US

[Complete Registration](#) [Go Back](#) [Cancel](#)

Once you select **Complete Registration**, you'll be taken to your registration confirmation (**Thank You**) page:

Registration Details → Review and Billing → **Thank You**

**Your Registration ( ) is Complete!**

If you're attending the Walk-A-Thon, be sure to print this page and bring it with you on event day.

**Now complete your profile!**

Make the most of your fundraising efforts by completing your profile. The Welcome Quest will guide you through some of the most important features of your fundraising page and help raise more donations!

**Complete Your Profile**

---

0% Complete

- [Upload Your Avatar](#)
- [Update Your Personal Page](#)
- [Send a Fundraising Email](#)
- [Raise Your First Donation](#)
- [Schedule a Post on Facebook / Twitter](#)

[or view your Fundraising Dashboard](#)

You're nearly finished! Now, **complete your profile** as prompted in order to maximize your Walk-A-Thon fundraising efforts. There will be a helpful progress bar at the bottom of your screen to show you what you need to do next.



# Fundraising

After you've registered for the Walk-A-Thon, you're free to begin raising support for the quality care provided at David's House!

Whenever you login to your account, you'll be directed to your **Fundraising Dashboard**. This is where you'll be able to navigate all of the pages you'll need to access. Here you'll be able to:

- Track your personal or team fundraising progress
- Share progress updates, donation requests and other communications via Facebook, Twitter and email
- Manually add donations that you receive offline (cash or check) to your total
- Update your personal and registration information
- Find fundraising tips and other helpful resources

**My Fundraising Dashboard**

Customizing your fundraising page will help you raise more money! Creating a unique page for yourself is easy - all the tools are right here.

<b>\$0.00</b> TOTAL RAISED		<p>100% 80% 60% 40% 20% 0%</p> <p><b>\$0.00</b> achieved</p> <p><b>\$500.00</b> goal</p> <p><b>0%</b> of your goal reached</p> <p>Update My Goal</p>
<b>\$0.00</b> TOTAL ONLINE	<b>\$0.00</b> TOTAL OFFLINE	
<b>\$0.00</b> OFFLINE VERIFIED	<b>\$0.00</b> OFFLINE UNVERIFIED	

**Navigation Menu:** Dashboard, Share Event, My Donations, Resources, My Account, Manage Registrations



# Donating

Your friends and family don't have to register for the Walk-A-Thon in order to contribute a donation to you or your team. However, we encourage everyone to register, raise pledges and share about the event.

When users click any of the **Donate** buttons, they'll be directed to a Donate page. Here, they can search for individuals or teams that they can donate toward!

Did you know?  
You can apply your donation to a Participant or Team fundraising goal!

Search for a Participant or Team

Furthermore, users can make a gift In Memory / In Honor of an individual and notify specific recipients of the gift with a personal message:

### Donation Details

Would you like to dedicate this donation?

Select a Dedication ▼

Donation Message



# Additional Resources

Have more questions or need further assistance?

Contact **Maureen Sipperley** at [msipperley@dhmin.org](mailto:msipperley@dhmin.org) or 616.284.4380

**Thank you for investing your time and energy into fundraising for David's House! Your support enables us to provide the quality physical, emotional and spiritual care that our residents need.**

**We hope to see you [September 16!](#)**

