



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 scroll down and select whether you would like to “**Be a Walker**” 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 “**Be a Walker**”, 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 (solo), join a team or create 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 Dashboard

Tip:

To reach your Dashboard 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. Click on “Dashboard”. Follow the “For an effective campaign” steps.
3. You will notice that you have several tabs to choose from:

- Dashboard
- My Page
- Email
- Contact Book
- Share
- Reports
- My Team

Dashboard

From this page you can quickly see how your fundraising efforts are progressing. It shows you who has made a donation and you will also see if you have missed any steps for an effective campaign.

My Page

By clicking on this tab you can check your progress against your goal. It allows you to view and edit your welcome message, edit your URL, edit your goal and your Facebook ID, make a personal donation, see recent donations and also share your URL on social media easily.

Email

There are 4 tabs to choose from- promote, email team walkers that haven't raised, email entire team, update my donors.

Under the “promote” tab you can choose different templates to ask your network to join you for the walk, to join your team or to support you financially. You can edit these templates as much as you'd like, save them and review them.

Contact Book

You may choose to import contacts either manually or through different mailing platforms through this tab. Simply click on the “**Import Contacts**” button.

Share

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.

Reports

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

You may also view donations made from prior years and download the report as a .csv file on the right hand side.

My Team

If you are a team captain you can view your team members progress here. If you click on My Team Page you can also edit your team page here.

Need Help?

If you need help or have specific questions, please do not hesitate to contact us at walkthewall@chinaconcern.org.