

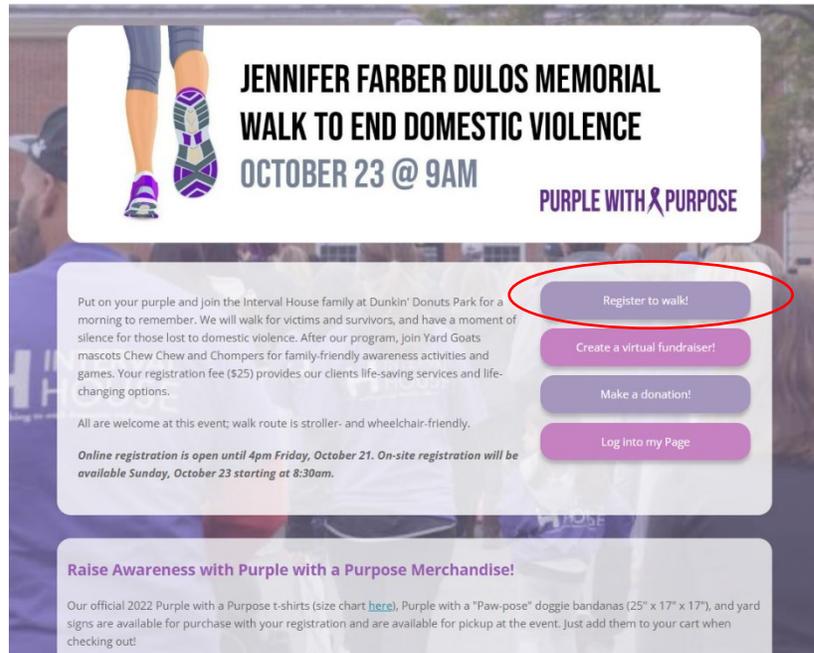
A Handy Guide to

Creating or joining a team for the Jennifer Farber Dulos Memorial Walk to End Domestic Violence

<https://intervalhouse.salsalabs.org/walk2022>

STEP ONE

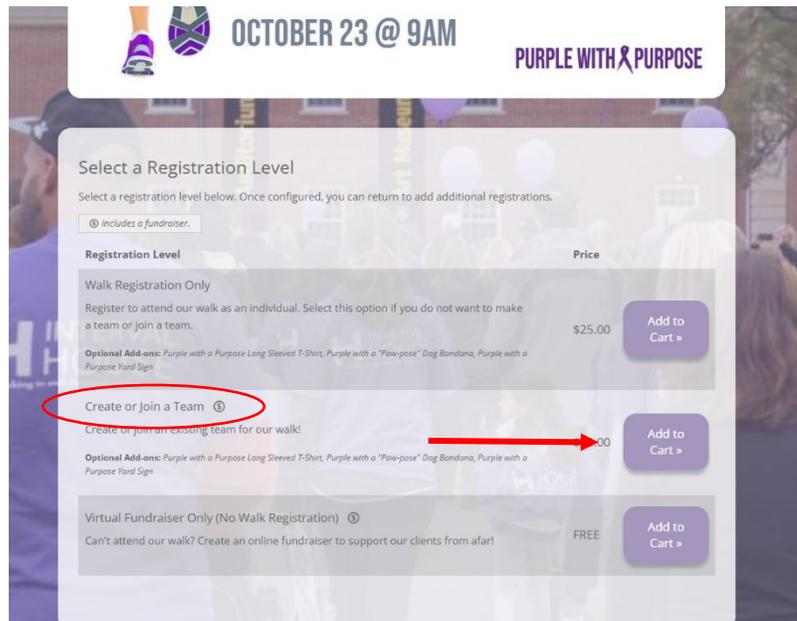
On the landing page, click "Register to walk!"



STEP TWO

On the next page, scroll down to the second registration option called, "Create or Join a Team."

Click the purple button at right to add it to your cart.



STEP THREE

If you are registering or creating/joining a team for yourself, click "Me."

If you are registering on behalf of another person, click "Someone else."

Click "Next."

STEP FOUR

On the next page, fill in your personal information. At the bottom, when asked whether you would like to create or join a team, select "Yes."

Use the drop-down menu to select the name of the team you want to join OR type in the name of the team you wish to create. Click "Next."

Note: If the system tells you that your email address is already in use, it may be due to a registration you completed in the past. Please clear your browsing history/cache and try again. If you still experience issues, please reach out to Betty at ereece@intervalhousect.org for assistance.

STEP FIVE

On the following page you can add optional purchases. Any items selected can be picked up at the walk. We cannot ship items.

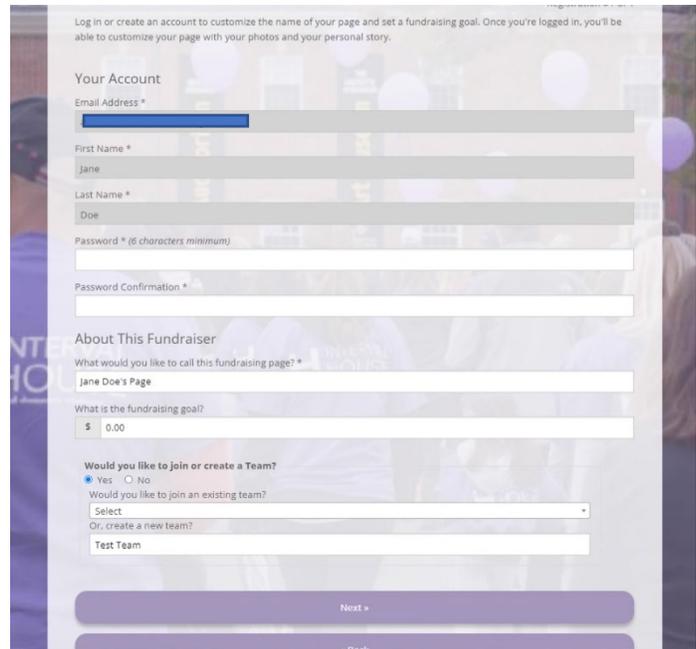
STEP SIX

On the following page you will be asked to set up your team. You will need to select a password to access your page, name your page (required), and set a fundraising goal.

While there is no obligation to fundraise, you must set up a fundraising page in order to be linked to the team of your choice. This also will add your registration fee and any donation you make to the total team goal.

You also will be asked once more if you are joining a team or creating your own. Answer these questions and click "Next" to complete the checkout process.

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The screenshot shows a registration form titled "Your Account" and "About This Fundraiser". The "Your Account" section includes fields for Email Address, First Name (Jane), Last Name (Doe), and Password (6 characters minimum). The "About This Fundraiser" section includes a dropdown for "What would you like to call this fundraising page?" (Jane Doe's Page), a field for "What is the fundraising goal?" (\$ 0.00), and a section for "Would you like to join or create a Team?" with radio buttons for "Yes" (selected) and "No", and a dropdown for "Would you like to join an existing team?" (Select) or "Or, create a new team?" (Test Team). A "Next >" button is at the bottom.

STEP SEVEN

Once you've checked out, you will see a confirmation screen with a button to log into your page. You will also receive a confirmation email like the one at right with the option to log into your page portal.

Be sure to complete this step so you can customize your team page with your story and a photo, and retrieve the unique link to share with friends so they can join your team or donate to your fundraiser directly. Again, you do not have to fundraise to form a team for the walk, but the option will be there.

Please note: If your friends do not use your unique link to register or do not choose your team during their registration process, we cannot link them to your team from the back end. We also cannot add funds from another person's fundraiser to your page if they do not join your team in the first place. We are sorry for any inconvenience—these are limitations of the tool and not indicative of our willingness to help you!

BI Betty at Interval House 4:14 PM
To: Amanda Delaura >

Thank you for signing up to be a fundraiser!



Thank you Amanda! Your fundraising page for Jennifer Farber Dulos Memorial Walk to End DV 2022 has been created. We appreciate the time you spent and commitment we share for our important work. We wish you success with your fundraiser and are here to support you in any way we can.

View your fundraising page: <https://intervalhouse.salsalabs.org/walk2022/p/amandadelaura>

If you haven't already, be sure to visit the [Fundraiser Portal](#) from any desktop or mobile device to easily track the progress toward your goal, share your page with friends and family, post updates, and thank your donors!

If you have any questions about your fundraiser and/or how we can help you to be as successful as possible, please let us know.

- All of us at Interval House

Share Your Fundraiser

