

## Step-by-Step Directions to Register on Qgiv:

1. Visit the walk website: <https://secure.qgiv.com/event/GBWalk18>
2. Click "Register for this Event"
3. Click "Register (Primary Walk Participants AND Volunteers)"
4. Enter your email address and press "Continue." Then one of two screens will appear:
  - a. Option 1: If you have already created an account on Qgiv in the past, you will be prompted to log in. Use your credentials to log in to your account. If you've forgotten your password, click "I need help with my password." If you logged in with Facebook, click "log in with Facebook."
  - b. Option 2: You have not created an account before. Click "Create a new account." You can choose to log in with Facebook or Google (click the corresponding button to choose this option) OR enter your first name, last name, email, and passwords, and then click "create my account."
5. Qgiv will then ask you about your team. Choose either "join a team," "create a team," or "register as an individual fundraiser or volunteer."
  - a. If you click "Join a team," search for your team's name in the search box. Then press continue.
  - b. If you'd like to "Create a team," enter your team name and fundraising goal. Then press continue.
6. Select a registration category: "Walk Participant," "Walk Participant with Down Syndrome," or "Volunteer."
7. Enter the required personal information:
  - a. Name and address
  - b. Fundraising goal (optional)
  - c. Additional donation (optional)
  - d. T-shirt size
  - e. Check the box that you agree to our waiver
  - f. Press continue
8. **TO ADD ADDITIONAL PARTICIPANTS TO YOUR TRANSACTION**, click "Add Additional Registrant."
  - a. We recommend you select "register as a non-fundraiser" for additional registrants so that they do NOT have to create a separate account.
  - b. If you choose "Register as a fundraising participant," you will have to create an account with a NEW email address for each additional participant.
  - c. Enter the personal information for the additional registrant, then click "add additional registrant."
9. Click "Add Additional Registrant" for as many people as you'd like to register.
10. When you are finished adding additional people, scroll down and enter your payment information. Click "Complete Registration."

## **How to Add Additional Participants Once You Have Already Registered**

1. Log in to your account (visit the walk site and click “log in” in the upper right corner)
2. Make sure you are on “My Fundraising Dashboard.” If you are not there, click “My Fundraising Tools” on the top menu, and click “My Fundraising Dashboard.”
3. Click “Manage Registrations” on the left menu.
  - a. We recommend you select “register as a non-fundraiser” for additional registrants so that they do NOT have to create a separate account.
  - b. If you choose “Register as a fundraising participant,” you will have to create an account with a NEW email address for each additional participant.
  - c. Enter the personal information for the additional registrant, then click “add additional registrant.”
4. Click “Add Additional Registrant” for as many people as you’d like to register.
5. When you are finished adding additional people, scroll down and enter your payment information. Click “Complete Registration.”