Step-by-Step Directions to Register on Qgiv:

1. Visit the walk website: https://secure.qgiv.com/event/gla18/
2. Click "Register for this Event"
3. Decide if you would like to create an account (or log in to an old account), or register without creating an account. Please note that if you would like to CREATE a team, you must also create an account.
4. To register with an account:
    a. Click "Register (Primary/Fundraising Walk Participants)" and press Continue
    b. Enter your email address and press "Continue." Then one of two screens will appear:
        i. 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."
        ii. 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. To register without an account:
    a. Click "Register (Secondary/Non-Fundraising Participants)"
    b. Enter your first name, last name, and email address. Then press Continue
6. Qgiv will then ask you about your team. Choose either "join a team," "create a team," or "register as an individual."
    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.
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. Optional Merchandise – If you would like to purchase this year's walk t-shirt or extra t-shirts from past events, we recommend doing so online. Add t-shirts to your cart for EVERYONE who you will be registering – you will not be asked about t-shirts when you add additional participants later on. When you have added all t-shirts to your cart, scroll down and click "Continue Registration."
9. TO ADD ADDITIONAL PARTICIPANTS TO YOUR TRANSACTION, click "Add Additional Registrant."

    a. We recommend you select “Register (Secondary/Non-Fundraising Participants)” for additional registrants so that they do NOT have to create a separate account.
    b. If you choose “Register (Primary/Fundraising Walk Participants),” 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.”
10. Click “Add Additional Registrant” for as many people as you’d like to register.
11. 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 (Secondary/Non-Fundraising Participants)” for additional registrants so that they do NOT have to create a separate account.
    b. If you choose “Register (Primary/Fundraising Walk Participants),” 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.”