



ONLINE REGISTRATION INSTRUCTIONS FOR TEAM CAPTAINS



- ✓ Go to the **www.jdrf.org** and click on the green sneaker icon on the JDRF homepage.
- ✓ Under the **Register For A Walk Now** section, use the **Select a State** dropdown box to choose Michigan. Then click **Find Walk**. You will see the listing of Michigan Walks. Click the name of the city beside the Walk you would like to register for.
- ✓ You will see the details of the Walk you selected. Next, click the green **Register for This Walk** button.
- ✓ Complete the **Registration Form** (a red line beside a field indicates a required field).
Page 1: Please be sure to check the **Team Walker** and **Register as a Captain** boxes. You must also select a team. If your team is not listed in the dropdown box, please click **Create a New Team** and enter the appropriate information. Feel free to also fill in any of the other applicable fields on the form. When you are done, click **Continue**.
Page 2: You will see a preview of JDRF's online Walk tools at **Walk Central**. If you would like to use these tools to raise money and recruit walkers, select **Yes** then complete the remaining fields. Please read the **Search Consent** and leave the box checked if you consent to be searched for on Walk Central. Please note that if you do not have this box checked, your name will not come up in search results when your friends and family visit www.jdrf.org to make an online donation in support of you and your team. When you have completed this page, click **Continue**.
Page 3: Confirm Registration if information is correct, or select **Edit My Info** to make corrections to the data you entered.
- ✓ You are officially registered and you will see two links. One to send to others to join your team, and a second link to send to people to make an online credit card donation in support of you and your team. You are also given four options in the upper right corner of this screen:
 - **Make A Donation Now!** to personally kick-off your fundraising.
 - If you would like to go to your Walk Central homepage and begin creating your own personal fundraising page, choose **Log In to Your Account**.
 - If you would like to register others for your team at the mailing address you used when you registered, choose **Register Another Walker from the Same Address**.
 - If you would like to register others from a different mailing address, choose **Register Another Walker for this Walk**.

For registration assistance, please contact:

East Lansing Walk:

Deb Wallace: (248) 355-1133 • dwallace@jdrf.org

Ann Arbor/Dexter & Warren Walks:

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