

# WALK WEBSITE USER GUIDE

Event Home

Donate

Register

Sponsors

Incentives

Event Details



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[walk.wellnesshouse.org](https://walk.wellnesshouse.org)

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QGiv Peer to Peer site implementation

February 2023

# HOW TO REGISTER INDIVIDUALLY, FORM A TEAM, OR JOIN A TEAM

**STEP 1:** Click **REGISTER** on the top Menu Bar or the REGISTER button on the Main page.

**STEP 2:** Choose how you would like to participate. You will have the option to create and/or join a team in Step 3. You will have the option to register others after you complete your own registration:

The screenshot shows the registration page for the 2023 Walk for Wellness House. At the top, there is a logo for 'Walk for Wellness House' and the title 'Register for 2023 Walk for Wellness House'. Below the title, it says 'Sunday, 5/07/2023 7am CST - 12pm CST'. There are two navigation links: 'Details > Finish Up' and 'Participant # 1'. The main section is titled 'How do you want to participate?' and lists five options with their respective prices:

Activity	Price
3K Walk	\$30
5K Run	\$30
5K Timed Run <small>In order to received a chipped bib and compete in the timed run, runners must register by May 4, 2023</small>	\$35
Walk Your Way <small>You choose the time and place of your walk.</small>	\$30
10 Step Walk <small>For those with limited physical ability, we invite you to start the Walk with a 10 Step Walk across Walnut Street</small>	\$30

**STEP 3:** Join as an Individual, or Join or Start a Team

The screenshot shows the 'How do you want to participate?' selection screen. At the top, there is a search bar with '5K Run' entered. Below the search bar, there are two main options:

- As an Individual**: Work on your own to reach your personal fundraising goal.
- Join or Start a Team >**: Work as a group to reach your personal + collective fundraising goals.

**STEP 4:** Find the team you want to join or start a new team

The screenshot shows the 'Join a Team' screen. At the top, there is a search bar with the placeholder text 'Find a Team or Team Captain...'. Below the search bar, there is a list of teams with their names and team captains, and a 'Join' button for each team:

Team Name	Team Captain	Action
5 Teams		
Courtyard Cruisers	Jaina Kolavennu	Join
Courtyard Cruisers	Jamie Ott	Join
Team Kara	Kara Niekamp	Join
Team Kate	Kate Fridholm	Join
THECROWNROYALSTEAM		Join

At the bottom of the screen, there are two buttons: 'Back' and 'Start A New Team'.

## STARTING A NEW TEAM:

When you click “Start a New Team”, you will then Name your Team and set a team fundraising goal. Once you hit “Save My Team” your team is formed! The next step is adding your personal information to get you registered as Team Captain.

### Start A New Team

You'll be team captain.

What do you want to name your team?


How much does your team want to raise?

Money raised by each team member will count toward the collective team goal, plus their own personal goal.

## JOINING AN EXISTING TEAM:

Search for a team and click the “Join” button.

**STEP 5: Enter your fundraising goal.** This is the goal that you are PERSONALLY trying to raise from personal donations, friends and family. If you are part of a team, all donations that you personally raise will also credit the Team fundraising goal. **If you raise more than \$100 on your PERSONAL page, you will receive a hat. And if you raise \$300 or more, you will receive a hat and a hoodie!**




### Register for 2023 Walk for Wellness House

Sunday, 5/07/2023 7am CST - 12pm CST

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[Details](#) • [Finish Up](#)

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 Participant # 1

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How do you want to participate?

#### Your Fundraising Goal

How much will you try to raise?

Money raised counts toward your goal + your team's goal of \$10,000!

I don't want my own fundraising goal and page





## STEP 6: Enter your personal information.

### Let's get your details.

First Name	Last Name	
Email		
We'll send you a confirmation, plus a link to set up your fundraising page!		
Address		
Apartment, Suite, Etc.	Optional	
City	State	Zip Code
Country United States		
Phone	Optional	

### Just a few more things...

Shirt size:	
Are you a Wellness House program participant?	
Current or former participant	
Please share "Why You Walk" for Wellness House:	Optional
(who inspires your participation, how Wellness House has impacted your life, etc)	
Year of your birth:	
Format: 1960 0/4	
How did you hear about the Walk?	Optional
What brought you to this site	

### Waiver

I agree and accept the following terms and conditions:

#### WAIVER:

I recognize and hereby expressly assume all risks and am participating in this event upon the express agreement and understanding that I am hereby waiving and releasing Wellness House, its agents and representatives, from

<a href="#">+ Add Another Participant</a>	<a href="#">Next</a>
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After you enter your personal information, you can click "Add Another Participant" if you'd like to register and pay for another registrant (family member, spouse) on the same transaction. You will be able to register them individually or have them join a team.

## NOTE ABOUT EMAIL...

This is a new software system and your information from prior Walk's or fundraising has not carried over.

**Email addresses are specific to ONE registrant.** However, if you are registering other people who may not have their own email address, you can select to manage their fundraising for them or omit their fundraising page.

After you enter your own personal information you will be able to add others.

**STEP 7: Register Another Participant OR proceed to payment.**

When registering another Participant, select how they want to participate. On the right the system will show the progress of your registration:

Register for 2023 Walk for Wellness House  
Sunday, 5/07/2023 7am CST - 12pm CST

Details > Finish Up

Participant # 2 - Cancel

How do they want to participate?

3K Walk	\$30
5K Run	\$30
5K Timed Run In order to received a chipped bib and compete in the timed run, runners must register by May 4, 2023	\$35
Walk Your Way You choose the time and place of your walk.	\$30
10 Step Walk For those with limited physical ability, we invite you to start the Walk with a 10 Step Walk across Walnut Street	\$30

Test Registrant \$30  
3K Walk  
THECROWNROYALSTEAM  
123@gmail.com  
Change

Participant 2

Subtotal \$30

Total \$30

Promo Code

How do they want to participate?

3K Walk

THECROWNROYALSTEAM >

**Fundraising Goal**

How much will they try to raise?

Money raised counts toward their goal + their team's goal of \$10,000!

100

I'll manage their fundraising

They don't want their own fundraising goal and page

Let's get their details.

**FUNDRAISING OPTIONS FOR ADDITIONAL REGISTRANTS:**

- 1) You can ✓ “I’ll manage their fundraising” for that new registrant (a spouse or adult child, for example) and they will be linked to your account. They can choose to use their fundraising page or not (you may want all gifts going to one page).
- 2) You can ✓ “They don’t want their own fundraising goal and page” which means they will not be fundraising at all. This would be an option for a young child, for example.
- 3) If you check neither of boxes, the new registrant will be registered on their own, NOT linked to anyone else, and they will receive an email to set up their own fundraising page. Unique Email is REQUIRED in this case; they cannot be registered using your email address.

**STEP 8:** Add a personal donation (this is optional) to start your fundraising and encourage others to donate. You can also consider covering processing fees (this is also optional):

Walk for Wellness House

### Register for 2023 Walk for Wellness House

Sunday, 5/07/2023 7am CST - 12pm CST

Details > Finish Up

#### Add an Optional Gift

Test, kick-start your fundraising by making a donation!  
It will go toward your fundraising goal.

\$  Optional

Yes, I will cover the cost of processing fees (\$0.90) ⓘ

#### Payment Details

How would you like to pay?

##### Credit Card

Card Number

Exp. Date  CVV  ⓘ

##### Billing Address

Same as Mailing Address

131 N COUNTY LINE RD  
HINSDALE, Illinois 60521  
US

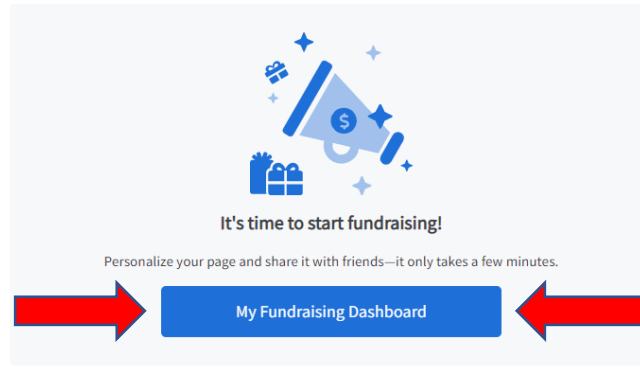
[Back](#) [Complete Registration - \\$30](#)

**STEP 9:** Enter Credit card information and complete registration! If you have registered additional participants the registration fee will be calculated for ALL registrants on your account.

Now that you are registered...let's start fundraising!

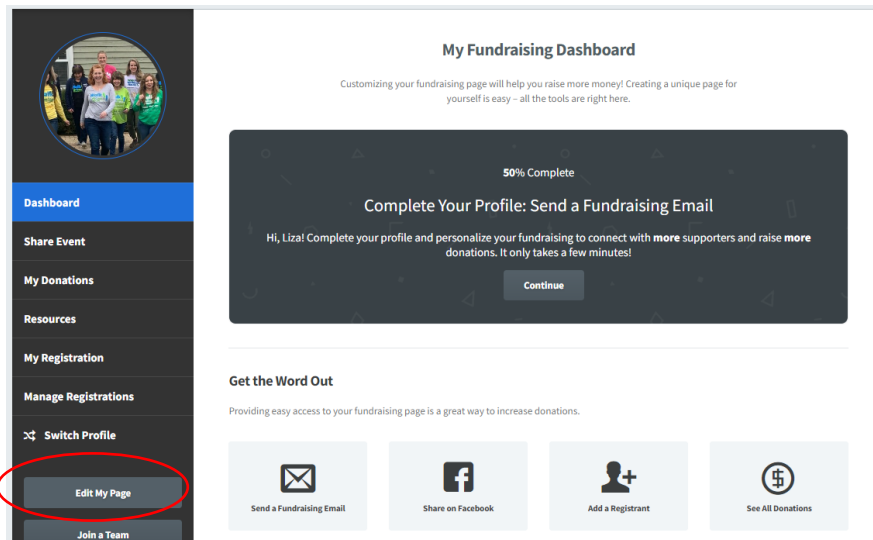
# FUNDRAISING GUIDE (Updating Personal and Team Pages, Sending Fundraising Emails, Text Giving, Social Sharing)

You're registered for 2023 Walk for Wellness House!



[Registration Details](#) [Print](#)

⊕ We emailed you a copy, plus a link to your fundraising page.



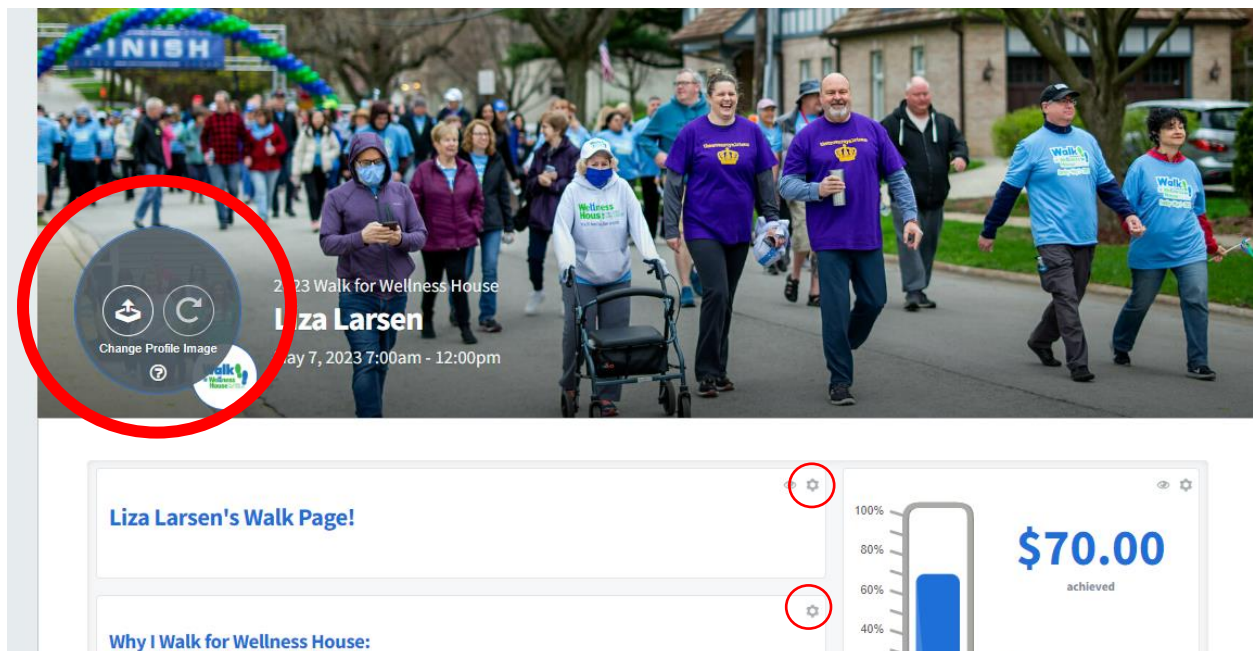
**STEP 1: Review your Fundraising Dashboard.** This is where you will go every time you login. If you are a team captain, you will also have a Team Page that you can update after you do your personal page. **Your Fundraising Dashboard is where you will be able to Edit your Personal or Team Page, add a profile image, update your fundraising goal, send fundraising emails, check your progress and personalize your page(s).**

## STEP 2: Add a Profile Image (aka a Selfie)

You will need to have an image saved on your computer that you can upload into the gray circle. Just click on the box with the up arrow to search for the photo that is already saved on your computer or smartphone. A 'headshot' or picture of just your face (or the person who is inspiring your participation in the Walk) will be easiest for potential donors to recognize.

If you Started a Team, your Team will have a different page and profile image. We recommend using a picture of yourself for your personal page so donors will know they have reached YOUR page.

**Having Trouble?** Send an email to [walk@wellnesshouse.org](mailto:walk@wellnesshouse.org) with a picture of you attached and we can add it to your page for you. If no image is added, your first and last name initials will be in that circle.



**STEP 3:** Click on the Gear icon on the right of each box to edit what appears in that section. (Gear Icons are circled in red).

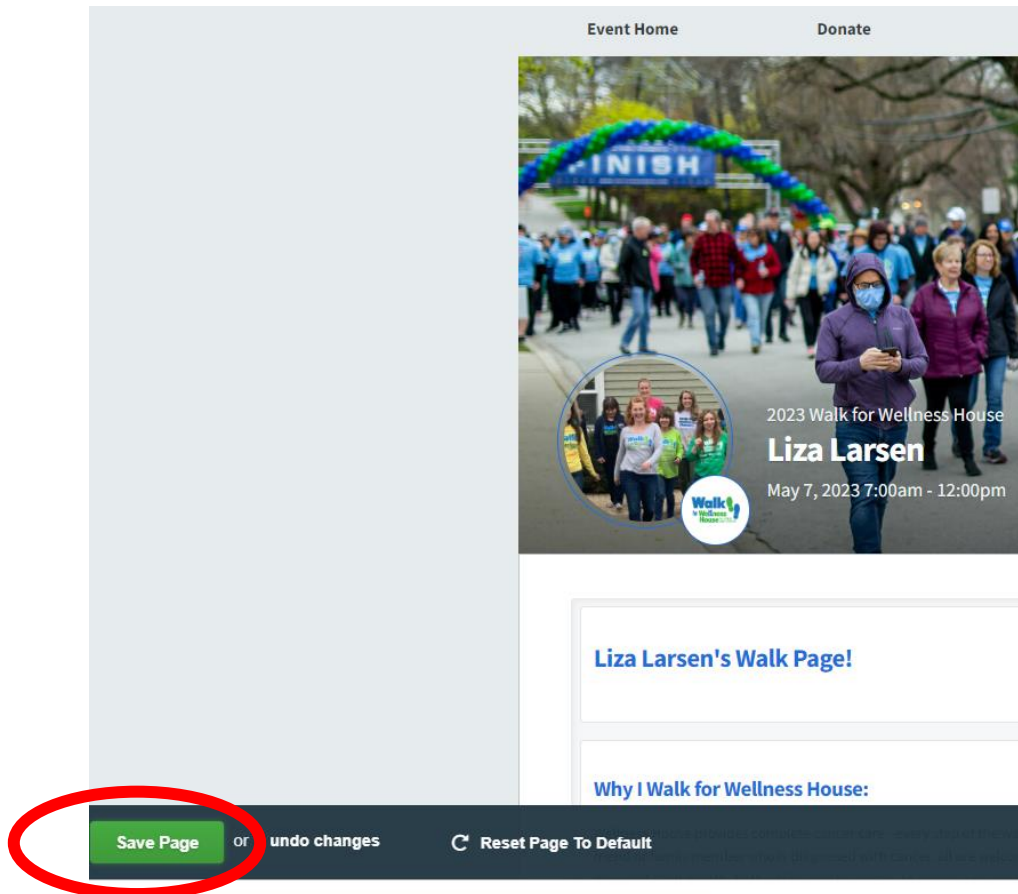
- Update the Page Title (it defaults to "My Personal Fundraising Page" – adding your name is best)
- Update Why I Walk for Wellness House
  - Adding your personal story of how cancer has impacted you and/or how Wellness house has helped goes a LONG way to encourage others to donate. You can keep the information about Wellness House or put it in your own words.

**PRO TIP:** If there is a section that you don't want on your page, click on the "eye" icon to HIDE it so others won't see it! You can always change it back to "Show" later if you decide you want it.



**IMPORTANT:** When you have finished editing your personal page, make sure you hit the green **"SAVE PAGE"** button! **If you don't hit the save button, your changes will not save!**

You can always email [walk@wellnesshouse.org](mailto:walk@wellnesshouse.org) if you need help with editing you page and we can do it for you.



If you started a new Team when you registered, your next step will be to edit/update the Team Page from your Dashboard.

#### **STEP 4: FOR TEAM CAPTAINS ONLY. Update your Team Page!**

Team Pages are edited just like Personal Pages, you can update that Profile Image, title, text, etc. Again, be personal and tell potential donors WHY you participate in the Walk as a Team, how your team got it's name, or how you came together as a team.

**PRO TIP:** Upload a special image, graphic or group photo as the Profile Image for your Team Page!

### STEP 5: From the Dashboard, update your personal page URL

You can create a URL to send out to friends, family, colleagues, etc that will take them directly to your personal and/or team fundraising page. This will make it easy for them to donate directly on your page, so you receive credit for their donation and it counts toward your fundraising goal (and your team goal as well!)

IMPORTANT: After you type in your Personal Keyword for your personal URL, make sure you click the light gray “Save URL” button. Then, click the two pieces of paper icon to Copy your personalized URL and paste it in the body of a new email. This is how you share the link to your Team Page with others.

The screenshot displays the 'Text Giving' section of a fundraising dashboard. It features a 'My Page' label, a 'Save URL' button (circled in red), and a text input field containing a URL: <https://secure.qgiv.com/event/wfwh2023/account/TestRegistrant>. The 'TestRegistrant' portion of the URL is highlighted with a red box. To the right of the input field is a 'Copy My Page URL' button (circled in red) with a two-piece paper icon. To the right of the dashboard is a green progress gauge. The gauge shows a 70% completion level, with '\$70.00 achieved' and '\$100.00 goal' displayed next to it. Below the gauge, it states '70% of your goal reached'.

**PRO TIP:** Remember, ALL donations made on a personal page ALSO credit the team if that person is part of a team, so it is in your best interest to send out the link to your PERSONAL page, rather than the team page! Also, fundraising incentives are earned by donations made on your PERSONAL page, NOT donations made on a Team page.

Now that you have a personalized URL, you can send it out to everyone you know via email, text message!

If you would prefer sending out or customizing a fundraising email that’s already composed, move on to Step 6.

## STEP 6: Set up and send out a Fundraising Email!

### Get the Word Out

Providing easy access to your fundraising page is a great way to increase donations.

The screenshot shows a fundraising dashboard with four main action buttons: "Send a Fundraising Email" (circled in red), "Share on Facebook", "Add a Registrant", and "See All Donations". Below these are tabs for "Links" and "Text Giving". A URL field contains "https://secure.qgiv.com/event/wfwh2023/account/131... lizalarse". To the right, a thermometer graphic shows a progress bar at 70%, with "\$70.00 achieved" and "\$100.00 goal".

Just click on the “Send a Fundraising Email” box and you will be taken through the process of composing and sending an email, whenever and to whomever you choose. To get started, choose the “ From Participant - Ask Others to Donate” email template, which you can customize if you’d like:

#### Send an Email

- 1
- 2 **Email Information**  
Email Title required  
  
This will help you organize your fundraising emails; recipients will not see this title  
Start with an existing template?  
  
**Default Templates**

You can create as many email templates as you’d like! Just type a different Email Title for each of them so you will know what message each template contains.

## Sample Fundraising Email template

Start with an existing template?

From Participant – Ask Others to Donate

Subject required

Help me raise money for cancer support

Your Message required

Source

Normal Font Size

I'm participating in this year's %EventName% to raise support and awareness for their critical mission: preparing and empowering people to fully live life with cancer and beyond. Thanks to the generosity of people like you and me, Wellness House provides cancer support programming *free of charge* for people with cancer and their loved ones. From their Home of Hope in Hinsdale, online, and from partner locations throughout the region, Wellness House provides opportunities for people with cancer to connect, support and find hope with one another.

A donation of any amount will help me reach my fundraising goal in support of Wellness House...whether you give online, or by check or cash mailed directly to Wellness House (131 N. County Line Rd, Hinsdale, IL 60521, Attn: Walk). If mailing a donation, please include my name so your donation credits my fundraising goal.

Thank you for anything you can do. Together, we can make a meaningful difference in the lives of people affected by cancer. #EveryStepOfTheWay

Sincerely,

%RegistrantFirstName% %RegistrantLastName%

body p

If you like the email template as it is, great! You can also update it to make it more personal. **The email will be sent from the email address you logged in with and your name and fundraising link will appear at the bottom.** Once you have updated or edited the copy to your Fundraising Email template, you can set when you can send a fundraising email. You will enter who you are emailing and when you would like them to receive the email. You have the option of adding individual email addresses or importing contacts from your regular email provider.

To:

Send to These Addresses (max 1000) Separate addresses by comma This email will be sent to 0 people.  
Need a custom list? [Manage Email Lists](#)

Select Mailing Lists

System Lists

- Donors**
- Everyone you've emailed (0)
- Everyone you've emailed who has donated (0)
- Everyone you've emailed who have not donated (0)

Immediately

Goal Percentage Reached

Send on specific date

Periodically

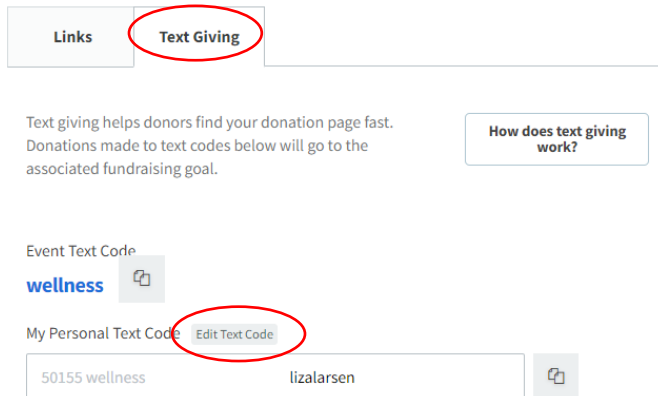
Cancel

### Cool Feature:

The system will automatically 'remember' email addresses, so you have the option of selecting people that you have already emailed, those who have donated, or those who have NOT yet donated, without having to type in their email address again.

This will help you target your emails to each of these groups, without having to remember who has already done what. The system already knows!

**STEP 7: Create a personalized text code** so people can Text a donation directly to your fundraising page and complete the donation in less than a minute! (or, you can ignore this step and just stick to email – totally up to you!)



The screenshot shows a navigation bar with two tabs: 'Links' and 'Text Giving'. The 'Text Giving' tab is highlighted with a red circle. Below the navigation bar, there is a text box explaining that text giving helps donors find the donation page fast. To the right of this text is a button labeled 'How does text giving work?'. Below this is a section for 'Event Text Code' with the word 'wellness' and a copy icon. Underneath is a section for 'My Personal Text Code' with an 'Edit Text Code' button circled in red. At the bottom, there is a text input field containing '50155 wellness' and 'lizalarsen', with a copy icon to its right.

You can set up your Personal Text code by clicking on the Text Giving tab right next to where you entered your personalized URL.

After you type your keyword text code, make sure you click the **SAVE TEXT CODE** in the light gray box.

#### MORE ABOUT TEXT GIVING...

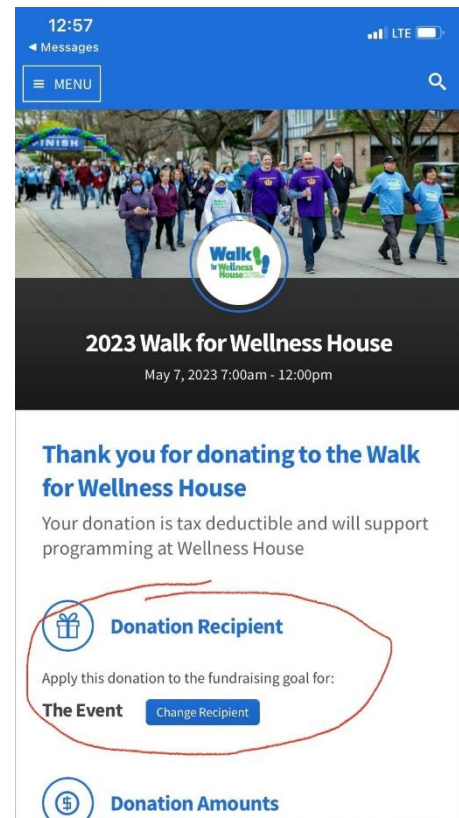
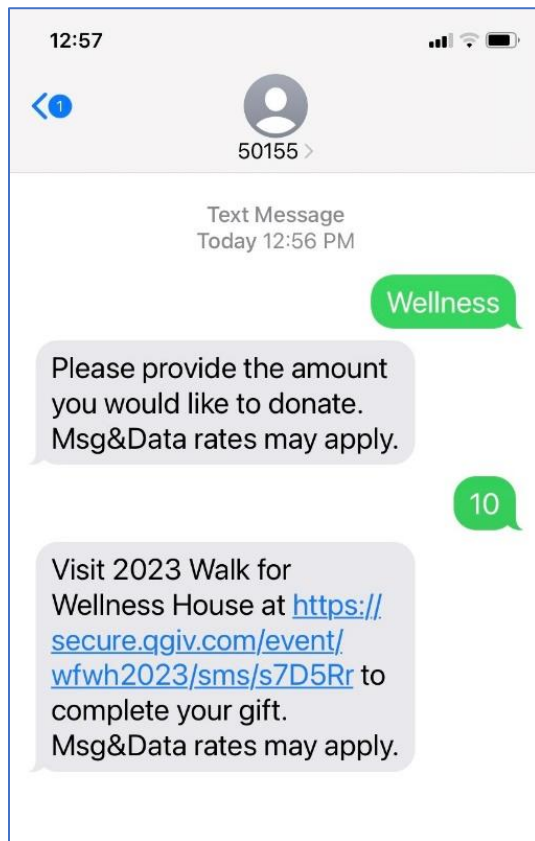
The text giving feature allows someone to text a donation amount, then click on a link to complete their credit card donation on the Walk website, all from their smartphone *in less than a minute*. It's just like making a credit card donation on the computer, just an easier way to make a donation on the go.

You do NOT have to create and send out a personal text code for your fundraising or team page; donors can also just text "Wellness" to 50155 and search for your name on the Donation Form so you will receive credit for their donation. See pictures on next page.

Here are the three easy steps for making a donation via Text:

- 1) Text "Wellness" to 50155 (OR text Wellness "YOUR PERSONAL TEXT CODE" to 50155)
- 2) Enter the amount of your donation
- 3) Click on the link to enter your information and complete your gift.

It really is that simple!



CLICK THE BLUE "CHANGE RECIPIENT" BUTTON AND SEARCH FOR A REGISTRANT OR TEAM

A few notes:

- Text Giving is available for DONATIONS only, not registering for the event. If someone wants to register, they need to go to <http://walk.wellnesshouse.org> and click REGISTER.
- Text giving is just as safe and secure as giving a donation online via computer; it's just a way to get someone to the website quicker without needing a computer
- We really encourage you to use this feature the closer we get to the Walk. The week before, the day before and the day after are KEY as many people who are intending to donate will wait until the last minute. Text Giving is quick and simple and a very effective at raising donations right before and during the event.



## STEP 8: Share Your Page on Social Media

You can create a post about the Walk on Facebook or Twitter, right from your Fundraising Center. Jjust click the Facebook or Twitter buttons from you Personal Fundraising Page, or your Team Page.

For Facebook, you will then be prompted to login to your Facebook account, and after logging in, the box below will appear. You can write a few words about the Walk and your participation in it, and anyone who clicks on the link in your Facebook feed will go directly to your fundraising page.

This is NOT the same as setting up a Facebook fundraiser directly from your Facebook page; this directs people to make a donation on the Walk website, NOT Facebook, which is better for Wellness House because the Facebook fees are not deducted from their donations and their donation can be directly counted toward your fundraising goal.

Share to News Feed or Story ▾

   
Say something about this...



SECURE.QGIV.COM  
**2023 Walk for Wellness House**  
Wellness House provides complete cancer care - every step of the way...



Feed Friends ▾

Your Story Friends ▾

Cancel Post to Facebook

Benefits of posting on social media:

- You reach a broader audience than if you just email or text specific people
- You help raise awareness for the Walk and remind others to register or donate
- You help attract new participants and donors that may not have known about Wellness House prior to your post

Thank you for joining the Walk for Wellness House and for helping us provide complete cancer wellness...every step of the way!