Registration Tips for Team Captains of National Teams

Thank you for deciding to become a Team Captain! We are here to help you be successful! This guide will walk you through the two different ways to create a team, depending on if you are forming a new team or re-creating a team from last year.

Getting Started
2. Select the Register button.
3. Enter the zip code where you live and select Search.
4. You will see a list of events nearby your home zip code. Choose the event you wish to participate in and Select the Register button.
Option 1: Create a New Team (if your team did not participate last year)

CREATE A NEW TEAM
Select this option if you would like to become the captain of a new team.

1. **Login:** JDRF event Participants have a single username and password that can be used for all events and reused from year to year. If you have participated with JDRF before, you may be able to reuse your prior login and password. Be sure you are on the tab marked for “Sign Up” (new Participants) or “Log In (returning Participants)” as appropriate.

2. **Create Your Team:** This is the critical step where you will create your new team and associate it to the National Walk Team.
   - Name your team according to any team naming conventions recommended by your company.
   - Aim high and set your **team goal**.
   - Be sure to choose your National Team from the drop down list.
Note: The list of National Teams is for demonstration only and may not include all teams.

3. Event Participation:
   - Kick start your efforts by setting a fundraising goal that feels doable to you! Push yourself to make a difference in the lives of those with T1D.
   - Take the first step toward reaching your goal by making a personal donation to your own fundraising. Setting this example will help you when you ask others to make a donation.
   - Choose your participation type (depending on if you will be attending the Walk or not).
4. **Registration**: Provide your information such as name, address, and phone number. If you are a returning participant, these fields should already be filled out for you! There are also a few questions at the end of the form about your interests.

**REGISTRATION**

**YOUR INFORMATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (Optional)</td>
<td>Miss</td>
</tr>
<tr>
<td>First Name *</td>
<td>Holly</td>
</tr>
<tr>
<td>Last Name *</td>
<td>Michaelson</td>
</tr>
<tr>
<td>Employer (Optional)</td>
<td>JDRF</td>
</tr>
</tbody>
</table>

5. **Registration Summary & Waiver**: This is the last required step! Please review your registration information.

- If you would like to add a child under 16 years of age, please select Register Your Child and enter the child’s name and information. If you will need to reuse your email address for a child under 16 without an email address, now is the best time to register them. Once you complete your registration, you will need assistance from JDRF to reuse your email address for minors. Please note that all adult walkers should register themselves and use their own email address.
• Read the terms of use for the website.
• Select Submit.

**REVIEW**

Please review your information and click Submit to complete registration.

Mrs. Holly Michaelson

<table>
<thead>
<tr>
<th>Address</th>
<th>Participation Type</th>
<th>Team Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delaware, NY 12091-3729</td>
<td>Walker</td>
<td>Marshall Stone 3103</td>
</tr>
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</table>

Total $0

**ATTENTION PARENTS**

Use this option for adding children under the age of 18. Additional options for involving adults are available after you complete your registration.

**TERMS OF USE**

I hereby waive all claims against JDRF and event sponsors and personnel for any injury I might suffer in this event. I authorize JDRF or anyone authorized as a representative of JDRF to use my name and/or photographs of me, which I have provided or are taken of me at the event, to promote or advertise any JDRF event.

By clicking "Submit" all participants above agree to the terms of use.

**Registration Complete:** If you made a personal donation during registration, you will also need to provide your billing information.

Congratulations! You are now registered for the JDRF One Walk. Next, customize your personal page and begin your fundraising!
Option 2: Re-create a Past Team

**RE-CREATE A PAST TEAM**

Select this option if you participated on a team for this event last year and would like to re-create your team.

1. **Login:** JDRF event Participants have a single username and password that can be used for all events and reused from year to year. If you have participated with JDRF before, you may be able to reuse your prior login and password. Be sure you are on the tab marked for “Sign Up” (new Participants) or “Log In (returning Participants)” as appropriate.

2. **Register with an Existing Team:** This is the step where you will create your team. **NOTE:** Returning teams cannot associate to the National Walk Team in this step the same way that new teams can. The software automatically reuses your team association from last year to save extra steps. But a team that is becoming a National Team for the first time will need to take an additional step to link your local team to the National team.
   - Type in the team name from last year or a key word and choose Search.
   - Select Re-create Team next to the appropriate team name.
3. Event Participation:

- Kick start your efforts by setting a fundraising goal that feels doable to you! Push yourself to make a difference in the lives of those with T1D.
- Take the first step toward reaching your goal by making a personal donation to your own fundraising.
- Choose your participation type (depending on if you will be attending the Walk or not).
1. **Registration**: Provide your information such as name, address, and phone. If you are a returning participant, these fields should already be filled out for you! There are also a few questions at the end of the form about your interests.

### Registration

#### Your Information

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   - Read the terms of use for the website.
   - Select **Submit**.
2. **Registration Complete**: If you made a personal donation during registration, you will also need to provide your billing information.

3. **Associate Team to National Team**: If your National Team is participating in the program for the first year, there is one more step to associate your returning team to the new National Teams feature being used this year. In the upper right corner, select **Edit Profile** and scroll to the **Team Membership** section.
From there, you can select “Update Team Information” and create the link to the National Team.

Congratulations! You are now registered for the JDRF One Walk and your team is associated with your National Team. Visit your Participant Center to customize your personal page and begin your fundraising!

If at any time you need assistance, please contact tech support hotline at (855) 835-9255 or Online Support at onlinesupport@jdrf.org.