

# Reference Guide

## 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

1. Visit [walk.jdrf.org](http://walk.jdrf.org).
2. Select the **Register** button



3. Enter the zip code where you live and select **Search**.

I'm looking for an event ▾

OR
  ▾

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.

### SEARCH

I'm looking for an event ▾

OR
  ▾

CURRENT EVENTS			PAST EVENTS	
City	Date	Venue		
Columbus, OH	Oct 1, 2017	Ohio State University - Ohio Stadium	<input type="button" value="DETAILS"/>	<input type="button" value="REGISTER"/>

## 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.

SIGN UPLOG IN

[I'm not sure if I have a log in](#)

Sign up with Facebook

We'll only import info to help you register faster.  
We never post unless you ask us to.

**OR SIGN UP WITH EMAIL**

**First Name \***

**Last Name \***

**Email \***  
ex: fredbanting@gmail.com

Create a username and password. You'll need these to log in to your Participant Center.

**Username \***  
ex: banting1922 or fredbanting@gmail.com

**Password (5-60 characters) \***

Remember me

SIGN UP

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.



## CREATE YOUR TEAM

**Team Name \***

**Team Fundraising Goal \***

**Team Type \***

**Name of Company/Organization \***  
  
Choose an existing value  
National Companies  
○ AmerisourceBergen/Good Neighbor Pharmacy National Walk Team  
○ Becton Dickinson (BD) National Walk Team  
○ Discover National Walk Team  
○ Ford Motor Company National Walk Team  
○ JDRF National Walk Team  
○ Lilly Diabetes National Walk Team  
○ Marshalls National Walk Team  
○ Medtronic National Walk Team  
○ Quest Diagnostics National Walk Team  
○ Salesforce National Walk Team  
○ Texas Instruments National Walk Team  
Local Companies  
AEP  
Able Roof  
Anomatic  
Cushman & Wakefield  
Dexcom  
Discover

[Change events](#)

**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).

## EVENT PARTICIPATION

### PERSONAL FUNDRAISING GOAL

Thank you for helping JDRF create a world without type 1 diabetes. Please consider setting a goal to raise \$150 or more for life-changing research.

Personal Goal \*

\$ 150.00

Team Goal

\$ 5000

### JUMPSTART YOUR FUNDRAISING

Take the first step towards reaching your goal. Will you make a personal donation toward your fundraising?

- Yes! I'll make a donation
- No donation at this time.

### EVENT PARTICIPATION

Participation Type \*

(Choose Virtual Walker if you cannot attend on the event day)

- Walker
- Virtual Walker

NEXT

BACK

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

Title (Optional)

Mrs.

First Name \*

Holly

Last Name \*

Michaelson

Employer (Optional)

JDRF

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**

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Please review your information and click **Submit** to complete registration.

**Mrs. Holly Michaelson**  
~~XXXXXXXXXXXXXXXXXXXX~~

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<b>Address</b> <del>XXXXXXXXXXXXXXXXXXXX</del> Dalmar, NY 12054-2729	<b>Participation Type</b> Walker	<b>Team Name</b> Marshall's Store 3103
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<b>Total</b>	<b>\$0</b>
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**ATTENTION PARENTS**

**REGISTER YOUR CHILD**

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

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**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.

**SUBMIT**

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(Step 4 of 4)

You are registering for  
**SARATOGA SPRINGS 2015**

[Change events](#)

6. **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.

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f Sign up with Facebook

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**First Name \*****Last Name \***

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Create a username and password. You'll need these to log in to your Participant Center.

**Username \***

ex: banting1922 or fredbanting@gmail.com

**Password (5-60 characters) \***

🔒

Remember me

SIGN UP

- 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.

## SEARCH FOR A TEAM

Which team are you looking to join or re-create? Search by the name of the team or the company the team is affiliated with.

If you'd like to change your team's company affiliation, please go to Edit Profile after you complete registration.

medtronic   OR

### RESULTS

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Team Name	Team Captain	Company	
Medtronic CGM Hospital Products	None	Medtronic National Walk Team	<a href="#">RE-CREATE</a>
Medtronic - CGM Marketing	None	Medtronic National Walk Team	<a href="#">RE-CREATE</a>
Medtronic CGM BU	None	Medtronic National Walk Team	<a href="#">RE-CREATE</a>
Medtronic Diabetes - IT Pumpers	None	Medtronic National Walk Team	<a href="#">RE-CREATE</a>
Medtronic Diabetes Group Human Resources	None	Medtronic National Walk Team	<a href="#">RE-CREATE</a>

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- Choose your participation type (depending on if you will be attending the Walk or not).

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Participation Type \*

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- Walker
- Virtual Walker

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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

**Title** (Optional)

Mrs. ▼

**First Name** \*

Holly

**Last Name** \*

Michaelson

**Employer** (Optional) ?

JDRF

1. **Registration Summary & Waiver:** This is the last required step! Please review your registration information.
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  - Read the terms of use for the website.
  - Select **Submit**.



## REVIEW

Please review your information and click **Submit** to complete registration.

Mrs. Holly Michaelson

<b>Address</b> [Redacted] Delmar, NY 12054-2728	<b>Participation Type</b> Walker	<b>Team Name</b> Marshall's Store 3103
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**Total** \$0

### ATTENTION PARENTS

[REGISTER YOUR CHILD](#)

Use this option for adding children under the age of 18. Additional options for inviting 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.

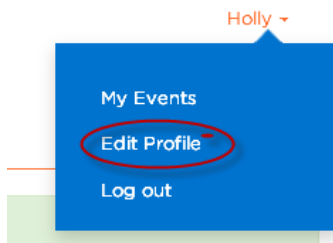
[SUBMIT](#)

(Step 4 of 4)

You are registering for  
SARATOGA SPRINGS 2015

[Change events](#)

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.



## TEAM MEMBERSHIP

**Event:** Jellico 2017

**My Team:** Dia-Beat-This

[Update team information](#)

From there, you can select **“Update Team Information”** and create the link to the National Team.

**UPDATE TEAM INFORMATION**

**Team Name:** Dia-Beat-This

**Team Type:** Corporate/Organization

**Team Company:** JDRF National Walk Team

**National Teams**

- AmerisourceBergen/Good Neighbor Pharmacy National Walk Team
- Becton Dickinson (BD) National Walk Team
- Discover National Walk Team
- Ford Motor Company National Walk Team
- JDRF National Walk Team**
- Lilly Diabetes National Walk Team
- Marshalls National Walk Team
- Medtronic National Walk Team
- Quest Diagnostics National Walk Team
- Salesforce National Walk Team
- Texas Instruments National Walk Team

**Local Companies**

- AEP
- Able Roof
- Anomatic
- Cushman & Wakefield
- Dexcom
- Discover

**SAVE**

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](mailto:onlinesupport@jdrf.org).