How to Create a Team

Welcome to the Walk for Kidneys!

The directions below are for Team Captain who want to **create a team.** Email <u>aslade@nkfi.org</u> with any questions or concerns.

Step 1: To create a team, follow the Walk for Kidneys URL: https://nkfi.akaraisin.com/2019walkforkidneys. On the home page, click "Register".



Step 2: To join a team, click on the "Team Captain" option and then "Continue".

Register Now for the 2018 Walk for Kidneys!

Join us for a family friendly and inspirational day at the Walk for Kidneys! Whether an individual or part of a team, register today and join us as we walk to raise money for the National Kidney Foundation of Illinois.

Please select your registration option below:

Individual Registration

Individually raise \$75 and earn your official Walk for Kidneys 2018 T-shirt!

- Individual
- Virtual Walker

Can't make it to the Walk for Kidneys? Join us online to still raise funds and awareness for the cause!

Join a Team

Walk with your friends, family, and/or coworkers! There is no minimum or maximum number of team members. Individuals who raise \$75 will earn an official Walk for Kidneys T-shirt!

Please note: If you've already registered as an individual, login to join a team.

- Team Member
- Virtual Team Member

Can't make it to the Walk for Kidneys this year? Join a team as a virtual walker to raise funds and awareness for the cause!

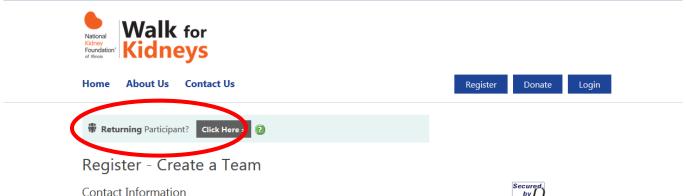
Create a Team

Participate as a Team Captain, create a team and invite friends, family, and/or co-workers to walk with you.

Team Captain

Step 3: Read the waiver and accept the terms and conditions.

Note: if you are a returning participant (was on a team or an individual registrant for the 2017 Walk for Kidneys, click "Click Here" next to the Returning Participant blue box at the top of the screen.



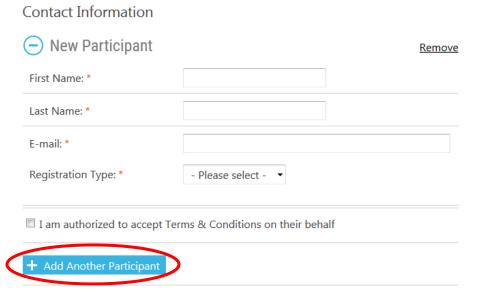
Step 4: If you are new to the Walk for Kidneys, complete the registration fields as an <u>individual</u>. Even if you are participating or creating a team on behalf of a company, do NOT choose "Company Representative".

NOTE: "Company Representative" is only used when you will be making a gift on behalf of the company.

Home	About Us	Contact Us	
User Typ	oe: *	IndividualCompany Representative	
First Nar	me: *	*	

Step 5: Fill in the necessary contact information and create a username and password. Then, click "Continue".

Step 6: The site now allows you to register multiple people at once. If you'd like to register more than one individual participant, click "Add another participant" and follow the steps. *Note: you will NOT need to enter address information more than once.*



Step 7: Click "Save & Continue"

Step 8: Create your team! Add your Team Name, Fundraising Goal, etc. Click "Continue"

Register - Create a Team

Team Info

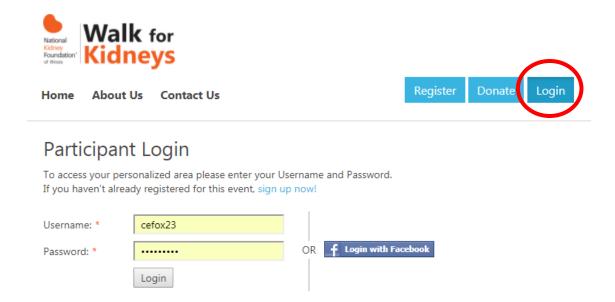
			* Required Field
Team Name: *			
Team Fundraising Goal (USD):*		(Suggested Goal:1,000.00)	
Team Security:	Open to Everyone	Password Protected	
Previous			Continue

Step 9: At this point you will be given the opportunity to make a donation. However, it is not necessary to complete your registration. Click "Continue".

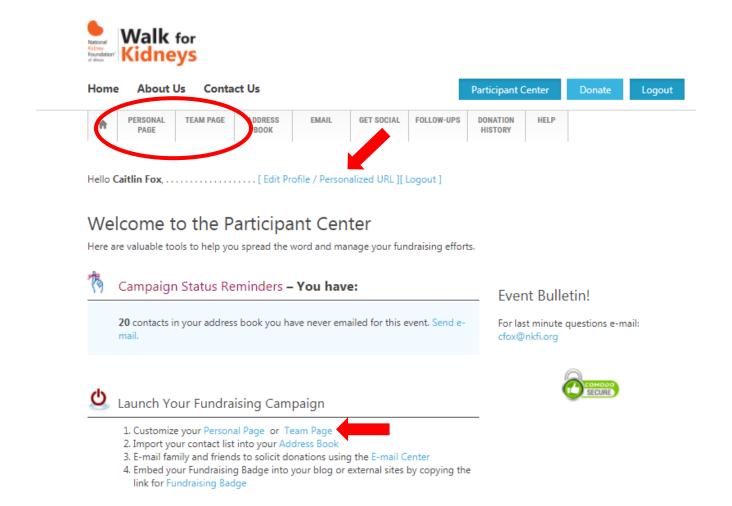
Register - Create a Team

Donation				
I'd like to make a donation in the amount of (USD):				
•This amount will be applied towards your fundraising goal •Donations of \$1.00 USD or greater will automatically receive an electronic tax receipt				
Previous	Continue			

- **Step 10:** Carefully review your contact and personal information and click "Continue".
- **Step 11:** At this point you should be registered for Walk for Kidneys! Check your inbox for a confirmation email.
- **Step 12**: Log-in to customize your team AND participant pages! As the Team Captain, you'll have your own individual page within the team page, and you will manage the team page.



Step 13: Customize your pages! Personalize your URL, add a photo, get your story on that page! Why are you participating in the Walk for Kidneys? Why is it important? Why should people support you?! You can access both your personal and team pages from your participant center.



Step 14: Start fundraising and recruiting teammates! Share your personal or team URL with friends, families, colleagues... You got this!