

Team Captain Information

Support Connection's 17th Annual Support-A-Walk

**Some helpful tips:
How to register ~ How to raise funds on Firstgiving
Share with Team Members too!**

HOW TO REGISTER EVERYONE WHO WILL ATTEND THE WALK

ANYONE attending the Walk needs to be registered.

There are two registration options:

- **Online registration:** Go to www.firstgiving.com/supportconnection/Walk2011. Each team member can register on their own OR you can register for them. Follow the simple online instructions. *Be sure to select or create your Team.*
- **Registration by mail or fax:** There is a paper registration form in our Walk brochure. It can also be downloaded from our website: www.supportconnection.org. Be sure to include **your team name.**

There is no fee to register, but we rely on your donations! You can donate to a Firstgiving fundraising page, by check or cash, or directly on our website www.supportconnection.org.

Need help? Call 914-962-6402.

HOW TO BUILD TEAM DONATIONS

Give these step-by-step Firstgiving instructions to anyone who'd like to raise funds for your team!

Give them the web address for YOUR Firstgiving page. (www.firstgiving.com/YourPageName) Tell them to:

- Select "Teams" on the blue bar.
- Then select "**Get Started.**"
- Make their own personal page. Your Team Name will automatically be on their page.

Another way someone can create a new page with Your Team Name:

Give them the web address for the Support-A-Walk on Firstgiving (www.firstgiving.com/supportconnection/Walk2011.) Tell them to:

- Select "**Teams**" on the blue bar.
- Click on your Team's name, then select "Join Now."
- Create an account, or login if they have an account. Select "**Continue.**"
- Type in the **Team Name** OR select "**Show all teams**" and select the team.
- Make their own personal page. Your Team Name will automatically be on their page.

Don't forget to tell everyone your Team Name!

"OFFLINE DONATIONS"

(Donations for your Team by cash, check or on our website)

- **Cash or checks:** You can use our collection form (download from www.supportconnection.org) to tally cash or checks you collect. (Checks payable to Support Connection.) Send or bring form and donations to our office: Support Connection, 40 Triangle Center, Suite 100, Yorktown Heights, NY 10598.
- **Donation on our website:** Some people may choose to donate to your Team directly on our website www.supportconnection.org. Tell donors to include your **Team Name!** If a team name is listed, we'll process these donations & track them at our office as part of your total donations.

HOW TO ADD "OFFLINE DONATIONS" TO YOUR FIRSTGIVING TOTAL

- Sign in to your account.
- Select "Edit," then "Add Offline Donation."
- Input the offline donation information. Firstgiving will add this to your total.
- NOTE: Support Connection may periodically add "Offline Donations" to your page if we receive donations in our office that have not yet been listed on your page.

If you have any questions, you may find the answers on our website www.supportconnection.org.
Or, contact us at: 914-962-6402 or walk2011@supportconnection.org.