

## Quick-Start

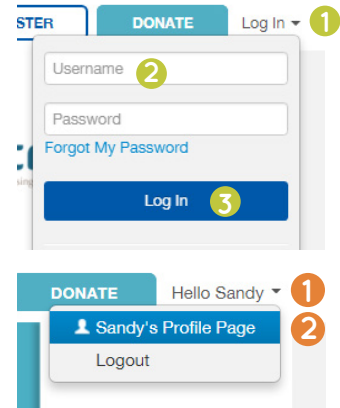
# Adding Members to Your Team

### Logging In

To add members to your team, you'll need to sign in using the login info email sent at the end of registration. Your username and password will be at the bottom of the email with the subject "[Your Name], Thank you for registering!"

If you've lost the email, you can contact your event administrator and recover your username and password using the contact info at the bottom of your event website.

To log in, click "Log In," the rightmost item on the menu bar **1**. Enter your username and password **2** and click Log In **3** or hit Enter.



### Your Dashboard

Your dashboard is displayed when you sign in. If you've navigated away, you can pull up your dashboard by clicking the Hello tab **1**, then the Profile Page option **2**.

To add team members, click Register New Team Member **3**.

The dashboard shows a profile for 'Sandy' with team statistics: Team Walk Years: 3, Team Donations: \$140.00, Team Goal: \$0.00, Facebook likes, and Facebook Shares. There are buttons for 'View my Team' and 'Register New Team Member'. A 'Team Donors' table is also present.

Recognition Name	Amount	Comments	Date
Mark Philos	\$60.00		02-23-2017
Susan Lee	\$35.00		02-23-2017
Panda Perkins	\$45.00		02-23-2017

You will be redirected to Step 2 of registration: Account Info **4**. Enter the registration info for the first person you want to add to your team **5**, agree to the waiver **6**, and hit the blue "Continue" button **7**.

\*Note: you can use your email address again with a different name.

The form is titled 'Step 2: Account Info' and includes a waiver. Fields include: Registration Type (Child under 12, \$16.00), Email, First Name, Last Name, Years of Participation (0), Address, City, Country (United States), State, Zip, Phone Number, Shirt Size (No Shirt), and Are you over 18 years old? (Yes). A checkbox for 'I agree to these conditions' is at the bottom. A 'Continue' button is at the bottom right.

Please note:

The option "Join Existing Team" and team name will already be selected.

Fill out the "Relationship" and "How did you hear about us?" boxes **8**.

From this page you can add more team members who are paying with the same credit card with the green "Add Another Registrant" button **9**. When finished adding team members, select the blue "Continue to Cart" **10** button to check out.

1. Account 2. Account Info 3. Registrants 4. Checkout

Registration Code: **ACAR816F**

### Step 3: Registrants

**\* Registration Type**

**Please select an option below:**

Register as an individual  
I want to participate as an individual. As an individual participant I can collect donations from my family and friends.

Start new team  
I want to start a team. As the team captain I will spread the word and work to collect donations from family, friends and co-workers.

Join existing team  
I want to join a team. As the team member, I will help to collect donations from family, friends and co-workers.

Team: **Sandy** Change

Welcome to our team page! We are walking to show our support for our child and more than 400,000 other individuals with Down syndrome in the U.S. Every dollar we raise brings us one step closer to ensuring that our child and every individual will have the opportunity to reach their potential.

▼ Read More ...

**\* Relationship To Individual with DS, Team or Participant:** Family

Does employer match donations?

**\* How did you hear about us:** -- Select --

**Total Registrants**

Name	Over 18?
Alyssa Carlton	Yes

**9**Add Another RegistrantContinue to Cart**10**

Complete the "Billing Information" **11** form. If your event has a processing fee, choose whether or not to cover it **12**. Click "Finalize Registration" **13**.

For additional support, see the other help guides or email ds-connex at [support@ds-connex.org](mailto:support@ds-connex.org).

1. Account 2. Account Info 3. Registrants 4. Checkout

Registration Code: **JPAR2E8A**

### Step 4: Checkout

Please review the items in your cart, enter payment information and click on the "Finalize Registration" button to complete your registration.

**Starting Donation**

You may add a donation to your registration here.

\$ Add Donation to Cart

**Cart**

Item	Qty	Price
Participant 12 and older	1	\$21.00
Adult Medium	1	\$0.00

Total: \$21.00

**Additional Items**

Description	Price	
Water Bottle: Water Bottle	\$5.00	<span style="border: 1px solid blue; padding: 2px 5px;">Add to Cart</span>
Sack Lunch: Sandwich, fruit & cookie	\$6.00	<span style="border: 1px solid blue; padding: 2px 5px;">Add to Cart</span>

**Billing Information **11****

**\* Email**

**\* Phone**

**\* Name on Card**

**\* Billing Address**

United States ▼

Ohio ▼

**\* Card Type** ▼

**\* Card Number**

**\* Card Expiration Date**  ▼  ▼

**\* Card CVV**

**\* Cover Processing Fee**  % 4:25  Yes  No **12**

Finalize Registration

**13**

Tax Deductible: \$0.00  
Total Charges: \$21.00