

# Website Help

## REGISTERING

### How to Register as a Walker

There are a number of ways you can register yourself as a Walker in a Walk. Each one involves locating the Walk location you want first. The steps after that are all the same and are listed below.

1. Choose your **Province**
2. Choose your **City/Location**
3. Click the **Click to Continue** button
4. On the Event page, under Participate select **Register as an Individual**
  - a. Select **Walker** as the Participant Type (Note: Some locations charge a Registration fee. If so, you will be prompted for credit card payment at the end of your registration process.)
5.
  - a. In "**Your Fundraising Goal**" field enter your fundraising goal
  - b. If you would like to kick start your fundraising campaign, you can make a donation in the **Would You Like to Make a Donation Now?** amount field. **Note:** You will be prompted for credit card payment at the end of your registration process if you use this.
6. Click the **Next Step** button

7. Fill out the rest of the Registration form with your contact details. **Note:** Fields marked with a red asterisk are mandatory.
8. Depending on your location, you may have other fields to complete here, including choosing a User Name and Password.
9. Click the **Next Step** button
10. Read the Waiver.

**Note:** You can download the waiver to read offline by clicking the "**Printable Version**" link just above it.

- a. Check the "**I agree with the terms and conditions above**" box at the bottom
11. Click the "**Next Step**" button. If this button is greyed out, please make sure the check box in Step **10.a** is checked.
12. Review your registration
13. Click the "**Complete Registration**" button to finalize your registration.  
Congratulations! You're a Walker!
14. Click the "**Access your Participant Centre**" button to start customizing your Personal Page in your Participant Centre.

## How to Register a New Team

1. Go to [www.walkforalzheimers.ca](http://www.walkforalzheimers.ca)
2. Click the '**Register Now**' link in the upper right side of the screen.
3. Use the drop-down menu to select your **Province**.
4. Select the **City** of the Walk you want to register for.
5. Click the **Click to Continue** button.

6. Verify the date time and location of your walk in the center of the screen.
7. You can choose to setup a new team or choose to join an existing team. To form a new team, click the "**Start a Team**" button and complete the steps below.
  - a. Enter your new **Team Name**.
  - b. Enter your **Team Fundraising Goal** amount.
  - c. If you are from IG Wealth Management, please select **IG Wealth Management** from the Company drop-down.
  - d. Click the '**Next Step**' button.
8. When you create a new Team, the first step will be to register as a walker and make yourself captain of the team. On this page, in the '**Select Participation Type**', click on "**Walker**". Enter the amount you are hoping to raise in the '**Fundraising Goal**' field. This can be added or updated later in your Participant Centre. **Note:** Some locations charge a Registration fee. If so, you will be prompted for credit card payment at the end of your registration process
9. If you would like to sponsor yourself to start your fundraising efforts, enter the amount in the '**Would you like to make a personal donation now? Amount**' field.
10. Click the '**Next Step**' button.
11. The registration form is divided into 3 sections Registration, Contact Information and Participant Centre Access Information. To register, you must fill out all fields marked with a red asterisk (\*). **Note:** You can download the waiver to read offline by clicking the "**Printable Version**" link just above it.
12. If you agree, scroll down and check the box next to 'I agree with the terms and conditions above'. The 'Next Step' button will become active. Click it to proceed with your registration.
13. Review your registration summary and if everything is correct, click the '**Complete Registration**' button on bottom.

14. Click the '**Access Participant Centre**' black button to enter your team's personal space.

## How to Join an Existing Team

1. Go to [www.walkforalzheimers.ca](http://www.walkforalzheimers.ca).
2. Click the '**Register Now**' link in the upper right side of the screen.
3. On the next page, use the drop-down menu to select your **Province**.
4. The **select the city** of the Walk you want to register for.
5. Click '**Click to Continue**' button.
6. Verify the date time and location of your walk in the **center** of the screen.
7. On the Event page, under Participate, select "**Join a Team**". Enter the team name.
  - a. Click '**Search for a Team**'
  - b. From the returned results, click the '**Join**' button.
  - c. The start of the Individual registration process starts here. In the 'Select Participation Type' choose '**Walker**' by clicking it.
  - d. Enter the amount you are hoping to raise in the '**Fundraising Goal**' field. This can be added or updated later.
  - e. If you want to make a donation to your campaign now, enter the amount in the 'Additional Gift Amount' field.
  - f. Click the '**Next Step**' button.
  - g. The registration form is divided into 3 sections Registration, Contact Information and Participant Centre Access Information. To register, you must fill out all fields marked with a red asterisk (\*).
  - h. The waiver to participate in the event is on the next page. You can read it online or click the '**Printable Version**' link to print a copy and read offline.

- i. If you agree, scroll down and check the box next to 'I agree with the terms and conditions above'. The 'Next Step' button will become active. Click it to proceed with your registration.
  - j. Review your registration summary and if everything is correct, click the '**Complete Registration**' button on bottom.
8. Click the '**Access Participant Centre**' black button to enter your team's personal space.

## Change a Team Name

**Note:** You need to be Team Captain to do this.

1. Login to your **Participant Centre** at [www.walkforalzheimers.ca](http://www.walkforalzheimers.ca)
    - a. Click '**Login**' at the top
    - b. Enter your Username and Password
    - c. Click on the link to your Walk.
  2. Click on the '**Team Page**' tab
  3. On the right-hand side, click the '**Edit**' button below your Team Name
  4. Enter a new name
  5. Click the green '**Update**' button
  6. Scroll to the bottom of the page and click the green '**Save**' button
-

# SEARCHING

## How to find a Walker or Team

1. Go to [www.walkforalzheimers.ca](http://www.walkforalzheimers.ca)
  2. Click '**Sponsor a Walker**' at the top of the page
  3. **Searching for an individual**
    - a. Type in their First Name and Last name in the indicated fields
    - b. Click the **magnifying glass icon** to search
  4. **Searching for a Team**
    - a. Click the tab '**Search for a Team**' (above the search fields)
    - b. Enter the team name. Try searching for partial name if no results return.
  5. Click on the **name of the individual** or of the team to be taken to their Personal Fundraising page
- 

# DONATING

Donations can be made in support a general Walk, a Team or an individual. Individuals who are members of a team will have their funds roll-up and show as funds collected on behalf of the team.

NOTE: When donation online with a credit card, the billing details entered must match those of the card holder's billing statement exactly.

If you'd like the tax receipt to be made out in a name different than the card holder, enter the recipient's email address in the email field in the 'Donor's Name' section.

## How to donate to an Individual

1. Go to [www.walkforalzheimers.ca](http://www.walkforalzheimers.ca)
2. Click '**Sponsor a Walker**' at the top of the page
3. **Search for an Individual**
  - a. The tab '**Search for a Participant**' should be active
  - b. Enter the first name and last name in the respective fields
4. In the search results, verify the Walk location of your Walker (if there are multiple results)
5. Click the '**Donate Now**' button
6. Complete the donation form.

## How to donate to a Team

Donors can donate directly to a Team. These donations are reflected in the 'Team Gifts' category in the Team Honor Roll on the Team page.

1. Go to [www.walkforalzheimers.ca](http://www.walkforalzheimers.ca)
2. Click '**Sponsor a Walker**' at the top of the page
3. **Search for a Team**
  - a. Click the tab '**Search for a Team**' (above the search fields)
  - b. Enter the team name. Try searching for partial name if no results return.

4. Click on the **'Donate Now'** button beside the team search results
5. Complete the donation form.

## How to make a general donation to a Walk

To support Alzheimer services and programs in your area you can make a general donation to the Walk in your area.

1. Go to [www.walkforalzheimers.ca](http://www.walkforalzheimers.ca)
2. From the 'Select your Province' menu choose your **Province**.
3. From the 'Choose your City' menu choose the city/location of a Walk to support
4. Click the **'Click to Continue'** button
5. Click the **'Event Donation'** button
6. Complete the donation form.

## How to gather donations offline (cash and cheques)

Donors who choose to give cash or cheques should be tracked using the Pledge Form that can be downloaded from [here](#). Enter the donor details and the amount of the donation. Please [contact](#) the Alzheimer Society for information about how to send in your offline donations. The Society will process the offline donations and send out tax receipts for eligible donations.



# How to get a replacement tax receipt

Tax receipts are automatically emailed to the email address entered. Check your Spam or Junk mail folder to ensure that your mail filters haven't accidentally captured it. If you still don't have the receipt or you've lost it, please visit the **Contact Us** page at the bottom of site and reach out to your respective Provincial Society. **Please include** the following information:

- First Name, Last Name of Donor
- Amount of donation
- Walk Location (City)

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## FUNDRAISING

### Access your Participant Centre

1. Go to [www.walkforalzheimer.ca](http://www.walkforalzheimer.ca) and click '**Login**' at the top of the screen.
2. Enter the Username and Password
3. Click '**Submit**'
4. Click the **name of the registered event**.

# Participant Login

Welcome back, John | [Logout](#)

## Participant Centre

Go to your Participant Centre to manage your fundraising and email friends and family.

You are registered for the following event(s):

- [2020 New Walk Event](#)

Click on the name of the event, to proceed to your participant centre.

5. You are now in your **Participant Centre**. This where you can personalize your fundraising page (write your story), add a picture, import your contacts, and send emails letting everyone know you are participating and ask for support. There are different sections to navigate from the home page of your participant center, i.e. What to do next and Recent Activity

The screenshot shows the participant center interface for IG Wealth Management Walk for Alzheimer's. At the top, there is a navigation bar with 'Home', 'Email', and 'Profile' links. Below the navigation bar, a welcome message reads 'Welcome to your Participant Center, John!'. A section titled 'You have days until your event' provides instructions on how to customize the personal fundraising page, share the story, update the fundraising goal, and follow up with contacts. Below this, there are two main sections: 'What to do next?' and 'Recent Activity'. The 'What to do next?' section lists four tasks with status indicators: 'Set up your Personal Page' (not completed), 'Add Contacts to Your Address Book' (not completed), 'Send an Email' (completed), and 'Follow up with 3 contacts' (not completed). The 'Recent Activity' section shows a list of recent actions, including sending messages to contacts and joining the event, with dates ranging from January to May.

## 6. What to do next

The “**What to do next**” section on the left provides a **list of actions** a participant can take to improve their fundraising progress. The status indicators to the left will indicate whether the action has been completed or not.

**Checkmark** = completed task

**Number** = an action that has not been completed.

What to do next?	
<input checked="" type="checkbox"/>	Set up your Personal Page Customize your Personal Page with a story about why you are raising funds for this cause.
<input checked="" type="checkbox"/>	Add Contacts to Your Address Book Add contacts to email from your personal Address Book on our site.
<input checked="" type="checkbox"/>	Send an Email Your last email was sent 142 days ago. Email more friends and family about your fundraising efforts.
<input type="checkbox"/>	Follow up with 3 contacts.
<input type="checkbox"/>	Thank your Donors Thank your donors!
<input type="checkbox"/>	Set up your Personal Page Your last Personal Page update was 20 days ago. Consider updating it now with new information.
<input type="checkbox"/>	Set a Goal You have reached 0% of your goal. Can you set a higher goal?
<input type="checkbox"/>	Reach Out You have 3 contacts that you have not emailed. Consider contacting them about your fundraising effort.

A checkmark represents a completed task.

A number indicates action is still required for the suggested task.

Here is a summary of what **7 actions (a-h)** you can perform from each suggested task:

## What to do next

### a) Set up your Personal Page

This will allow you to view the content of your personal page. Every personal page contains a default message. You have the option to update it with a personal message of your own.

## Edit Content

---

My Participant Page: [INSERT YOUR NAME HERE]

P B I U ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♁ ♃ ♅ ♇ ♉ ♋ ♍ ♏ ♐ ♑ ♒ ♓ ↺ ↻

Welcome to my Participant Page!

Thank you for supporting me in raising awareness and funds that will make a difference in the lives of people living with dementia, their caregivers and families.

I'm participating in the IG Wealth Management Walk for Alzheimer's in [City] on [Date] to help raise money on behalf of the Alzheimer Society, so they can meet the growing demand for programs and services. These and other resources make all the difference in the way that people affected by dementia are able to manage the disease and live life to the fullest.

Thank you for whatever donation you can make. No matter how small or big, you are making a difference in the lives of people affected by dementia. Select the button on the right to Donate Now!

Thank you again for your generous commitment and support.

For more information on the IG Wealth Management Walk for Alzheimer's or to register for a Walk nearest you, please visit [www.walkforalzheimers.ca](http://www.walkforalzheimers.ca).

Having trouble with the site? Check out the Website Help page (under Tools & Tips at the top-right of this website).

Cancel Save

## What to do next

### b) Add Contacts to your Address Book

This section will allow you manage your contacts. You will have the option to add/import contacts in your address book.

## Contacts

All Contacts	10
Never Emailed	6
Needs follow-up	4
Unthanked Donors	2
Donors	2
Non-Donors	8
Past Donors	0
Past Donors Who Have Not Donated This Time	0
Teammates	2
Non-Teammates	8
Past Teammates	0
Past Teammates Not Registered for This Event	0

### What to do next

#### c) Send an Email

Message your family and friends about your fundraising effort using one of the pre-existing email templates or create a personal message of your own.

Home **Email** Profile

**Compose Message**

Drafts **0**

Sent Messages **3**

**Contacts**

All Contacts **10**

Never Emailed **6**

Needs follow-up **4**

Unthanked Donors **2**

Donors **2**

Non-Donors **8**

Past Donors **0**

Recipients (separate multiple email addresses with a comma)

Use a template

**Use a template**

**Recruiting**

- Join My Team
- Team Message

**Solicitation**

- Please Support Me

**Thank You**

- Thank You for Sponsoring Me

**Other**

- Blank Message

Current layout:

#### d) Send a Follow-up

Selecting '**Needs follow-up**' and you will be directed to the email section and the contacts in the "needs follow-up" group will populate in the recipient field of the message. If you have sent a follow-up, this step will not appear.

### What to do next

#### e) Thank your Donors

Selecting '**Thank your donor**' and the contacts in the "**unthanked donors**" group will populate in the recipient field.

#### f) Set up your Personal Page

Depending on when your personal page was last updated, it may ask you to consider updating it now with new information. If you have updated your personal page recently, this step will not appear.

#### g) Set a Goal

Set your goal by entering the amount in the pop-up window. You can change your fundraising goal anytime.

### Edit Goal

Cancel

Save

#### h) Reach Out

Depending on how you moved through the list above, a final step may include to reach out to contacts you have not emailed yet. If you have emailed all contacts, this step will not appear.

## Recent Activity

The “**Recent Activity**” section on the right displays recent actions taken by the participant. The actions are ordered chronologically, starting with the most recent. The date of each action is displayed to the right.

Recent Activity	
Sent messages to M Tom, Beta Tester, m tom	May 25
Sent messages to John Three, M Tom, m tom	May 25
Sent message to M Tom	Apr 27
You joined 2020 New Walk Event v10 - Test	Feb 17
Oreo Cookie joined your team	Jan 23

## Personal Progress

Under the **'Me'** tab on the bottom left, you will find information about your personal fundraising progress. This will include:

- a) **Your Fundraising Progress** bar displaying the total amount raised. If you would like to edit your goal, click **"Edit Goal"**.
- b) **Badges** which include Milestones achieved
- c) **Personal Donations** in which you have the option to enter offline pledge amounts.

Me

My Team

Your Fundraising Progress
Edit Goal

\$0.00
\$0.00

Badges

Badges are fun things you can earn.

Personal Donations
Add

No donations found.



### c) Personal Donations

Selecting the download icon will allow the participant to download a list of donations as a CSV file.

Personal Donations			Add	Download
Egon Spengler	Oct 14	\$20.00	Like	Share

### Adding an offline gift

Click the 'Add' button to enter an offline gift.

Personal Donations			Add	Download
Egon Spengler	Oct 14	\$20.00	Like	Share

Enter the information in the pop-up window.

#### Enter new gift

**First Name \***

**Last Name \***

**Email**

Additional gift entry fields

**Recognition Name**

Yes, display the amount of this gift.  
 Record this gift on behalf of my entire team.

**Amount \***  
\$

**Payment Type \***  
Cash

## Personal Page

In the “**Personal Page**” section at the bottom right, the participant can view and modify the content of their personal page.

### Personal Page

**URL Settings shorten your page URL or make you page private so that only those people with the URL can see it.**

**Personal Page URL:**  
[http://www.alzgiving.ca/site/TR/WFA/WFA\\_15?px=1152453&pg=personal&fr\\_id=2830](http://www.alzgiving.ca/site/TR/WFA/WFA_15?px=1152453&pg=personal&fr_id=2830)

**Title** Edit Content  
My Participant Page: [INSERT YOUR NAME HERE]

**Body**  
Welcome to my Participant Page!  
Thank you for supporting me in raising awareness and funds that will make a difference in the lives of people living with dementia, their caregivers and families.  
I'm participating in the IG Wealth Management Walk for Alzheimer's in [City] on [Date] to help raise money on behalf of the Alzheimer Society, so they can meet the growing demand for programs and services. These and other resources make all the difference in the way that people affected by dementia are able to manage the disease and live life to the fullest.  
Thank you for whatever donation you can make. No matter how small or big, you are making a difference in the lives of people affected by dementia. Select the button on the right to Donate Now!  
Thank you again for your generous commitment and support.  
  
For more information on the IG Wealth Management Walk for Alzheimer's or to register for a Walk nearest you, please visit [www.walkforalzheimers.ca](http://www.walkforalzheimers.ca).  
Having trouble with the site? Check out the Website Help page (under Tools & Tips at the top-right of this website).

## Personal Page URL

The URL for your personal page is provided. Copy and share with your family and friends.

URL Settings shorten your page URL or make you page private so that only those

Personal Page URL:

[http://www.alzgiving.ca/site/TR/WFA/WFA\\_15?px=1152453&pg=personal&fr\\_id=2830](http://www.alzgiving.ca/site/TR/WFA/WFA_15?px=1152453&pg=personal&fr_id=2830)

Click on URL Settings to create a personal/shorten URL.

Click to create a personal URL ↓

Personal Page

URL Settings shorten your page URL or make you page private so that only those people with the URL can see it.

Personal Page URL:

[http://www.alzgiving.ca/site/TR/WFA/WFA\\_15?px=1152453&pg=personal&fr\\_id=2830](http://www.alzgiving.ca/site/TR/WFA/WFA_15?px=1152453&pg=personal&fr_id=2830)

URL Settings shorten your page URL or make you page private so that only those people with the URL can see it.

You can create a personalized Web address for your personal page to make it easier for family and friends to find. The Web address can contain letters, numbers, '-' (dashes), and '\_' (underscores). For example, entering 'John\_Smith' will allow people to enter 'http://www.alzgiving.ca/goto/John\_Smith' to display your personal page.

<http://www.alzgiving.ca/goto/>

Cancel


Save

## Personal Page Content

Click the 'Edit Content' button in order to change the title and content on your personal page.

**Title**  
My Participant Page: [INSERT YOUR NAME HERE]

**Body**  
Welcome to my Participant Page!  
Thank you for supporting me in raising awareness and funds that will make a difference in the lives of people living with dementia, their caregivers and families.


Click Here 


**Edit Content**

## Personal Page Media

Click **'Update Media'** to upload a photo or a YouTube video to your personal page.

Photos/Video

Click Here 



**Update Media**

From the pop-up window, click on the drop-down menu to select the media type.

## Update Media

You may add either photos or a video to your page.

Video  
Photos  
Video

Cancel Save

**For Photos, follow the instructions in the pop-up window.**

## Update Media

You may add either photos or a video to your page.

Photos



Images must be .gif, .jpg or .png files.

Select an image to upload:

Choose File

No file chosen

Caption

Cancel

Save/Upload

For Video, enter the URL of the YouTube video.

## Update Media

You may add either photos or a video to your page.

Video



YouTube Video URL (e.g. <http://www.youtube.com/watch?v=3eZTh94Fapg>)

[http://youtube.com/watch?v=c9z2\\_9OP9fM](http://youtube.com/watch?v=c9z2_9OP9fM)

Cancel

Save

The **'My Team'** tab displays only when the participant is on a team, and the My Company tab displays only visible if the participant's team is associated with a company. (Next to "Me" tab at the bottom right).

The screenshot shows the 'My Team' tab interface. At the top, there are two tabs: 'Me' and 'My Team', with 'My Team' highlighted in blue and enclosed in a red box. Below the tabs is a section titled 'Message To Your Team' with a yellow message box stating: 'You did not set a message for your team. Use the Edit link to leave a message on the Participant Center Home page of'. The next section is 'Team Progress', featuring a progress bar and a blue 'Edit Goal' button. Below the progress bar, the current amount is \$10,046.00 and the goal amount is \$0.00. The 'Team Badges' section contains the text: 'Badges are fun things your team can earn.' The 'Team Donations' section has an 'Add' button and a download icon. It lists two donations: Rosie Test for \$10.00 on Jun 16, and Omega Tester for \$5.00 on May 5. Each donation entry includes thumbs up, message, and delete icons.

Team Progress				Edit Goal
Progress Bar				
\$10,046.00			\$0.00	

Team Donations				Add	Download
Rosie Test	Jun 16	\$10.00	👍	✉	
Omega Tester	May 5	\$5.00	👍	✉	

If you are a captain or a member of a team, select the **'My Team'** tab to view the fundraising progress for your team. The fundraising information that is available for the individual participant, will be available for your team.

Me **My Team**

Message To Your Team Edit Team Name

You did not set a message for your team. Use the Edit link to leave a message on the Participant Center Home page of your teammates.

Team Progress Edit Goal

\$10,046.00 \$0.00

Team Badges

Badges are fun things your team can earn.

Team Donations Add ↓

Rosie Test	Jun 16	\$10.00	<span>👍</span> <span>✉</span>
Omega Tester	May 5	\$5.00	<span>👍</span> <span>✉</span> <span>🗑</span>

Team Page URL Settings shorten your page URL or make you page private so that only those people with the URL can see it

Team Page URL:  
[http://www.alzgiving.ca/site/TR/WFA/WFA\\_15?team\\_id=9841&pg=team&fr\\_id=2830](http://www.alzgiving.ca/site/TR/WFA/WFA_15?team_id=9841&pg=team&fr_id=2830)

Body Edit Content

Welcome to our Team Page!

Our team is raising money in support of the Alzheimer Society by participating in the IG Wealth Management Walk for Alzheimer's in [CITY] on [DATE].

We are participating in the Walk this year because dementia is the fastest growing healthcare issue of our time. As more and more people are impacted there is an increasing demand for Alzheimer Society programs and services. Services that make all the difference in the way that people are able to manage the disease and live life to the fullest.

Please donate today and help us reach our fundraising goal! To do so, select the Donate Now button on the right, or select the name of a team member to sponsor them individually.

By supporting our team, you are helping the Alzheimer Society continue to make a difference in the lives of people affected by dementia.

Thank you again for your generous commitment and support!

[TEAM NAME]

## Captain's Message

The captain of a team will have an option to send a message to the rest of the team.

Message To Your Team Edit Team Name

You did not set a message for your team. Use the Edit link to leave a message on the Participant Center Home page of your teammates.

Message To Your Team

Enter your message

## Team Name

If you are the team captain, you can change or update the team name by selecting the 'Team Name' button.

Edit Team Name

# Team Name

Team Name \*

Festivus

Cancel

Save

## Team Progress

Similar to the personal fundraising progress bar, the Team Progress displays the amount raised by the team.

Select the **'Edit Goal'** button to update the team goal.



## Team Badges

Similar to personal badges, achievements are displayed when a milestone has been achieved.

### Team Badges

Badges are fun things your team can earn.

## Team Donations

The Team Donations section displays donations made on behalf of the team. There is an option to download the list of gifts as a CSV file. Select the download icon next to the 'Add' button.



To enter an **offline pledge**, click the **'Add'** button.

Team Donations			<a href="#">Add</a>	<a href="#">↓</a>
Rosie Test	Jun 16	\$10.00	<a href="#">👍</a>	<a href="#">✉</a>
Omega Tester	May 5	\$5.00	<a href="#">👍</a>	<a href="#">✉</a> <a href="#">🗑</a>

In the pop-window, enter the necessary information.

### Enter new gift

**First Name \***

**Last Name \***

**Email**

Additional gift entry fields

**Recognition Name**

Yes, display the amount of this gift.  
 Record this gift on behalf of my entire team.

**Amount \***  
\$

**Payment Type \***  
Cash

[Cancel](#) [Add](#) [Save and Add Another](#)

## Team Page

Similar to the personal page, information on the team page can be found here. Only the team captain is allowed to edit their team page.

Team Page

URL Settings shorten your page URL or make you page private so that only those people with the URL can see it.

Team Page URL:  
[http://www.alzgiving.ca/site/TR/WFA/WFA\\_15?team\\_id=9841&pg=team&fr\\_id=2830](http://www.alzgiving.ca/site/TR/WFA/WFA_15?team_id=9841&pg=team&fr_id=2830)

Body Edit Content

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Our team is raising money in support of the Alzheimer Society by participating in the IG Wealth Management Walk for Alzheimer's in [CITY] on [DATE].

We are participating in the Walk this year because dementia is the fastest growing healthcare issue of our time. As more and more people are impacted there is an increasing demand for Alzheimer Society programs and services. Services that make all the difference in the way that people are able to manage the disease and live life to the fullest.

Please donate today and help us reach our fundraising goal! To do so, select the Donate Now button on the right, or select the name of a team member to sponsor them individually.

By supporting our team, you are helping the Alzheimer Society continue to make a difference in the lives of people affected by dementia.

Thank you again for your generous commitment and support!

[TEAM NAME]

For more information on the IG Wealth Management Walk for Alzheimer's or to register for a Walk nearest you, please visit [www.walkforalzheimers.ca](http://www.walkforalzheimers.ca)

Having trouble with the site? Check out our Website Help page (under Tools & Tips at the top-right of this website).

### Team page URL

The URL for the team page is provided. Only the team captain can create a custom URL.

Team Page

URL Settings shorten your page URL or make you page private so that only those people with the URL can see it.

Team Page URL:  
[http://www.alzgiving.ca/site/TR/WFA/WFA\\_15?team\\_id=9841&pg=team&fr\\_id=2830](http://www.alzgiving.ca/site/TR/WFA/WFA_15?team_id=9841&pg=team&fr_id=2830)

### Team Page Content

To edit the content on the team page, click 'Edit Content'. Once again, only the captain can edit their Team Page.

## Body

Edit Content

Welcome to our Team Page!

Our team is raising money in support of the Alzheimer Society by participating in the IG Wealth Management Walk for Alzheimer's in [CITY] on [DATE].

We are participating in the Walk this year because dementia is the fastest growing healthcare issue of our time. As more and more people are impacted there is an increasing demand for Alzheimer Society programs and services. Services that make all the difference in the way that people are able to manage the disease and live life to the fullest.

Please donate today and help us reach our fundraising goal! To do so, select the Donate Now button on the right, or select the name of a team member to sponsor them individually.

By supporting our team, you are helping the Alzheimer Society continue to make a difference in the lives of people affected by dementia.

Thank you again for your generous commitment and support!

[TEAM NAME]

For more information on the IG Wealth Management Walk for Alzheimer's or to register for a Walk nearest you, please visit [www.walkforalzheimers.ca](http://www.walkforalzheimers.ca)

Having trouble with the site? Check out our Website Help page (under Tools & Tips at the top-right of this website).

## Team Page Photo

By default, all team pages will contain the IG Wealth Management Walk for Alzheimer's logo. The team captain can change the image by selecting the **'Update Photo'** button.

Photo

Update Photo



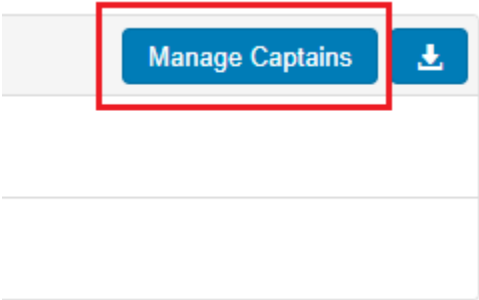
## Team Roster

The Team Roster displays members of your team 5 members at a time. Each name will link to the team member's personal page.

Team Roster	Manage Captains	↓
Oreo Cookie		
John Three		

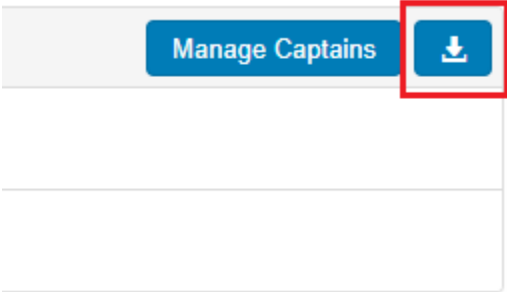
### Manage Team Captains

The team captain can change the status of the captain as well as other members of the team. Selecting “Manage Captains” other members of the team can be assigned the role of captain.



### Download Team Roster

You can download the team roster as a CSV file by clicking the download icon.



# How to add contacts to your Participant Centre

Your Participant Centre provides you the option to connect to your Gmail or Yahoo account and easily import contacts. If you use an email provider other than these, contacts can be imported using any .csv (Excel) formatted file. The steps are outlined below.

1. Go to [www.walkforalzheimer.ca](http://www.walkforalzheimer.ca) and click '**Login**' at the top of the screen.

- Enter the Username and Password
- Click '**Submit**'
- Click the **name of the registered event**.

## Participant Login

Welcome back, John | [Logout](#)

### Participant Centre

Go to your Participant Centre to manage your fundraising and email friends and family.

You are registered for the following event(s):

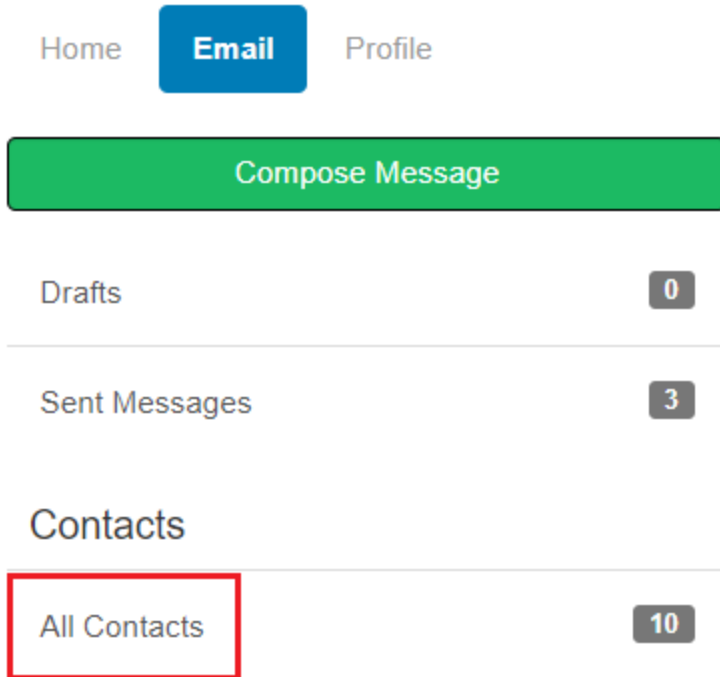
- [2020 New Walk Event](#)

Click on the name of the event, to proceed to your participant centre.

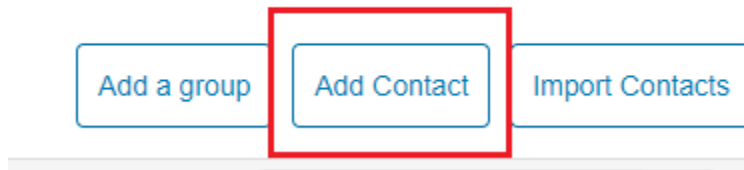
2. Click the '**Email**' tab



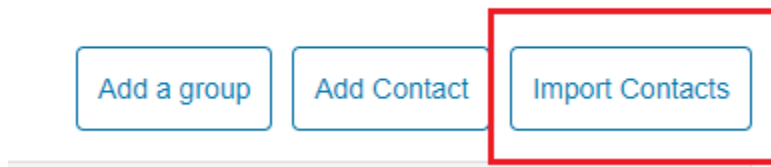
3. Under the **Contacts** section, select '**All Contacts**'



4. You may add a contact individually by selecting **'Add Contact'**



or you can import your contacts from your email client address book by clicking **'Import Contacts'**



5. If you are importing from Google or Yahoo, select one of those options and follow the prompts.

## Import Contacts

Importing contacts from other email services into your Participant Center Address Book makes it easy to solicit donations, monitor who responded, and follow up with personal thank you notes.

- Import contacts from Gmail
- Import contacts from Yahoo! Mail
- Import my Address Book contacts from a generic .csv file

Cancel

Next

6. If you are importing from a .csv (Excel) file, follow steps 7-13 below.
7. Select the **'Import my Address Book contacts from a generic .csv file'** option
8. Browse to your .csv file on your computer

## Import Contacts

Choose a .csv file to upload. Valid columns are "First", "Last", and "Email".

Select upload file:

Choose File No file chosen

Cancel Next

9. Click the **'Next'** button
10. Review the mapping. Check the first name, last name and emails are in the correct column.
11. Click **'Next'**.
12. Choose which contacts you would like to import.
13. Click **'Next'**
14. The names you have selected will appear in your Contact list.

## How to send emails from your Participant Centre

Your Participant Centre provides you with email templates to use as you begin fundraising for your event. You can customize the content of your email and track who've you have sent to and who has replied.

1. 1. Go to [www.walkforalzheimer.ca](http://www.walkforalzheimer.ca) and click **'Login'** at the top of the screen.



- Enter the Username and Password
- Click **'Submit'**
- Click the **name of the registered event.**

## Participant Login

Welcome back, John | [Logout](#)

### Participant Centre

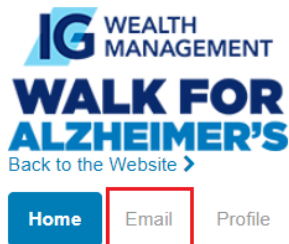
Go to your Participant Centre to manage your fundraising and email friends and family.

You are registered for the following event(s):

- [2020 New Walk Event](#)

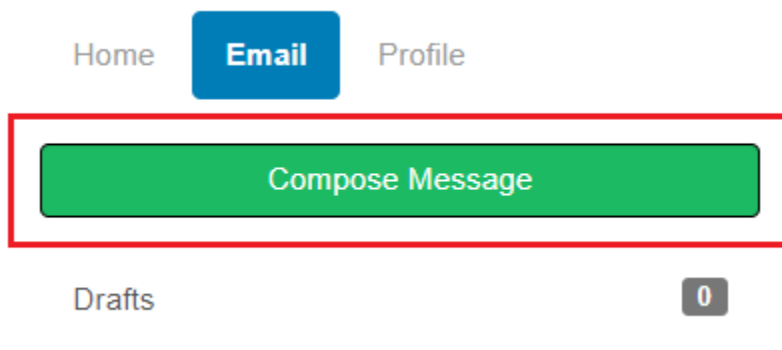
Click on the name of the event, to proceed to your participant centre.

2. Click the **'Email'** tab



Welcome to your Participant Center,

3. Select **'Compose Message'**



4. Enter the email addresses of your recipients in the field.

Home

Email

Profile

Window Strip

Compose Message

Recipients (separate multiple email addresses with a comma)

5. Click on the 'Use a template' dropdown menu to select the email template of your choosing. Options include "Thank you, Recruiting, Solicitation, and Other."

Recipients (separate multiple email addresses with a comma)

Use a template

Use a template

**Recruiting**

Join My Team

Team Message

**Solicitation**

Please Support Me

**Thank You**

Thank You for Sponsoring Me

**Other**

Blank Message

6. Once a template has been selected. The subject line and body of your email will auto populate with the template that was selected.

Dear Friends and Family,

I'm excited to tell you that I'm participating in the IG Wealth Management Walk for Alzheimer's taking place in [CITY] on [DATE] to support the Alzheimer Society.

Right now, more than half a million Canadians are living with dementia. By 2031, this number will increase to almost a million. That's why I'm participating in the Walk, so I can help the Alzheimer Society meet the increasing demand for programs and services that help those in our community affected by dementia to live as best as possible.

Please join me! You can help by joining my team, sponsoring me through a secure online donation or you can register for the Walk as an individual.

Thank you for your support. I look forward to seeing you at the Walk!

Sincerely,

[INSERT YOUR NAME HERE]

7. You have the option of editing your template. You can change the subject line, message in the body and add a personalized greeting. A personalized greeting

adds a salutation to the first name of your contact which is taken from your contact list and customized for each email. For example, Dear Tony or Dear Tamara. If your contact list does not include a first name, it will read Dear Friend. If you use a personalized greeting, do not put a salutation in the first line of your email i.e. do not write in Dear Tony yourself.

8. Click '**Preview and send**' button on the bottom left
9. Please note, you can save your customize message by selecting the '**Save as template**' button.

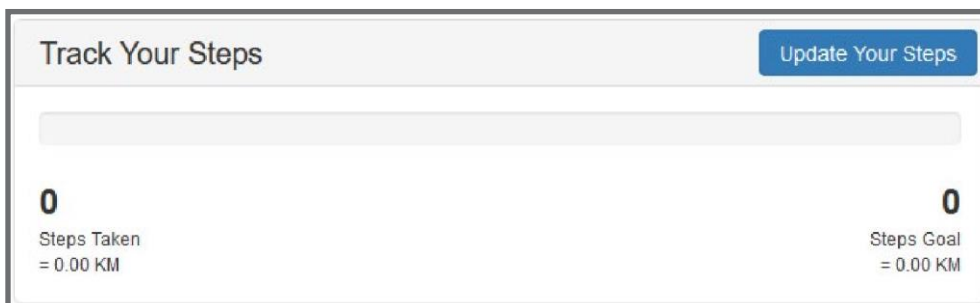
Save as template

10. You may enter the contact information in the recipient field, or you **may select your contacts** by clicking on the different groups under the '**Contacts**' column. By selecting a group, the list of contacts will appear to the panel on the right. You will have the option of selecting your contacts from the list. For example:

## Step Tracker Tutorial

Here is how you can track your steps on your personal page:

1. Login to your [Participant Centre](#).
2. Find the step tracker near the top of the Participant Centre and click on "**Update Your Steps**".



The screenshot shows a user interface for tracking steps. At the top, it says "Track Your Steps" and has a blue button labeled "Update Your Steps". Below this is a horizontal progress bar. At the bottom, there are two columns of information. The left column shows "0 Steps Taken = 0.00 KM". The right column shows "0 Steps Goal = 0.00 KM".

3. A small window will pop up. You will be required to enter your “**Step Goal**” that you would like to reach. Don’t worry, you can update this anytime and we encourage you to increase it if you beat it!

Update Your Step Count

Please note that every time you input and update your step count, you must input your TOTAL number of steps. For example, if you walked 5,500 steps in one day, but 10,500 steps overall, you would input 10,500 steps into the tracker.

Please note, you may need to log out of your Participant Centre to see the updates to your thermometer on your personal fundraising page.

**Steps Goal:**  
60000

**Steps Taken:**  
0

4. Once you enter your goal, you can then enter the steps you have taken under “**Steps Taken**”. Please note, that every time you add your steps in the tracker, you must input your TOTAL number of steps. For example, if you walked 5,500 steps in one day, but 10,500 overall, you would input 10,500 into the tracker.

Please note that every time you input and update your step count, you must input your TOTAL number of steps. For example, if you walked 5,500 steps in one day, but 10,500 steps overall, you would input 10,500 steps into the tracker.

Please note, you may need to log out of your Participant Centre to see the updates to your thermometer on your personal fundraising page.

**Steps Goal:**  
60000

**Steps Taken:**  
500

5. Click **“Save”** to save your step entries. Any time you want to add to your step count, you just need to update your **“Steps Taken”**. When updating your steps, remember to add your overall total steps, not just steps from one session.

Update Your Step Count

Please note that every time you input and update your step count, you must input your TOTAL number of steps. For example, if you walked 5,500 steps in one day, but 10,500 steps overall, you would input 10,500 steps into the tracker.

Please note, you may need to log out of your Participant Centre to see the updates to your thermometer on your personal fundraising page.

Steps Goal:

Steps Taken:

6. It may take a few minutes, but your personal page will update with your step progress.

### My Participant Page: Sandra Smith



Welcome to my Participant Page!

Thank you for supporting me in raising awareness and funds that will make a difference in the lives of people living with dementia, their caregivers and families.

I'm participating in the IG Wealth Management Virtual Walk for Alzheimer's in Canada on May 29, 2021 to help raise money on behalf of the Alzheimer Society, so they can meet the growing demand for programs and services. These and other resources make all the difference in the way that people affected by dementia are able to manage the disease and live life to the fullest.

Thank you for whatever donation you can make. No matter how small or big, you are making a difference in the lives of people affected by dementia. Select the button on the right to Donate Now!

Thank you again for your generous commitment and support.

Sandra Smith

For more information on the IG Wealth Management Virtual Walk for Alzheimer's or to register for a Walk nearest you, please visit [www.walkforalzheimers.ca](http://www.walkforalzheimers.ca).

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