



Basic Guide to Walk Computer Fundraising

CREATING A TEAM ONLINE

STEP ONE: Register. If you are already registered with NAMI Online, go to Step Two

1. If you haven't registered with NAMI Online, click on "Register & Join" menu option on the left hand toolbar of the NAMI.org homepage.
2. Fill out all the required information to complete your profile. Remember, you don't have to join NAMI or make a donation to complete your profile.
3. Record your username and your password so you don't forget. Click 'Submit.'

STEP TWO – Creating a Team

1. Login if you haven't already.
2. Click on NAMI Walks menu option on the left hand toolbar of the NAMI.org homepage.
3. Click on Washington
4. To organize a Walk Team, click on Organize a Walk Team on the right hand menu. To join an existing team, go to B. STEP TWO – CREATING A PERSONAL FUNDRAISING PAGE WITHOUT BEING A TEAM CAPTAIN
5. Click on "Register online now for the May NAMI Seattle Walk" under "I want to organize my own Walk Team."
6. Verify your account information is correct.
7. Fill in the team name in the blank space provided to create a team. It's under the second option below the caption "Your Walk Team."
8. Pick the affiliate you wish to have credited.
9. Click on open box that waives your claims against NAMI if injured at the Walk.
10. Click 'Register and Proceed'.

STEP THREE – Creating your Team Page

1. Set your team fundraising goal. Make sure your goal is a sufficient challenge.
2. Choose your team page customizable link under the "Team page link" caption. This is usually the specified URL, plus your team name. Make sure it's something easy to remember. You will give this link to your friends so that they can join your team.
3. Change your team captain's message if you desire to.
4. If you want to add a picture, click browse and choose a picture on your own computer or choose one of the standard pictures provided.
5. Click the grey box that tells you to "Create Team Page and Continue"

STEP FOUR – Creating your Personal Fundraising Page

1. Set your personal fundraising goal.

2. Create your personal walker page link. Usually, people use some version of their name.
3. Change your personnel walker message if you desire.
4. If you want to add a picture, click browse and choose a picture on your own computer or choose one of the standard pictures provided.
5. Note you can enter offline donations in order to reflect towards your overall goal.
6. Click on 'Create my Personal Page and Finish'.
7. You will receive an email telling you what your personal link is to email to people who might sponsor you. Save this link. You may also retrieve your personal link through 'myNAMI,' shown on the left hand menu bar. Then click on the "NAMI Seattle". It will be the web address under "View your personal fundraising page". Logout

You want to communicate your team name to your team members. They can then use your team name to register online, create their personal webpage, and have the total amount that they raise go towards your team goal.

If you can get the individual walkers to join your team online, that is the best option, since it acquaints them with the website and its possibilities. But some may not have web access, and you might want to show their contribution towards the overall team goal. To add offline team members, login to the nami.org website and choose 'NAMI Seattle Walk – May 2007' Under Team Captain Tools, click on add/edit/delete walkers not yet registered online. Follow the directions for adding offline members.

CREATING A PERSONAL FUNDRAISING PAGE WITHOUT BEING A TEAM CAPTAIN

Creating your personnel webpage and either joining an existing team or walking alone is also easily done. The directions are similar to creating your own team.

STEP ONE: If you are registered with NAMI Online, go to Step Two

1. If you haven't registered with NAMI Online, click on "Register & Join" menu option on the left hand toolbar of the NAMI.org homepage.
2. Fill out all the required information to complete your profile. Remember, you don't have to join NAMI or make a donation to complete your profile.
3. Record your username and password so you don't forget. Click 'Submit.'

STEP TWO

1. Click on NAMI Walks menu option on the left hand toolbar of the NAMI.org homepage.
2. Click on Washington
3. To join an existing team, choose "Join an Existing Team". To walk alone, choose 'Participate as an Individual Walker'.
4. Click on "Register online now for the May NAMI Washington Walk".
5. Verify your account information is correct.
6. Choose one of the teams from the pull down menu or, to walk alone, click the box that says you will be participating as an individual walker.
7. Pick the affiliate you wish to have credited.

8. Click on open box that waives your claims against NAMI if injured at the Walk.
9. Click 'Register and Proceed'.

STEP THREE – Creating your Personal Fundraising Page

1. Set your personal fundraising goal.
2. Create your personnel walker page link. Usually, people use some version of their name.
3. Change your personnel walker message if you desire to.
4. If you want to add a picture, click browse and choose a picture on your own computer or choose one of the standard pictures provided.
5. Note you can enter offline donations in order to reflect towards your overall goal.
6. Click on 'Create my Personal Page and Finish'
7. You will receive an email telling you what your personal link is to email to people who might sponsor you. Save this link. You may also retrieve your personal link through 'myNAMI,' shown on the left hand menu bar. Then click on the "NAMI Seattle Walk – May 2007". It will be the web address under "View your personal fundraising page" Logout.

GETTING PEOPLE TO MAKE A CONTRIBUTION ONLINE

STEP ONE

1. Login.
2. Click on myNAMI
3. Click on 'NAMI Seattle Walk – May 2007'
4. Click on 'View Customized Letter' under Walker Tools.
5. Follow the instructions. Simply cut and paste the letter into an email. You can make any changes to the letter you feel is appropriate, but make sure that your personal link is clear and obvious in the body of the email and that your recipients are instructed how to use this link. Don't include any other links in the email beside your personal link in order to avoid confusion.
6. Send your email to anyone you think might donate. Remember, often the people you least expect will donate when people you are absolutely sure of won't.

VIEWING YOUR PROGRESS TOWARDS YOUR GOAL

STEP ONE

1. Login.
2. Click on myNAMI
3. Click on 'NAMI Seattle Walk – May 2007'
4. Click on either "View Personal Fundraising Page" or, under team captain tools (if you are a team captain) "View Team Page."