

# HOW TO REGISTER FOR THE WALK4HEARING AND HOW TO USE YOUR WALK CENTER



1. Go to [www.walk4hearing.org](http://www.walk4hearing.org).
2. Click on the “Register” button at the top of the homepage.
3. On the “Find a Walk” page, click the Walk location you would like to participate in from the list or the map.

Share with your friends on Facebook and Twitter. Let them know you are participating in the Walk4Hearing!



**Find a Walk**

2015 Walk Locations

Location

**Spring Walks**

- 05/03 - Rochester Walk4Hearing
- 05/09 - Chattanooga Walk4Hearing
- 05/09 - Dayton/Cincinnati Walk4Hearing
- 05/16 - SE Michigan Walk4Hearing
- 05/16 - Westchester/Rockland Walk4Hearing
- 05/30 - Milwaukee Walk4Hearing
- 06/06 - Long Beach Walk4Hearing
- 06/07 - Colorado Walk4Hearing
- 06/13 - Hartford Walk4Hearing

**Fall Walks**

- 09/26 - Minneapolis Walk4Hearing
- 09/27 - Chicago Walk4Hearing
- 09/27 - NYC Walk4Hearing
- TBA - St. Louis Walk4Hearing
- 10/18 - New Jersey Walk4Hearing
- 10/18 - North Carolina Walk4Hearing
- 10/18 - Pennsylvania Walk4Hearing
- TBA - Houston Walk4Hearing
- 10/24 - Washington DC Walk4Hearing
- 10/25 - New England Walk4Hearing
- 10/25 - San Diego
- 11/07 - Jacksonville Walk4Hearing

Why We Walk Find a Walk Sponsors Volunteer

Register to Start a Team Register to Join a Team Register as an Individual

## Rochester Walk4Hearing

**Walk Progress**

Rochester Walk4Hearing

Goal: \$50,000.00  
Achieved: \$4,115.00  
[Make a gift!](#)



**Walk Details**

Date: Sunday, May 4, 2014

LOGIN My Walk Center  
Find Walker/Team

TOP TEAMS

INFORMATION & UPDATES

4. Once you are on the specific Walk event page, select the appropriate registration button:

- Register to Start a Team
- Register to Join a Team
- Register as an Individual

Why We Walk Find a Walk Sponsors Volunteer

## Rochester Walk4Hearing

1 Registration Options 2 Select participation options 3 Registration 4 Waiver

Returning Walker or User Login

New Walker

Register as a New Walker

Returning Walker

\* User Name:

\* Password:

Log In

\* Indicates Required

5. Register as a new walker or you can log in with the same username and password you used last year.

6. Complete your registration. If you are a returning walker, the registration form will already have your contact information from last year.

7. After you complete your registration, you will see a confirmation page. You will also receive a confirmation email.

8. Click on "Access My Walk Center" to begin fundraising!

Once you are registered, to log into your Walk Center, go to [www.walk4hearing.org](http://www.walk4hearing.org) and click the "Login to My Walk Center" button at the top of the page. Select the Walk you are participating in, then enter your username and password.

Questions?

Send an email to [walk4hearing@hearingloss.org](mailto:walk4hearing@hearingloss.org).

Why We Walk Find a Walk Sponsors Volunteer

## Rochester Walk4Hearing

Dear Robert,

Thank you for signing up and taking part in the **Rochester Walk4Hearing**. You will be receiving an e-mail confirmation shortly.

Go to **My Walk Center** now and start **fundraising** with easy to use tools. Here you will be able to perform your **fundraising activities online** such as:

- Create and update a personal page
- E-mail friends and family for support or to invite to walk with you
- Keep track of your online donations and enter any cash/check donations you may receive
- Download [My Walk Center Help document](#) for more information about the fundraising tools

Good luck with your fundraising efforts and thank you for participating!

Sincerely,  
Hearing Loss Association of America©

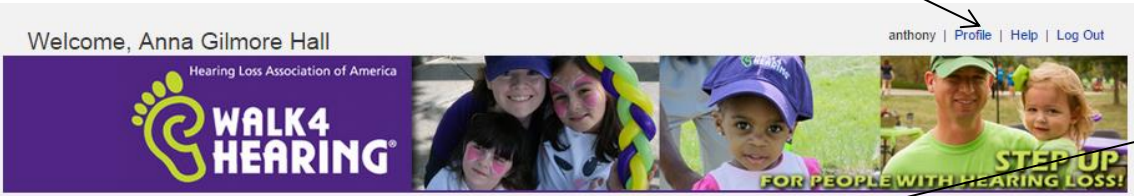
**Thank You for Registering**

Thank you for registering for Rochester Walk4Hearing!  
A confirmation email has been sent to [julie.fisher17@gmail.com](mailto:julie.fisher17@gmail.com).

Start fundraising today with your Participant Center!

Access My Walk Center

To update your contact details, username, password, and other personal settings, click the "Profile" link.



anthony | [Profile](#) | [Help](#) | [Log Out](#)

- Home
- Email**
- Progress**
- Personal Page**

### Overview

Your Fundraising Progress



<b>\$5,100.00</b> I Have Raised	<b>\$200.00</b> My Goal (change)	<b>100%</b> Percent	<b>101</b> Days Left
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### What to do next?

- Set up your Personal Page**  
Customize your Personal Page with a story about why you are raising funds for this cause.
- Add Contacts to Your Address Book**  
Add contacts to email from your personal Address Book on our site.
- Send an Email**  
Your last email was sent 1 day ago. Email more friends and family about your fundraising efforts.
- 4 Thank your Donors**  
You have 11 unthanked donations. Thank your donors!
- 5 Set up your Personal Page**  
Your last Personal Page update was 6 days ago. Consider updating it now with new information.
- 6 Set a Goal**  
You have reached 100% of your goal. Can you set a higher goal?
- 7 Reach Out**  
You have 1507 contacts that you have not emailed. Consider contacting them about your fundraising effort.

- [Send email](#)
- [Enter new gift](#)

- [Add Contacts](#)
- [View Your Progress](#)
- [Edit Personal Page](#)
- [Email Team](#)
- [Update Question Responses](#)

Share [f](#) [t](#)

Your fundraising progress shows how much you have raised, your goal, percentage of your goal and how many days until Walk day.

Have a cash or check donation?  
Click here to enter it.

## MY WALK CENTER – EMAIL: Invite others to walk with you, ask people to donate on your behalf, or send thank you emails.

Home | Email | Progress | Personal Page

Compose Message

✓ Configure | ✓ Compose | ③ Set Recipients | ④ Preview & Send

Select Email Template

- Thank You (1)
- Recruiting (2)
- Solicitation (1)
- Other (1)
  - Ⓣ Create Your Own Message (Preview)

Save as draft | Save as template | Preview | Next >

First, choose a template to use. **All templates are editable.**

To write your own message instead of using a template, select **Other / Create Your Own Message**.

Next, compose your message.

Home | Email | Progress | Personal Page

Compose Message

✓ Configure | ✓ Compose | ③ Set Recipients | ④ Preview & Send

Subject: [Enter your Subject Line Here]

Include personalized greeting (What's this?)

Font family | Font size | [Rich text editor icons]

Enter your message here.

Current layout: W4H Logo with white letters

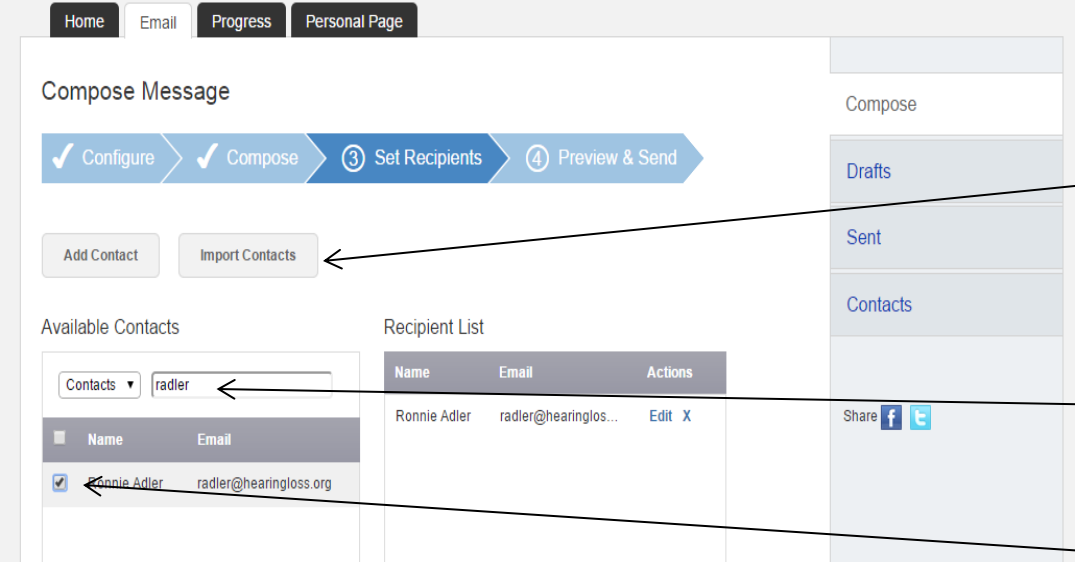
Save as draft | Save as template | Preview | Next >

Selecting the personalized greeting will begin your message with “Dear” followed by the first name of the recipient taken from your address book.

If the recipient does not have a listed first name in your address book, “Dear Friend” will display instead.

**A link to your personal page (and your team page, if you are on a team) will automatically be added to the end of each email that is sent through your Walk Center.**

# MY WALK CENTER – EMAIL – CONTACTS

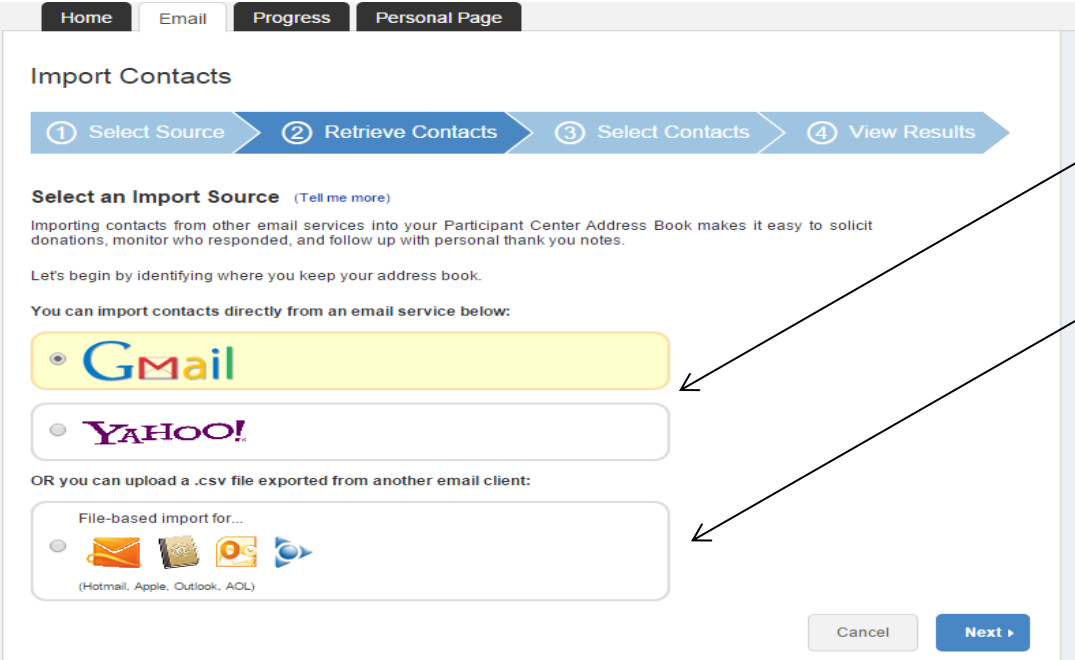


Next, add the recipient(s) to your message.

Contacts can be manually added or automatically imported from your email account. To import contacts, click the “Import Contacts” button to import your address book from an email account.

Once contacts have been added to your address book, you can search for them by typing their name or email address in the search box.

To add a contact to the list of recipients who will receive your message, select the checkbox next to their name.



You can import contacts automatically from **Gmail\*** or **Yahoo**. You will be prompted to log into your email account after selecting an option and clicking the “Next” button.

You can also manually upload a **CSV** file.

Once logged into an email account or a CSV file has been uploaded, follow the prompts to import all your contacts or select specific contacts.

**\*Currently, importing from Gmail is not available.**

# MY WALK CENTER – PROGRESS – CASH AND CHECK DONATIONS

Home | Email | Progress | Personal Page

### View Personal Report

Your Fundraising Progress

**\$5,100.00** I Have Raised

**\$200.00** My Goal (change)

**100%** Percent

**101** Days Left

Line Graph: Gift Amount vs. Date (01-08-2015 to 01-22-2015)

Donation History

Donor	Amount	Notes	Date	Actions
...	...	...	...	...

Personal | [Team](#) | [Enter new gift](#)

Your **personal progress** and your donors are displayed above.

If you're on a team, you'll also have a separate team page to view **team progress** and team members who have fundraised.

If you have a cash or check donation, click the "Enter new gift" button. A form will appear to enter the donor's information.

Click "Add" to add one donation or "Save and Add Another" to enter multiple donations.

Home | Email | Progress | Personal Page

### Enter New Gift

Enter the details for a gift that someone gave you or promised to give you:

\*First Name

\*Last Name

Email

**Additional gift entry fields**

\*Amount

\*Payment Type  Cash  Check

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

# MY WALK CENTER – PERSONAL PAGE

To change your personal page URL, click the “URL Settings” link.

To share your personal page on Facebook or Twitter, click the appropriate icon. You will first be prompted to log into whichever one you chose.

Insert your personal page title here. *Please note there will be a default title.*

Insert your personal page story here. Let people know why you are participating and why it is important. A great story is a powerful fundraising tool. *There will be a default message or your message from last year.*

**Click the “Save” button approximately every 5 minutes when writing content.**

How to upload a picture to your personal page:

1. Click “Choose File” to search for the picture on your computer.
2. Search and select the picture.
3. Insert a caption in the text box.
4. Click the “Save/Upload” button.

**Images must be .jpg files. Uploaded images will be automatically resized to fit in a 300 x 400 pixel space. The maximum acceptable file size is 4 MB.**

Or select a YouTube video instead of a picture. You'll need to know the URL of the video.



# MY WALK CENTER –TEAM PAGE (TEAM CAPTAINS ONLY)

Home Email Progress Personal Page **Team Page**

Edit Your Team Fundraising Page ([View Team Page](#))

Team Page URL: ([URL Settings](#))  
http://hlaa.convio.net/site/TR/Teamraiser/RochesterWalk?team\_id=38889&pg=team&fr\_id=2240

Body

Font family Font size

**B I U** ABC [List Icons]

The Hearing Loss Association of America (HLAA) Walk4Hearing increases awareness about hearing loss, helps to eradicate the stigma associated with it and raises funds to provide information and support for people with hearing loss. Since 2006, the Walk4Hearing has raised more than \$9 million and has become the largest walk for hearing taking place in cities across the United States.

Photo

Hearing Loss Association of America  
**WALK4 HEARING**

Images must be .jpg files.  
Choose File No file chosen

Caption

Save/Upload or remove photo

Preview Save

Team Name  
family team

Edit

Share

To update your team page's URL, click the "URL Settings" link.

Insert your team page description/story here. Let people know who your team is and why your team is participating.

**Click the "Save" button approximately every 5 minutes when writing content.**

It is recommended that you first write your story in a word processor (i.e. Microsoft Word) and copy the content into the editor so that you do not lose your content in the event of system malfunctions.

How to upload a picture to your team page:

1. Click "Choose File" to search for the picture on your computer.
2. Search and select the picture.
3. Insert a caption in the text box.
4. Click "Save/Upload."

**Images must be .jpg files. Uploaded images will be automatically resized to fit in a 300 x 400 pixel space. The maximum acceptable file size is 4 MB.**



## NOTES