**SIGNING UP FOR AN NF WALK**

**HOW DO I SIGN UP FOR AN NF WALK?**

So you want to join CTF at an NF Walk? AWESOME! Visit [www.nfwalk.org](http://www.nfwalk.org) to see our schedule of current NF Walks, and click on the event closest to you.

Way ahead of us and already on the event page? Great! You should see something like this on your screen:

![Sign Up Screen](image)

On the right side of the page you’ll see three blue buttons. Click “Participate as an Individual” if you do not want to walk with a team. Click “Join a team” if you want to join an already existing team. Click “Create a team” if you’d like to start a new team and be the team captain.

Signing up more than one person? You’ll be able to select how many people you’re registering on the next step.

**CAN I SIGN UP MULTIPLE PEOPLE?**

Yes! After you click one of the blue buttons, you’ll be able to select how many people you’d like to sign up.
WHAT IS THE DIFFERENCE BETWEEN A CHILD AND YOUNG CHILD REGISTRATION?

The difference is age. A young child is anyone under the age of 4. A child is ages 4-12, and an adult is anyone 13 or older.

WHEN I REGISTER, DO I GET A FUNDRAISING PAGE?

Yes! Every person who registers with a unique email address will automatically have a fundraising page created for them.

DO I NEED A SEPARATE EMAIL ADDRESS FOR EACH PERSON I’M SIGNING UP?

We highly recommend you use different emails for each participant. If you’re registering more than one person (yourself and your kids, for example), you’ll see a screen like this that says “We recommend different emails per registrant” in grey text in the email line:
If you sign up everyone with the same email address, only one fundraising page will be created, regardless of how many people you registered. This means only the first person (you) will be searchable and will have a page people can donate to.

Each email address will receive an email from us, so make sure all email addresses you use are valid and can accept new messages.

**BUT MY CHILD/GRANDMOTHER/FRIEND DOESN’T HAVE AN EMAIL ADDRESS! CAN I STILL REGISTER THEM?**

If you use the same email address for all your registrants, everyone you sign up will still be counted as registered and will be able to check in on walk day, but they’ll be invisible on the front end of the website.

*PRO-TIP: If you've got a Gmail account, you may know that example.example@gmail goes to the same inbox as exampleexample@gmail (the dots are irrelevant with Gmail). Our registration system counts those as two different emails, so you can use that life-hack to sign up using variations on your own Gmail account as a workaround to this rule--such as example.example@gmail for person A, exampleexample@gmail for person B, and e.x.ampleexample@gmail for person C!

**OK, WE’RE ALL SIGNED UP! NOW WHAT?**

After signing up, an email will be sent to all registrants to claim their fundraising page. You, as the main registrant, will get an email that looks like this:
Thank you so much for registering to join us at the 2016 Cincinnati NF Walk! We’re excited to celebrate with you on May 22!

In the meantime, you can help raise funds for critical NF research. Your registration includes a fundraising page where you can easily share why you’re walking and collect donations for this important cause. The link to your page is below.

Visit My Page

YOUR URL: http://www.classy.org/fundraise

Be sure to customize your page with a photo and story about why you’re walking - people are much more likely to give or join if you show why this cause is important to you.

Then, start fundraising! Share on Facebook, Twitter, and Instagram; send emails; mail letters; and tell everyone you know that they can make a difference by donating or joining you as you walk. Together, we can end NF!

Thank You,
Your Friends at the Children’s Tumor Foundation

If you signed up more than one person, the other people you signed up will get an email like this:
Hi John,

Jessica Beckerman purchased a registration for you to Children's Tumor Foundation's 2016 Cincinnati NF Walk.

To complete your registration, please click the button below and follow the few quick steps to finish registration. When you complete your registration, you will also have access to your personal fundraising page.

Complete Registration Now

*Please note: They must click “Complete Registration Now” in that email in order to activate their fundraising page.

WOOPS! I MEANT TO SIGN UP ON A TEAM BUT I SIGNED UP AS AN INDIVIDUAL. CAN I FIX IT?

If you select “Join a team” or “Create a team” at the time of registration, you will automatically be added to that team once you complete the checkout process and create their fundraising page.

If you accidentally chose “Participate as an Individual”, you can create a team directly from your individual fundraising page by clicking the “My Story” tab and clicking the “Create or Join Team” button.
I LOST OR NEVER RECEIVED THE EMAIL TO CLAIM MY FUNDRAISING PAGE. WHAT DO I DO?

Let us know at nfwalk@ctf.org and we can resend you your activation email.

YOUR FUNDRAISING PAGE

HOW DO I EDIT MY PERSONAL PAGE WITH MY NF HERO’S STORY?

First, go to your personal page. You can do this by clicking through the activation email you received.

When you’re signed in and on your page, scroll down and you’ll see this:

Click on the “Edit Your Page” tab and you’ll be able to customize your page with a page title, photo, and details about why you’re walking.
You can upload a JPG, GIF or PNG file. Ideal size is 186x186.

Your picture will be shown:
- On your fundraising page
- On your member profile

Upload

Personalize Your Message
Add text, photos and videos to your page and tell people why you are passionate about this cause.

On May 14, 2016 I will be participating in the Staten Island NF Walk to raise awareness and research funds for the Children’s Tumor Foundation, an organization whose mission is to end neurofibromatosis (NF). If you think it’s hard to pronounce, try living with it!

NF causes tumors to grow throughout the body and can lead to blindness, bone abnormalities, cancer, deafness, disfigurement, and learning disabilities.

Your support will bring us one step closer to ending NF. If you would like to walk with me, please register today!

You can also create an easy-to-remember URL for your page, change your fundraising goal, and edit the thank you email that will go out to all your donors.

HOW DO I SEE WHO DONATED TO MY PAGE?
Click on the “Donations” tab (next to “Edit Your Page”) and you’ll see a list of who donated to your fundraising page.

HOW DO I SHARE MY PAGE ON SOCIAL MEDIA?
You can share your fundraising page on Facebook, Twitter, or by email right from the fundraising page.
Just click the “Like,” “Share,” “Tweet,” or “Email” buttons for an easy way to tell your friends, followers, or contacts you’re walking and need their support.

YOUR NF WALK TEAM

I AM A TEAM CAPTAIN. HOW DO I EDIT MY TEAM PAGE?

After you’re signed in, go to your team page. If you can’t find your team page, it can be found by hovering over your picture in the upper right corner of the event site, and clicking on “My Profile.”

From there, you should see your team name under “My Fundraisers.”
Find your team name and click Manage. From there you’ll see a page similar to your personal page. Click the “Edit Team” tab to customize your team page with a photo and story about why your team is walking.

**HOW DO I SEE WHO DONATED TO MY TEAM PAGE?**

If you’re a team captain, you can see everyone who joined your team or donated by clicking on the “Team Activity” tab.
WILL I RECEIVE NOTIFICATIONS WHEN SOMEONE JOINS OR DONATES TO MY TEAM?

Team captains will receive an email notification when someone registers to their team or donates to their page or their general team page. If someone donates to one of your team members’ pages, that team member will be the one who gets the email notification.

DONATING TO AN NF WALK

I HAVE A FRIEND WHO’S WALKING. HOW DO I DONATE TO THEIR PAGE?

On the event page, click the grey “Donate Now” button (below the blue buttons).
After you click that button, you’ll see the question “Would you like this donation to be credited to someone's fundraising page?” Select the person whose page you’d like the donation to go to:
We appreciate your support

The Children’s Tumor Foundation is committed to finding effective treatments for the millions of people worldwide living with neurofibromatosis (NF). With your help, we can continue to fund critical research and one day find a cure.

Together, we can End NF.

Would you like this donation to be credited to someone’s fundraising page?

Jessica Beckerman - Help me raise money for 2016 Cincinnati NF Walk

Select an Amount

$100 $50 $25 $10 Other

Your Donation $ USD One-time Monthly

Dedicate my donation in honor or in memory of someone

Your friend may also have sent you a link directly to donate to their page, which cuts out a step and makes it easy to quickly donate to your friend.

IF I DONATE TO SOMEONE’S PAGE, DOES THAT AMOUNT ALSO GO TO THEIR TEAM TOTAL?

Yes. If someone belongs to a team, their total amount raised (and their registration fee) will go towards the team total.

IS MY DONATION TAX DEDUCTIBLE?

Yes. You will get a receipt by email that you can use for tax purposes after you donate.

WHAT DOES MY MONEY GO TO?
All donations and registration fees for NF Walks benefit the Children’s Tumor Foundation, a not-for-profit organization dedicated to finding effective treatments for the millions of people worldwide living with neurofibromatosis (NF), a term for three distinct disorders: NF1, NF2, and Schwannomatosis. NF causes tumors to grow on nerves throughout the body and can lead to blindness, bone abnormalities, cancer, deafness, disfigurement, learning disabilities, and excruciating and disabling pain.

NF affects one in every 3,000 people, more than cystic fibrosis, Duchenne muscular dystrophy, and Huntington’s disease combined. The Children’s Tumor Foundation funds critical research into neurofibromatosis. In addition to benefiting those who live with NF, this research is shedding new light on several forms of cancer, brain tumors, bone abnormalities, and learning disabilities, ultimately benefiting the broader community. For more information about CTF and our mission to end NF, visit www.ctf.org.

OTHER QUESTIONS

HOW DO I CHANGE MY PASSWORD?

Hover over your picture in the upper right corner of the event site, and click on “My Settings.” From there, you’ll be able to edit your password, phone number, email, and more.

HOW DO I VOLUNTEER OR JOIN A PLANNING COMMITTEE?
We’re always looking for people to help! Click the “Become a Volunteer” box on the right side of the page.

Join the fight to end NF by volunteering at your NF Walk!

BECOME A VOLUNTEER

After you’re signed up, we’ll get in touch with more details on where and when to show up, and what to do.

MY COMPANY WOULD LIKE TO SPONSOR THIS EVENT! HOW DO WE DO THAT?

Wonderful, thank you so much! We have multiple levels of sponsorship to fit your company’s needs, each with a tailored set of rewards. To learn more click the “Become a Sponsor” box on the right side of the page.

We are grateful to our sponsors who support our mission to end NF. If you or your company would like to partner with NF Walk, click below to learn more.

BECOME A SPONSOR

HELP! I HAVE A QUESTION THAT’S NOT ANSWERED HERE!

We’re always happy to help! Email the contact at the top of the event page, or nfwalk@ctf.org for more information.