DSANV 2020 Buddy Walk Registration Instructions

1. Go to the Buddy Walk site: [https://dsanv.salsalabs.org/2020dsanvbuddywalk](https://dsanv.salsalabs.org/2020dsanvbuddywalk)
2. Click the blue “register button”

![Virtual Event](image)

3. Scroll to the appropriate type, typically Registration (all ages) or VIP (any individual with Down syndrome or IDD) “add to cart”

![Select a Registration Level](image)

4. Select if you are registering for yourself or someone else. The ‘primary’ registrant must have a valid email address. **Each registrant will be asked to create a fundraising page on tab 3 and you must use a valid email address not previously used to register another participant.** The defaulted fundraising goal is not required to be met, and the platform requires registrants who want to join a fundraising team to create a fundraising page themselves. You only need to create one fundraising page – all other registrants you sign up can be guests and do not need a unique email. **If you register for someone else, you will not be asked to create a fundraising**
page during the registration process. A link will be sent to the email used for the registrant with instructions for creating their fundraising page. *Please note* until and unless the final step of claiming/or setting up a fundraising page is performed, registration fees for the registrants will NOT count toward any fundraising goal: individual or team; nor will the registrant appear as a fundraising team. Also, teams are comprised of other fundraising participants – not other registrants who are interested to be affiliated with your team, and therefore you will NOT see registrants names listed as team members if they have elected to NOT fundraise. Non fundraising participants are referred to as guests.

5. The primary registrant needs to create a fundraising page and answer ‘Yes’ to this prompt.

Enter all required data fields. At the next prompt you have a decision to make; would you like to join or create a Team? If you answer Yes you are given the option to join an existing team and drop down of names is available to choose from
If you answer No you can still have your registration support an individual or team name by typing the detail in the text box presented. This optional information will be used by staff to manually increase the fundraising total for an individual or team.

If registering someone who does not plan to fundraise and wants to support an individual or team, please enter the individual or team name here and staff will regularly update the fundraising total for that individual or team with your purchase; otherwise enter none and the amount of your transaction will be aggregated to the general event total. *

6. If you would like to add a purchase of the performance event shirt click ADD and select size.
7. On the Fundraiser Details page/tab you will have the opportunity to set up your fundraising page; and if you are using the same email address that you registered with last year, that information will be saved and you’ll see a message similar to this:

You can choose to login and complete your fundraising page set up now, or choose the Do This Later.
If you are using a new email you will be presented with the following:
The difference between the two screens will depend on the email you use to register and if you have previously set up a fundraising page using that email. The choice will be Sign In or Create an Account. If you have forgotten your password, there is an I Forgot option if you choose Sign In.

8. View the summary page. *Add a discount code here, if applicable, not on the cart page* and before you go to check out. The Discount Code option typically applies to Sponsors who benefit in complimentary registrations based on level of support.
9. Scroll down the summary page to add another registration to your cart if applicable.

10. Click “go to checkout” when done adding more registrations/guests.

On the Checkout Tab/screen you have the option to make a donation to your team or fundraising page. If you do not want to make a donation at this time, uncheck the box. Also on this screen you are given the option to increase your donation amount to cover processing fees. The waiver is displayed again. Enter payment information unless your discount code covers all fees.

11. Scroll down check out page and click submit.

12. You’re done!!