1. Visit YWCA Silicon Valley Walk a Mile In Her Shoes event page:
http://www.ywca-sv.org/events/WAM/walk_a_mile_in_her_shoes.php

2. Click button at bottom of page.
This will lead you to new page: FirstGiving YWCA Silicon Valley

3. Click button on page.
This will open small window: Register Now
See information below.

4. After selecting type/ price/ quantity click button

5. You will be directed to set up your

6. Click button

7. This will lead you to section
Fill out all relevant/ applicable information
All questions ending with * are required information
8. As you finish each section you will be lead to the next section: *see below for all sections;*
   - *if you are registering as an Individual it is not necessary to join/ create a new team*
   - *Click*

<table>
<thead>
<tr>
<th>Join a team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create page</td>
</tr>
<tr>
<td>Donation</td>
</tr>
</tbody>
</table>

- Create your page title
- Upload an image to be shown on your page
- Write in “Your story” narrative
- Put in your fundraising goal: “How much do you plan to raise?”
- You can decide to make your first donation.
  - *Click green NEXT button*
- Type in a Discount Code if you choose.
  - *Click green SUBMIT button*
  - *This will open: Your Fundraising*
- Now you can personalize your page and make adjustments accordingly.
- Two main things to do once it’s done:
  - *Send to email contacts*
  - *send to Facebook page*