How to Register as a Team
Walk a Mile in Her Shoes 2014

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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sassy Stilettos</td>
<td>$150.00</td>
<td>0</td>
</tr>
<tr>
<td>High Heeled Pumps</td>
<td>$60.00</td>
<td>0</td>
</tr>
<tr>
<td>Practical Platform</td>
<td>$30.00</td>
<td>0</td>
</tr>
<tr>
<td>Ballet Flats</td>
<td>free</td>
<td>8</td>
</tr>
</tbody>
</table>

4. After selecting type/ price/ quantity click button:
   - *You can register your whole team at one time or create your team and have each team member register on their own and join your team*

5. You will be directed to set up your

6. Once all necessary information has been entered Click button

7. This will lead you to section
   - *Fill out all relevant/ applicable information*
   - *If you are registering all or most team members have their information ready to be inputted (men’s shoe size, first and last name, email address etc...)*
   - *All questions ending with * are required information*
8. This will lead you to a "Join a team" section:
   - In this section you can either join a team or create a new team
   - If you choose to join a team, you will need the team’s name, *this team must have registered prior

8a. if creating a team the box below will appear:

9. Once all necessary information has been entered Click button:
   - See below for all remaining sections
10. 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