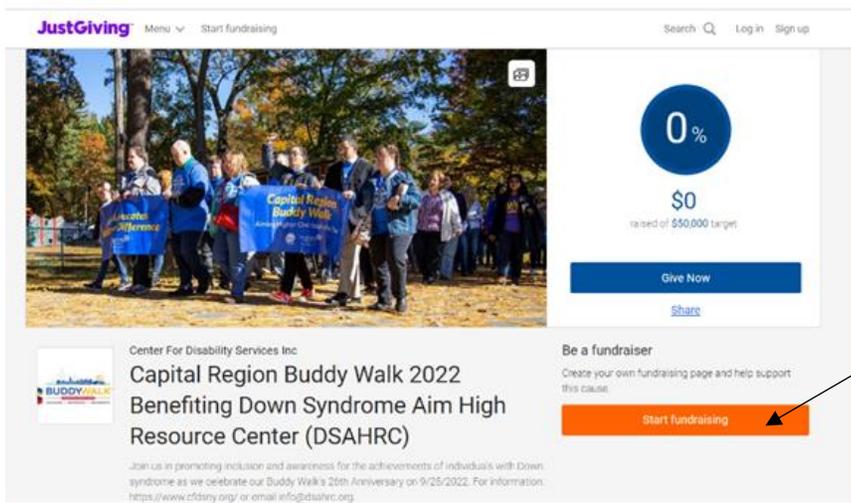


# STARTING A BUDDY WALK TEAM

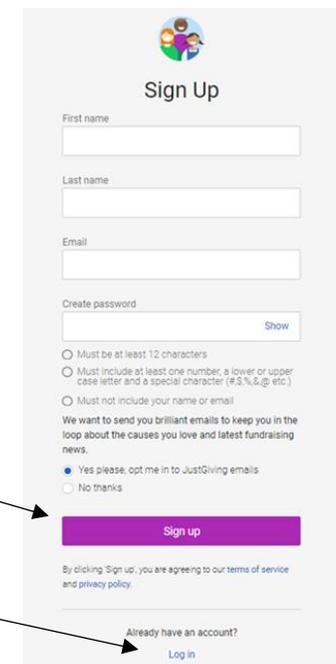
Go to <https://www.cfdsny.org/events/capitalregionbw> and click link to “**Start or Support a Buddy Walk Team**”. You will also see a link from this page to purchase a Buddy Walk T-shirt.

**GET STARTED AS A TEAM CAPTAIN:** Before you can create a team, you must first set up your **personal** fundraising page or log on to your existing page to update your profile (*if you already created one for last year’s BuddyWalk*).



1. Go to the Campaign page: Click “**Start Fundraising**”

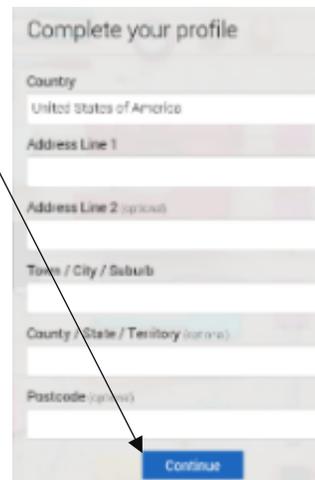
2. Fill in your information, select “**Sign Up**” or “**Log in.**”



*Hint: If you already have a fundraiser profile from last year’s Walk, you will be prompted with, “Email address is already in use.” Click “**Forgot Password**” to reset it.*

3. Complete your Profile, and click “**Continue**” if you are a first time user.

If you have already created a profile for a past event, you can update your information by clicking “Profile.”



4. Check /edit your personal profile details:

**Capital Region Buddy Walk 2022 Benefiting Down Syndrome Aim High Resource Center (DSAHRC)**  
run by Center For Disability Services Inc

Your event  
Buddy Walk

I'm doing this in memory of someone

Who are you remembering?

Their first name  
Sheron

Their last name  
Chenail

Their gender  
 Male  
 Female

Your relationship to them (optional)  
Other family member

Choose your fundraising page web address  
BerkshireBuddies2022  
www.justgiving.com/fundraising/Gina-Salvato-Shultis1

I'm happy for Center For Disability Services Inc to keep me informed, by email, about the impact of my fundraising and other ways to stay involved including future events, campaigns and appeals.

Yes please, opt me in  
 No thanks, opt me out

NOTE: Center For Disability Services Inc will receive your details and may need to contact you to support you in this fundraising effort. You can update your preferences directly  
Center For Disability Services Inc.

**Create your page**

Ensure the Buddy Walk 2022 event comes up

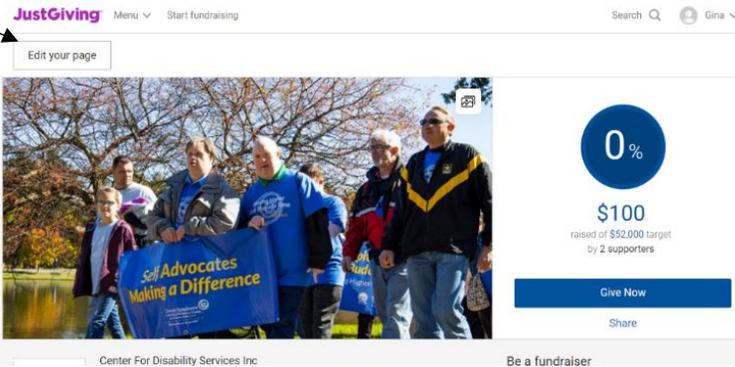
Check box if you are raising funds in memory of someone

Choose your unique fundraising web address (no spaces). Dashes can be used, i.e. "TeamRyan-BuddyWalk -BW2022"

Check box at bottom to stay informed via email.

Create your page:

5. Click "Edit" to personalize your fundraising page



Edit page

Page title  
Ryan's page  
**Save title**

Fundraising target  
USD 2100  
**Save target**

Page summary  
I am raising funds for DSAHRC  
because I want to create awareness for this worthy cause!  
**Save summary**

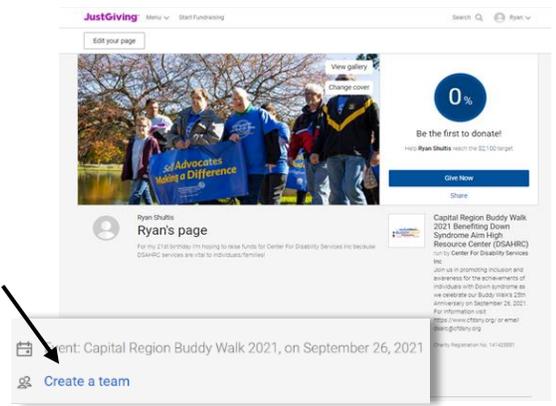
Your story  
I celebration of my 21st birthday. I'm asking my friends and family to join me by making a donation of \$21 or any amount, to support the Down Syndrome Aim High Resource Center, which provides parent-to-parent support and professional services to individuals with Down syndrome and their families.  
While the Buddy Walk helps raise funds for these vital services, it is also an inspirational and educational event that celebrates the many abilities and accomplishments of all individuals with Down syndrome. Last year I was asked to dress up in the mascot costume for the car parade and had so much fun that I decided to coordinate my own team this year!  
**Save story**

Story saved successfully.

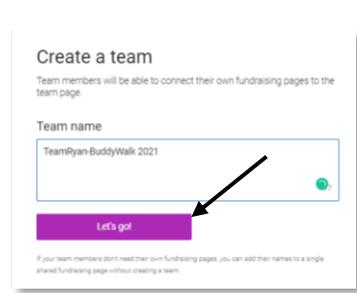
Follow prompts to enter your personal page title, fundraising target, edit your story, and add photos/videos.

**CREATE YOUR TEAM:** Follow the set-up instructions below to create your **Buddy Walk Team** page and invite others to support you by making a donation to benefit Down Syndrome Aim High Resource Center or to join your team during the car parade/walk. Your campaign page will contain a default story that you can personalize.

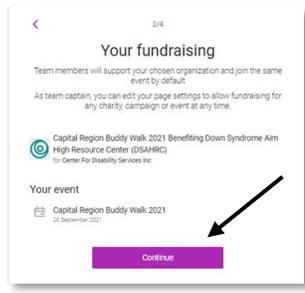
1. From your fundraising page click **“Create a team”**



2. Enter the name of the team and then select **“Lets go.”**



3. Verify the correct fundraiser is listed. Select **“Continue.”**



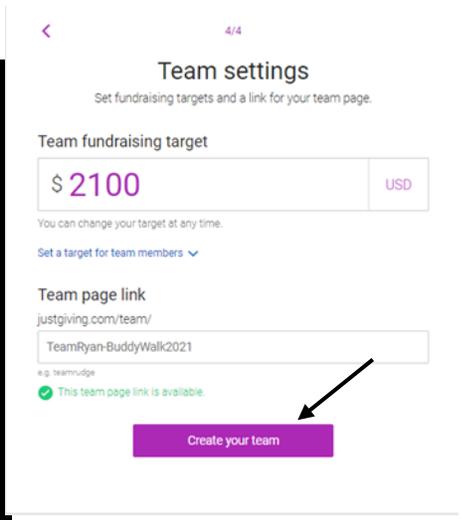
4. Edit the default story to personalize or select skip to update later.



5. Enter your team’s goal - **“fundraising target”** goal.

6. Enter a name to complete the URL specific for your team, i.e. TeamRoshni or TeamLauren (no spaces). Hint: If you want to use the same team name as last year, we suggest you add the year at the end i.e. “TeamLaurel-2021”

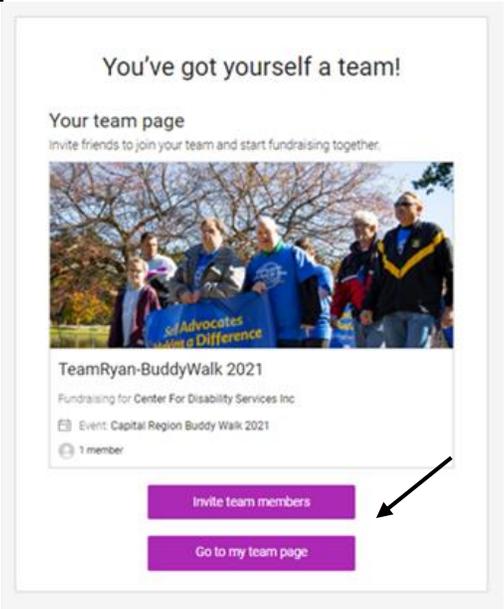
7. Click **“Create Your Team”**



8. Select **“invite team members”** or select **“go to my team page.”**

If you selected **“go to team page,”** on the top of the page you can choose the option to upload a picture. Select **“edit profile picture”** follow steps as requested. There will also be two windows on the page: One for the team page and one for your personal page. To edit either page, select the **“edit”** tab on the top right of the page you want to edit.

9. If you selected **“invite Team members”** select **“copy link.”** Select the method (Messenger or email) of how you would like to invite others to your team.



**ENGAGING YOUR TEAM:** Once your team page is created, you are ready to ask friends and family for support in **three ways:**

The screenshot shows a team page for 'Berkshire Buddies' on JustGiving. At the top, it says 'Team fundraising for: Center For Disability Services Inc' and 'Event: Capital Region Buddy Walk 2021, on September 26, 2021'. There are 2 team members. A progress bar shows 10% raised of a \$200 target, with \$21 raised by 1 supporter. A 'Donate to a team member' button is highlighted with an arrow. Below the progress bar is a 'Story' section with text about DSAHRC and the Buddy Walk event. A 'Share this story' section has buttons for Facebook, Twitter, and Email. Below the story is a 'Team members' section with 2 members: Ryan Shultis (10% raised of \$21.00 target) and Gina Salvato Shultis (0% raised of \$0.00 target). A 'Join the team' button is highlighted with an arrow. At the bottom is an 'About the team' section with Ryan Shultis as the team captain.

1. From the team page, your supporters can click “**Donate to a team member.**” Then, click on the team member’s name to go to his/her page and click “**Give Now**” to donate without having to create a Justgiving profile. Any donation made via a team members page will count toward the team captain’s overall total goal.

The screenshot shows a personal JustGiving page for Ryan Shultis. It features the same progress bar as the team page, showing 10% raised of a \$200 target, with \$21 raised by 1 supporter. A 'Give Now' button is highlighted with an arrow. Below the progress bar is a profile section for Ryan Shultis, including a photo and a bio: 'For my 21st birthday I'm hoping to raise funds for Center For Disability Services Inc because DSAHRC services are vital to individuals/families run by Center For Disability Services'.

2. Supporters also have the option to “**Join Your Team**” if they want to create their own JustGiving fundraising page to help raise money toward your team’s goal, or support you by participating in the car parade/walking in their own neighborhoods. There is a link at the top of each team member’s personal page, as well as a “Join the Team” button at the bottom of the team page where all team members are listed.

3. When making a donation, supporters will also be prompted to “**Share**” your team page on social media.