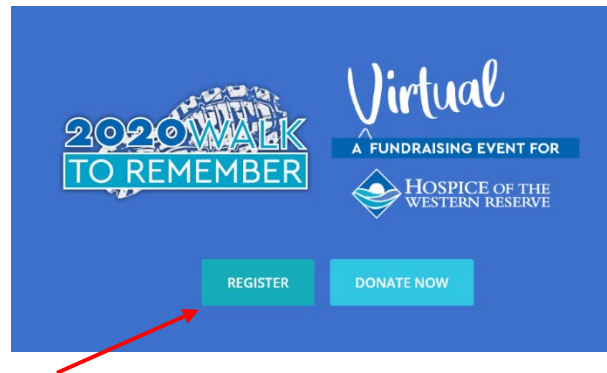


HOW TO REGISTER AS AN INDIVIDUAL

Go to www.hospicewr.org/WTR

Select Register



You'll be asked how you would like to register: as an individual, join a team, or create a new team.

How would you like to register?



As an individual



Join a team



Create a team

Note: Should you change your mind later, you can easily join a team, create a team, or leave a team through your fundraising page dashboard after you've completed registration.

- **As an individual:** Registering as an individual will bring you to the ticket selection page.
- **Join a Team:** Choose a team to join.
- **Create a team:** Create a team by filling out the required fields for team name, team goal, and page headline when prompted.

Need help?

Contact Monica Cowans, mcowans@hospicewr.org or 216.383.3714.

HOW TO REGISTER AS AN INDIVIDUAL

Register as an INDIVIDUAL

- We are requesting a registration donation of \$20.

How would you like to register?



As an individual

Select your registration type. Each selected ticket will show up as an itemized cart item.

The screenshot shows two side-by-side panels. The left panel, titled "Select registrations", lists two options: "Virtual Walker" for \$20.00 and "Provide a Comfort Buddy for a Patient - ONLY" for \$50.00. Each option has a quantity selector with minus, plus, and a current count (1 for Virtual Walker, 0 for Comfort Buddy). A red arrow points to the plus sign for the Virtual Walker option, with a callout box that says "Click '+' to add more of the same registration type". The right panel, titled "Your Order", shows a summary of the selected item: "Virtual Walker Attendee 1" for \$20.00. A red arrow points to a "Remove" link next to the item, with a callout box that says "Click 'remove' to take an item out of the cart". Below the order summary, there is a "Total" of \$20.00 and a "REGISTER NOW!" button.

Click REGISTER NOW and you will be taken to the next screen to enter your demographic information.

The screenshot shows two side-by-side panels. The left panel, titled "Complete Registrations", is for "Attendee 1" and contains a form with the following fields: "Prefix (Mr., Mrs., etc.)" with a dropdown menu, "First name", "Middle name", "Last name", "Suffix (jr., Sr., II, etc.)" with a dropdown menu, "Email", and "Cell Phone". The right panel, titled "Your Order", shows the same itemized order as the previous screen: "Virtual Walker Attendee 1" for \$20.00. A red arrow points to the "Remove" link, with a callout box that says "Your information will populate on the right side of the screen." Below the order summary, there is a "Total" of \$20.00 and two buttons: "START OVER" and "NEXT".

HOW TO REGISTER AS AN INDIVIDUAL

Clicking on NEXT will automatically reserve the selected option and lead you to complete the checkout process.

The screenshot shows two side-by-side panels. The left panel, titled "Add a Donation", contains a "Select an Amount" section with five teal buttons: "\$500", "\$100", "\$50", "\$25", and "Other". Below these is a currency selector set to "USD" and "\$", and a "One-time" dropdown menu. A checkbox is present with the text: "I'd like to cover the fees associated with my donation so more of my donation goes directly to Hospice of the Western Reserve." At the bottom of this panel is a "SKIP DONATION" link. The right panel, titled "Your Order", shows a list of items. The first item is "123" with a sub-note "1 attendee is joining this team". The second item is "Virtual Walker" with a price of "\$20.00" and a "Remove" link. At the bottom of the right panel, there is an "ADD PROMO CODE" link, a "Total" of "\$20.00", and two buttons: "BACK" and "SKIP".

Complete Billing Information

Enter your billing information and click **Purchase**.

*Be sure to enter the credit card expiration date and the security code (CID) after the credit card number or your "Purchase" button will not activate.

The screenshot shows the "Checkout" page. The "Payment Info" section is active, showing a credit card icon and the text "Credit card" and "You're paying with a credit card". Below this is a "Card Number" field with a red asterisk. The field contains "1202 MM / YY CID", where "MM / YY" and "CID" are circled in red. To the right of the form is a blue credit card image. The card displays "AUTHORIZED SIGNATURE", the number "1234 2341 3412 4321 123", the name "Jane A. Doe", and "NOT VALID UNLESS SIGNED". A red circle highlights the number "123" on the card, with a red arrow pointing to the "CID" label.

HOW TO REGISTER AS AN INDIVIDUAL

The image shows two side-by-side screenshots from a web application. The left screenshot is titled "Checkout" and displays a form for entering shipping information. It includes a "Free transaction" notice, an "Address line 1" field with the value "17876 St. Clair Ave", a "Country" dropdown menu set to "United States", "City" and "State" dropdown menus set to "Cleveland" and "Ohio" respectively, and a "Zip" field with the value "44110". The right screenshot is titled "Your Order" and shows a summary of the purchase. It lists a "Family" item for "John Smith" with a price of "\$0.00" and a crossed-out price of "\$75.00". Below this, it shows a "FREEST" discount for "100% off Family" with a "Remove" link. The "Total" is "\$0.00". At the bottom, there is a "BACK" button and a blue "PURCHASE" button. A small text line reads: "By clicking Purchase, I agree to the [Terms of Service](#) and [Privacy Policy](#)."

Once the purchase is complete, you will land on a Thank You confirmation page with further instructions.

The image shows a "Thank You!" confirmation page. At the top, there is an envelope icon with a red notification bubble containing the number "1". Below the icon, the text reads: "Thank You! Your order has been processed. Check your email for your confirmation receipt and instructions for how to set up your personal fundraising page. Good luck!". The amount "\$0.00" is displayed in a large font. Below this, there are two main sections. The first section is titled "Check your email" and includes a sub-link: "Claim your fundraising page and view your receipt". The second section features a profile icon for "John Smith" with the text "registered!" and a blue "VIEW" button. A red arrow points from a text box on the right to the "VIEW" button.

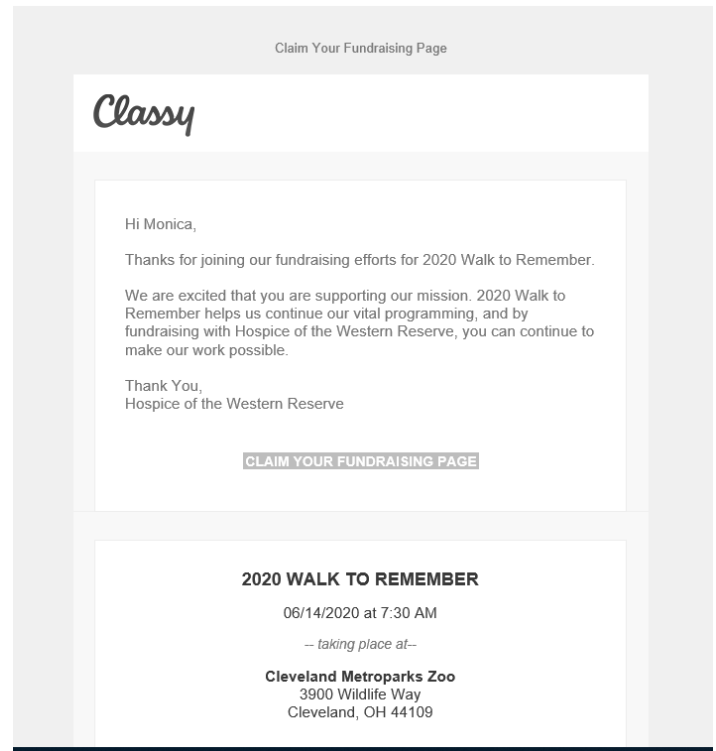
You can access your fundraising page here

You will receive two emails:
Email #1: Your registration confirmation

HOW TO REGISTER AS AN INDIVIDUAL

You will also receive confirmation via email. To access your fundraising page. There are two ways to sign in:

1. **New User or Forgot Password.** Enter the email address that you used during registration. Click Forgot Password and you will receive an email link with a temporary password. You will be prompted to change the password when you log in.
2. **Use email and password from 2019.** If you registered with the same email this year as you did in 2019 you can login using your existing password. If you forgot your password, follow the steps for a New User.



Email #2: Claim your fundraising page

We encourage you to customize your fundraising page with stories and pictures. Then share with friends and family to recruit walkers and raise awareness for hospice and raise funds for unreimbursed services.

