



How-To Tips

Useful Tips and Solutions to Guide You Through Our Website

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How-To Tips #1

Useful Tips and Solutions to Guide You Through Our Website

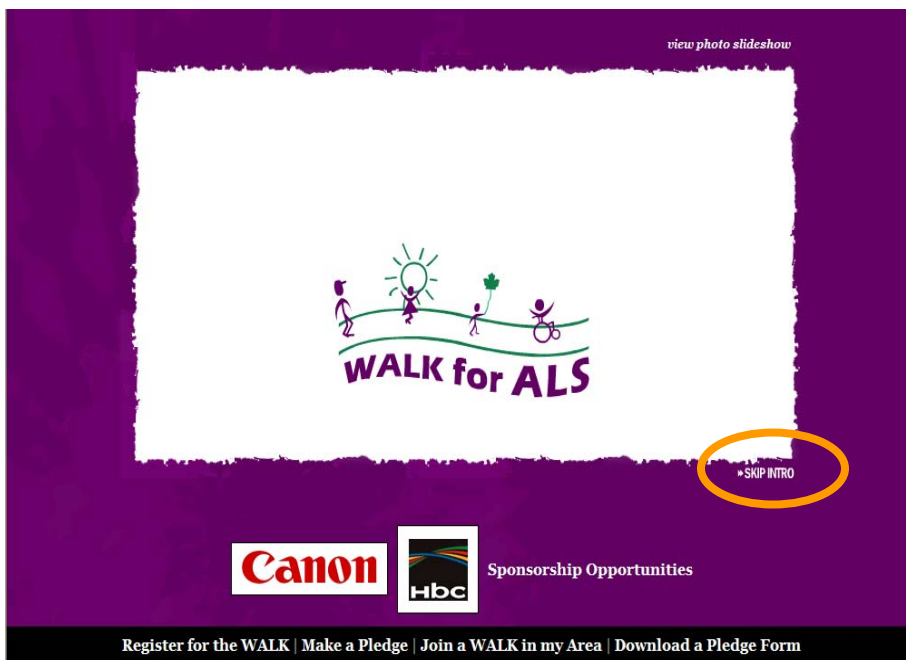
How to Access the WALK for ALS Homepage

To get to the WALK for ALS homepage, follow these steps:

- 1) Open your internet browser (Internet Explorer, Mozilla FireFox, Netscape Navigator).
- 2) In the URL type: www.walkforals.ca

The WALK for ALS home page appears.

Tip: You may skip the introductory flash presentation by selecting **SKIP INTRO**.





How-To Tips #2

Useful Tips and Solutions to Guide You Through Our Website

How to Register for the WALK

By registering at www.walkforals.ca you can create a personal fundraising website, join or create a fundraising team to WALK with, and manage your own personal account from anywhere at anytime, simply by logging in online with your username and password.

To register for the WALK, follow these steps:

- 1) On the WALK for ALS home page click **Register for the WALK**.
- 2) Click **Join to Build a Site**
- 3) Fill out the member registration form.

Be sure to record your email address and password and save them in a secure place, they will be required each time you are logging into your WALK for ALS account.

- 4) If your email supports HTML emails – emails that contain images within them, not only plain text – select the **My email supports HTML mail** checkbox.
- 5) Click **Click Here To Proceed**.
- 6) Select the province and event you are interested in from the drop-down menu.
- 7) Click **Select Location**.
- 8) Verify the details of your WALK and carefully read the terms and conditions of your WALK participation agreement.

Note: If you have chosen the wrong WALK location, select **Back** to return to the previous page.

- 9) Click **Complete Registration**.

Congratulations! You are now a WALK for ALS participant. To confirm that you are in fact registered with WALK for ALS, check your email for a confirmation from your provincial ALS Society.



How-To Tips #3

Useful Tips and Solutions to Guide You Through Our Website

How to Log into Your Account

Logging into your account allows you to manage your team(s), create and administer your fundraising site, and manage your account settings – change your password, update your address, view your receipts.

To log into your account, follow these steps:

- 1) On the WALK for ALS homepage click **Register for the WALK**.
- 2) Choose **Your Account**.



- 3) Type your email address and password into the corresponding text boxes.

If you have forgotten your password, follow these steps:

- i) Select **Did you forget your password?**
- ii) Type your email address into the **Lost Your Password?** text box.
- iii) Click **Retrieve Your Password**.
- iv) Check your email address for an email from the ALS Society of Canada.

- 4) Click **Login**.



How-To Tips #4

Useful Tips and Solutions to Guide You Through Our Website

How to Create a New Fundraising Site

By creating your own fundraising site you can share your story, spread awareness, and raise funds to fight ALS. Creating a website takes approximately 15 minutes and one fundraising website is allowed for each event you are registered in.

To create a new fundraising site, follow these steps:

- 1) Login to your WALK for ALS account.
- 2) Click **Create a New Fundraising Site**.
- 3) If you agree to the terms and conditions of the disclaimer, click **I Accept the Disclaimer**.
- 4) Type the details of your website into the corresponding text boxes – Your Website Name, Your Website Slogan, Your Fundraising Goal, and Funds Already Collected. Additional information has been provided.
- 5) Select the appropriate option from each of the drop-down menus - Creating Website For This Event, Website Colour Scheme, and Primary Beneficiary. Additional information has been provided.
- 6) Click **Click Here to Proceed**.

Congratulations! You have successfully created your own fundraising website. If you would like to continue with creating your website please jump to How to Customize Your Homepage.

Note: Your website is not publicly active until it has been approved by ALS Society of Canada staff. Approval takes 24-72 hours.



How-To Tips #5

Useful Tips and Solutions to Guide You Through Our Website

How to Customize Your Homepage

Customizing your homepage means that you can change details of your website – your website name, slogan, fundraising goal, etc. – update your story, upload a photo, update your events page, manage your guestbook, manage your team, access a list of- and send emails to- your team members and donors.

To access your homepage, follow these steps:

- 1) Login to your WALK for ALS account.
- 2) Click **Administer Your Website**.
- 3) Click on your website.

Changing Website Details

To change details of your website, follow these steps:

- 1) From your homepage, choose **Website Details**.

| | | |
|--|---|---|
| Your website is located below | | Site Owner: Communications Lady |
| This menu will not be shown to visitors of your website, it is visible to you because you are the site owner. You can hide this menu at any time. | | Last Updated: Jan 25, 2008 |
| | | Site Status: Website Offline |
| | You have not activated your website, your website is offline. (click "activate website") | |
| Your website has not been approved by our staff. Approval usually takes 24-72 hours. Your site will not be publicly available until it has been approved. | | |
| Website Details | Update Your Story | Upload a Photo |
| Update Events Page | Manage Guest Book | Create Mail-Out |
| Manage Teams | Your Members | Your Donors |

- 2) Type the details of your website into the corresponding text boxes – Your Website Name, Your Website Slogan, Your Fundraising Goal, and Funds Already Collected. Additional information has been provided.
- 3) Select the appropriate option from each of the drop-down menus - Creating Website For This Event, Website Colour Scheme, and Primary Beneficiary. Additional information has been provided.
- 4) Click **Click Here to Proceed**.

Updating Your Story

To update your story, follow these steps:

- 1) From your homepage, choose **Update Your Story**.
- 2) Type the funds collected in the **Funds Collected Offline** text box.
- 3) Type your personal story in the **Edit Your Homepage** text editor.
- 4) Click **Submit Changes**.

Uploading a Photo

To upload a photo, follow these steps:

- 1) From your homepage, choose **Upload a Photo**.
- 2) Click on the **Browse** button next to the **Select Photo to Upload** text box.

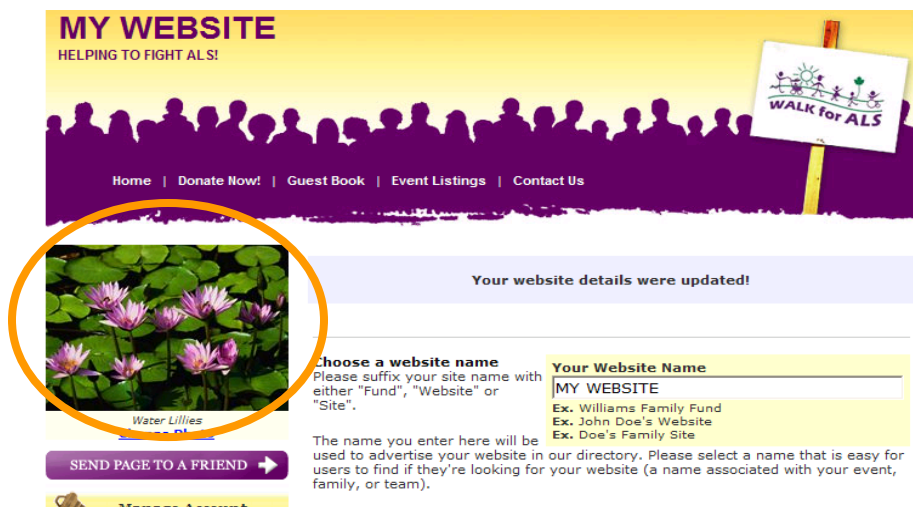
Note: There are a few photos that are available to you free-of-charge. Scroll down the page to **Select an existing photo** and click on one of the options.

- 3) Search for the photo you want to upload. When you have found it, select the file and click **Open**.

Note: The maximum file size should be no larger than 1 megabyte.

- 4) Type a caption for the photo in the **Photo Caption** text box.
- 5) Click **Upload**.

The photo appears on the task pane to the left-hand side of your webpage. If you would like to delete the current photo, click **Delete Photo Now**.



Updating Your Event Listings

Updating your event listings allows you to advertise any events you may be having to support your fundraising efforts (ex. Bake sales, dinner parties, picnics, etc).

To update your events page, follow these steps:

- 1) From your homepage, choose **Update Events Page**.
- 2) Type events that you are holding to support your fundraising efforts in the **Event Listings** text editor.
- 3) Click **Update My Events**.

Your events are listed on your Events page.

Note: If you would like to edit your events, click **Edit Your Events** to return to the **Event Listings** text editor and make your changes.

Managing Your Guest Book

Managing your guest book allows you to post messages and view and delete feedback from team members and donors on your webpage.

To post a message on your guest book, follow these steps:

- 1) From your homepage, choose **Manage Guest Book**.

2) Type your message in the **Our Guest Book** text box.

Note: Your message cannot exceed 500 words.

3) Click **Add Your Message**.

You are prompted to read over your guest book submission to ensure that it is correct.

4) Click **Cancel**.

5) Read over your submission and click **OK**.

Note: If you would like to delete a message posted on your guest book, click **delete this post** on the upper right-hand corner of the message.

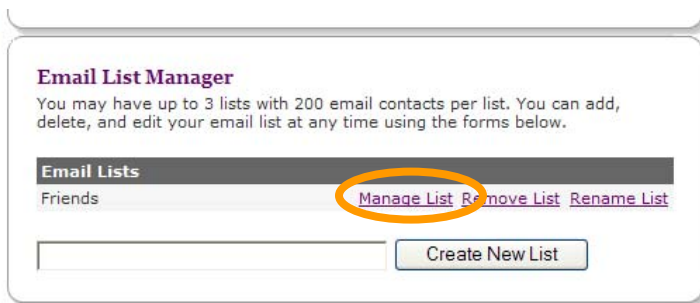
Updating Your Address List

Updating an address list allows you to send a message to either one or multiple recipients at any time. All you have to do is type in your message, choose the people in your address list that you want to communicate with, and send.

To upload your mailing list, follow these steps:

1) From your homepage, choose **Create Mail-Out**.

2) Scroll down to the bottom of your webpage. In the **Email List Manager** dialog box, click **Manage List**.



3) In the **Friends List** dialog box, you may choose to add one or multiple email recipients.

If adding recipients one by one, type in the recipients email address into the **Add One Email** text box and click **Add Email Contact**.

If adding multiple recipients, type in the recipients email addresses into to **Add Multiple Emails** text box and click **Add Multiple Emails**.

Friends List

You are able to add email addresses to your list using one of the two fields below. To add a single email address use the field to your left; to add multiple email addresses at once use the larger field to your right (email addresses can be entered one per line, or by separating the addresses by comma, semi-colon or space).

Duplicate email addresses will be automatically discarded.

Add One Email **Add Multiple Emails**

Add Email Contact

Add Multiple Emails

Current List Emails

- 4) Scroll up to the **Compose Email Message** text editor and type your message.
- 5) Click **Choose Recipients -->**
- 6) Select a recipient from under the **Member Emails** or **Email Lists** heading.
- 7) Verify that the contents of your message are correct.

If there are any changes you would like to make at this time, click <--**Edit Message**.

- 8) Click **Send Email -->**

Creating a Mail-Out

Creating mail-out allows you to compose email messages and manage a list of email recipients. This means that you can keep your family, friends, co-workers and sponsors updated with the latest news on your site, from fundraisers to personal story updates.

Note: This feature is not available until your website has been approved.
You can only send mail to users once within a 24 hour time period.

Managing your email recipients

Before you send an email out it is important that you create an email list. You can make separate email lists for your friends, families, coworkers, and sponsors.

To create an email list, follow these steps:

- 1) From your homepage, choose **Create Mail-Out**.
- 2) Click **Manage My Email Recipients**.
- 3) Type the name of your list (ex. Friends, Family, etc.) in the **Email Lists** text box.
- 4) Click **Create New List**.

The list appears under the Email Lists heading.

- 5) Click **Manage List**.
- 6) Type an email address in the **Add One Email** text box.
Tip: If you have more than one email address to add, type the email addresses into the **Add Multiple Emails** text box and click **Add Multiple Emails**.
- 7) Click **Add One Email**.

The email addresses appear under the **Current List Emails** heading below.

If you would like to delete any emails, you may do so at this time by clicking **delete** beside the persons email address.

Composing an email message

To compose an email message, follow these steps:

- 1) From your homepage, choose **Create Mail-Out**.
- 2) Click **Compose Email Message**.
- 3) Type the subject and message in the **Compose Email Message** text editor

Note: Introductory and concluding statements have been prefixed. You have a text limit of 1000 characters (spaces count).

- 4) Click **Choose Recipients-->**
- 5) Select a recipient from under the **Member Emails** or **Email Lists** heading.

Note: If you would like to send an email to all of your lists, select the checkbox beside the **Email Lists** heading.

- 6) Verify that the contents of your message are correct.

If there are any changes you would like to make at this time, click **<--Edit Message**.

- 7) Click **Send Email** -->

Your message has been sent.

- 8) To return to managing your emails, click **Back to Email Management**.

Managing Your Teams

Managing your teams allows you to monitor the teams you have joined, either as a member, or as a captain. You are only able to be involved with one team per event registration, and you are only able to join teams where the captain is registered in the same event and province where you are located.

To manage your teams, choose **Manage Teams** from your homepage to display a list of teams you have joined and teams you captain.

To return to your homepage, click <<**Return to your current website**.

Joining a Team

- 1) From your team management webpage, choose **Join a Team**.
- 2) Select an event and team from the corresponding drop-down menus.
- 3) Click **Request to Join Team**.

You are prompted to confirm your request to join the team. Click **OK**.

The team captain is notified of your request to join the team. You will receive an email when they've accepted or declined your request. The team now appears in the 'Teams you have joined' list.

To return to your homepage, click <<**Return to your current website**.

Creating a Team

- 1) From your team management webpage, choose **Create a Team**.
- 2) Select an event from the **Select Event** drop-down menu.
- 3) Type your team name into the **Team Name** text box.

Note: Your team name must be approved before others are able to join or contribute.

- 4) Click **Create Team**.

You are prompted to verify the creation of your team. Click **OK**.

You will receive an email when your team has been approved.
The team now appears in the 'Teams you captain' list.

To return to your homepage, click <<**Return to your current website**.

Managing Your Members

Managing your members provides you with a list of registered members to your site. Members are individuals that registered through your website, posted a message on your website, or contributed to your fund. You may also control member access, and give members administrative privileges, allowing them to edit your website. Only give administrator privileges to those individuals that are over the age of 18 and can be trusted to speak on your behalf.

To manage your members, choose **Your Members** from your homepage to display a list of registered members to your site, and a list of those who have administrative privileges appears.

You may make a registered member an administrator by clicking **Make Admin** beside the person's name. You are prompted to verify your decision to make the individual an administrator. Click **OK**. The person's name now appears under **Administration Members**.

To remove administrative privileges, click **Remove Admin** beside the person's name. You are prompted to verify your decision to remove administrative privileges from the individual. Click **OK**. The person's name no longer appears under **Administration Members**.

Managing Your Donors

Once someone has donated to your website, they appear on **Your Donors** list, with details of the amount and date of the donation. You may send them an email simply by clicking on their name or organization.

Note: This feature is not available until your website has been approved.

Activating Your Homepage

Once you have put together your homepage it is time to activate it. When your website is approved by our staff it will become publicly available. Approval usually takes 24-72 hours.

To activate your homepage, click **activate website**, located on the upper left-hand corner of the webpage.

Your website is located below
 This menu **will not** be shown to visitors of your website, it is visible to you because you are the site owner. You can [hide this menu](#) at any time.

Site Owner: [Communications Lady](#)
 Last Updated: Jan 25, 2008
 Site Status: **Website Offline**

You have not activated your website, your website is offline. (click "activate website")
 Your website has not been approved by our staff. Approval usually takes 24-72 hours. Your site will not be publicly available until it has been approved.

[activate website](#)

Website Details | [Update Your Story](#) | [Upload a Photo](#) | [Update Events Page](#) | [Manage Guest Book](#) | [Create Mail-Out](#) | [Manage Teams](#) | [Your Members](#) | [Your Donors](#)

MY WEBSITE
 HELPING TO FIGHT ALS!

Home | [Donate Now!](#) | [Guest Book](#) | [Event Listings](#) | [Contact Us](#)

[Upload Your Photo](#)
 This display box is not shown to visitors.

[SEND PAGE TO A FRIEND](#) →

[JOIN OUR TEAM](#) →

Donation Tracking
 This feature is not available until your website has been approved

Event Sponsors:
 Canon | Hbc

[Event Sponsors](#)

A prompt appears to confirm that the content is correct and error free, click **OK**.

Logging out of Your Homepage

To logout of your homepage at any time, click Log Me Out, located on the menu panel to the left of the webpage.

Home | [Donate Now!](#) | [Guest Book](#) | [Event Listings](#) | [Contact Us](#)

[Upload Your Photo](#)
 This display box is not shown to visitors.

[SEND PAGE TO A FRIEND](#) →

[JOIN OUR TEAM](#) →

TEAM: Enzo Test

| Member | Website |
|-------------------------------|---------------------------|
| Enzo Raponi | view site |
| David Wilson | view site |
| Team Total Raised Online: \$0 | |

[Manage Account](#)

[Log Me Out](#)

Participation
 We are participating in the WALK for

MY WEBSITE
[Click here to CHANGE the text on this page.](#)

Be the First to Donate!
 \$0 raised, our goal is \$1,000!

Start | 50% | 100%

"Most people with ALS lose the use of their legs in the first two years of the disease. What would you do, while you still could?"

I am showing my support for ALS by participating in this great event and I hope you will too. You can donate to my site and/or choose to participate along with me. Please help us to raise money to find a cure for this devastating disease and support those living with ALS and their families in our community.

Amotrophic Lateral Sclerosis, ALS, is also known as Lou Gehrig's disease, after the famous American baseball player who died of ALS in 1941. ALS is a progressive and ultimately fatal neuromuscular disease. It causes nerve cells to degenerate. These nerve cells control movement by sending electrical impulses to the muscles. When the motor neurons degenerate, the muscles weaken, resulting in paralysis. ALS is a progressive, fatal, neuromuscular disease, which has no known cause, cure or drug therapy of consequence. Individuals who are diagnosed with ALS do not typically survive beyond 3-5 years. This devastating disease slowly robs the individual of the ability to walk, talk, and ultimately, to breathe. Below are facts about ALS:

- Two to three Canadians a day die of ALS
- Approximately 3,000 Canadians currently live with ALS
- In at least 90% of cases, ALS strikes individuals with no family history of the disease
- Between 5-10% have a familial form of ALS, so 2 or more of their family members have it.
- ALS can strike anyone, regardless of age, sex or ethnic origin
- The usual age of onset is between 55 and 65, but some have been younger than 20
- Nearly 90% of people with ALS died within 5 years of diagnosis. While some live



How-To Tips #6

Useful Tips and Solutions to Guide You Through Our Website

How to Make a Pledge

By making a pledge, you will be helping to:

- support research towards a cure for ALS
- support provincial ALS societies in providing quality care for persons living with ALS
- build public awareness of ALS and its impact.

To make a pledge, follow these steps:

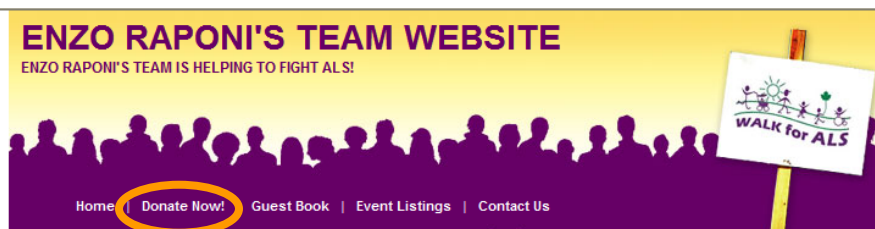
- 1) On the WALK for ALS home page click **Make a Pledge**.
- 2) Use the search utilities to identify a member or team you would like to donate to.
- 3) Click **Search Site** (for individual members) or **Search Team** (for teams).

A list of members/teams appears.

- 4) Click on a member/team from the list.

You are redirected to the member/team website.

- 5) Choose **Donate Now!**



Note: You may use Visa, Mastercard, and American Express to make donations.
Your official tax receipt is available immediately following your donation.

- 6) Fill out the personal information form.

If you are not logged in, you can do this at this time.

To log in, follow these steps:

- i) Click **Already Signed Up? Login Here**.
- ii) Type in your email address and password in the corresponding text boxes.
- iii) Click **Login**.

Your personal information is carried to the personal information form.

- 7) Click **Submit Information**.
- 8) Select the **Donation Amount**.
- 9) Choose a team from the drop-down menu.
- 10) Fill out your credit card information.
- 11) Click **Complete Your Donation**.

Congratulations! You have successfully donated to the ALS Society of Canada.
our official tax receipt is available immediately following your donation.



How-To Tips #7

Useful Tips and Solutions to Guide You Through Our Website

How to Join a WALK in Your Area

By joining a WALK in your area, you can engage a group of friends, family or colleagues and you will have more fun while also making yourself eligible for some great prizes. You will also be helping to spread the message about ALS, raising awareness of this devastating disease in your community.

Note: If you have already registered you may not join another WALK team at this time.

To join a WALK in your area, follow these steps:

- 1) On the WALK for ALS home page click **Join a WALK in my Area**.

A list of WALK for ALS locations appear.

- 2) To narrow your search results, select your province from the drop-down menu in the upper right-hand corner.



ALS Fundraising Community / 2008 WALK for ALS / Locations

2008 WALK for ALS Locations

A listing of WALK for ALS locations currently available for online registration is below. If your local event is not listed please contact your Provincial ALS Society for further information on the WALK for ALS in your area.

To narrow your list of WALK for ALS locations by province use the dropdown menu at the top right of this page.

| | | |
|--------------------------|--|------------------------------|
| Jun 7, 2008 9:00 AM | Alliston Walk Alliston Christian Reformed Church, Alliston, ON | Register Now |
| Jun 21, 2008 10:00 AM | Barrie Walk Springwater Provincial Park, Barrie, ON | Register Now |
| Jun 7, 2008 10:00 AM | Brampton Walk Jim Archdekin Recreation Centre, Brampton, ON | Register Now |
| Apr 27, 2008 11:00 AM | Cobourg (Waumer) Walk Victoria Park, Cobourg, ON | Register Now |
| May 19, 2008 1:00 PM | Halton Walk Bronte Creek Provincial Park, Oakville, ON | Register Now |
| Jun 7, 2008 10:00 AM | Hamilton Walk Bayfront Park, Hamilton, ON | Register Now |
| Jun 28, 2008 10:00 AM | Kingston Walk Lake Ontario Park, Kingston, ON | Register Now |

3) Click **GO**.

WALK for ALS locations in the province of your choice appear.

4) When you have chosen a team to join, click **Register Now** beside the team.

5) Fill out the member registration form.

Be sure to record your email address and password and save them in a secure place, they will be required each time you are logging into your WALK for Als account.

6) If your email supports HTML emails – emails that contain images within them, not only plain text – select the **My email supports HTML mail** checkbox.

7) Click **Click Here To Proceed**.

8) Select the province and event you are interested in from the drop-down menu.

9) Click **Select Location**.

10) Verify the details of your WALK and carefully read the terms and conditions of your WALK participation agreement.

Note: If you have chosen the wrong WALK location, select **Back** to return to the previous page.

11) Click **Complete Registration**.

Congratulations! You are now a WALK for ALS participant. To confirm that you are in fact registered with WALK for ALS, check your email for a confirmation from your provincial ALS Society.



How-To Tips #8

*Useful Tips and Solutions to Guide You
Through Our Website*

How to Download a Pledge Form

To download a pledge form, follow these steps:

- 1) On the WALK for ALS home page click **Download a Pledge Form**.

A list of participating provinces appears.

- 2) Select your province from the list.

A pledge form for your province appears as a PDF file.

- 3) Click on the print icon to obtain a paper copy of the pledge form.

Note: Make sure cheques are made payable to the ALS Society of your province.



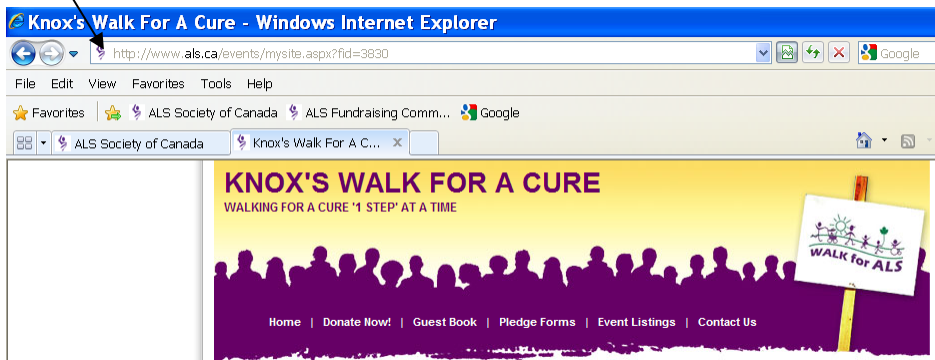
How-To Tips #9

Useful Tips and Solutions to Guide You Through Our Website

How to send your website URL link to multiple contacts

To add your website url to an e-mail message; follow these steps:

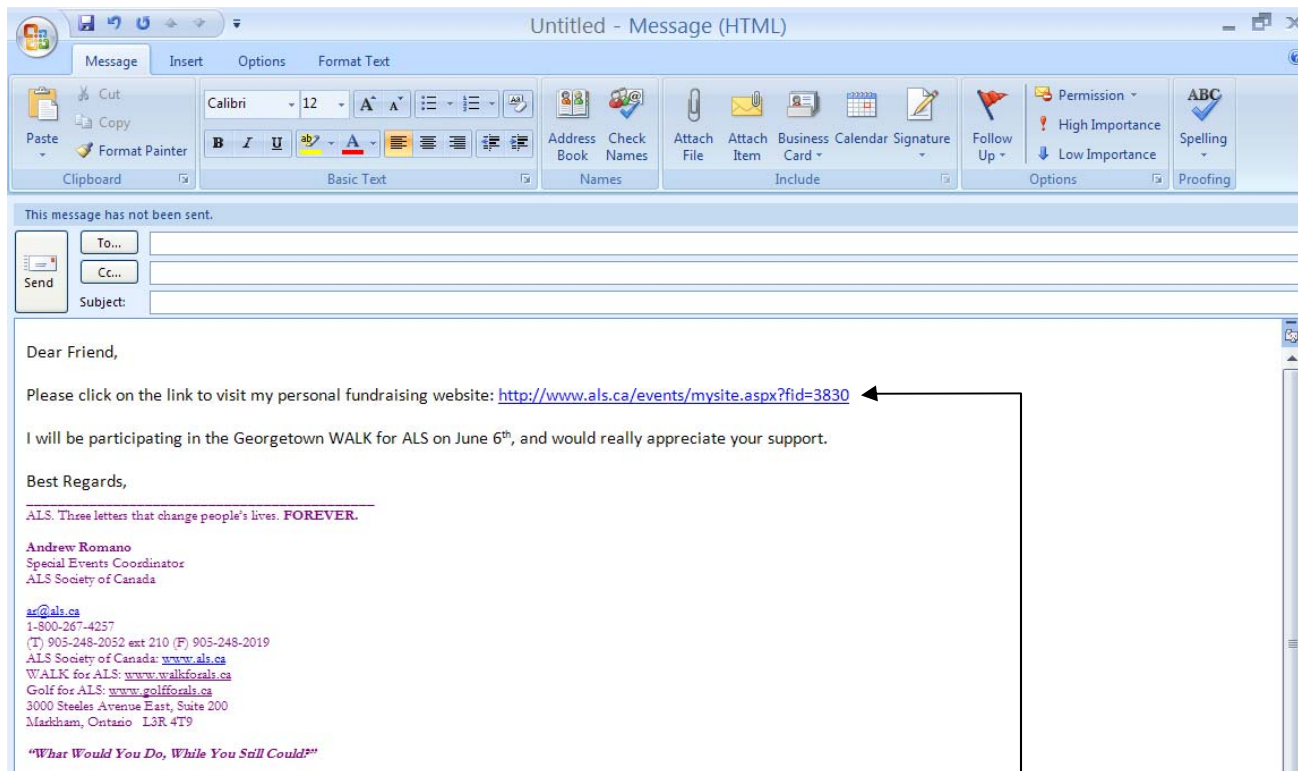
- 1) Open up your internet browser (i.e. Internet Explorer, Firefox, Google Chrome, etc.)
- 2) Visit www.walkforals.ca
- 3) Click on the “Make a Pledge” link and find your website.
- 4) Once you get to your webpage click on the url which is located on your internet browser’s address bar



- 5) Once you click on the url right mouse click and select copy (or you can use the shortcut command Ctrl C)
- 6) Open up your e-mail program (Microsoft Outlook, Hotmail, G-mail, etc.)
- 7) Create a new email message.

8) Type your message and paste your url – Right mouse click and select paste (or you can use the shortcut command Ctrl V)

*** once your url appears it is important that you hit the SPACE BAR KEY in order to activate the link ***



*** an activated link will be underlined and normally the font colour will change.