



# Team Toolkit

Saturday, July 25<sup>th</sup> 2009

Franklin Park Conservatory

Registration at 7:30am

Kick-Off at 8:30am

[www.aidswalkcentralohio.com](http://www.aidswalkcentralohio.com)

A simple 5 step guide to AIDS Walk registration, team building, and fundraising!

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COLUMBUS AIDS TASK FORCE



# Step 1

- Go to [www.aidswalkcentralohio.org](http://www.aidswalkcentralohio.org).
- Click on “*Walker Registration*” link under the Visitors Tab on the scroll bar.
- Read the Waiver/Agreement and click on “I agree”.



# Step 2

## Decide if you would like to...

- **Start a Team!**
  - *If you want to create and name a Team to Walk, Virtually Walk or become a Team Captain and help collect donations from friends and family.*
- **Join a Team!**
  - *If you want to join an existing Team as a Walker or Virtual Walker and help collect donations from friends and family.*
- **Join as an Individual!**
  - *If you want to sign up as an individual participant to Walk Virtually Walk, not linked to a Team, and help collect donations from friends and family.*



# Step 3

- **Enter in Your Personal Information**

- First Name:
- Last Name:
- Email:
- Address:
- Phone:

- **Create a Username and Password**

- Username:
- Password:

***\*You will receive a confirmation email with the personal information you entered and a reminder of your username and password***



# Step 4

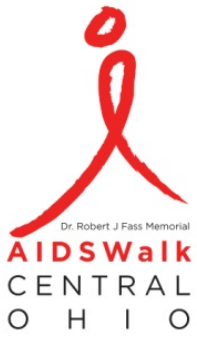
- **Personalize Your Team and/or Individual AIDS Walk Central Ohio page!**
  - Identify your fundraising goals
  - Select an image, and theme
  - Create a personal greeting for your page's visitors

***\*These can all be changed or updated at anytime***



# Step 5

- **Recruit more Donors and Walkers to help raise Money for AIDSWalk Central Ohio!**
  - Click on the Email tab to send information to your friends and family's e-mail addresses.
  - Click on “Tools” and then on “Print Donation Form” to send letters to organizations, businesses and friends with no e-mail requesting donations on your behalf for AIDSWalk Central Ohio.
  - Check out the “AIDSWalk Central Ohio Fundraising Tips” sheet for successful ways to gather money.
  - Be on the look out for e-mails with weekly suggestions and motivators to keep Team and Individual enthusiasm high!





# 2009 AIDSWALK CENTRAL OHIO

- **Who:** 2009 AIDS Walk CENTRAL OHIO presented by The Ohio State University
- **When:** Saturday, July 25, 2009, 8:30 a.m. Walk Kickoff and ends at the completion of the walking path - **Registration: 7:30 a.m. -8:30 a.m.**
- **Where:** Franklin Park Conservatory – 1777 East Broad Street  
Columbus, OH 43203
- **Cost:** \$25 registration fee
- **Why:** To raise awareness and funds for Central Ohio HIV/AIDS service organizations to continue the fight against HIV/AIDS
- **Contact:** Anna Wuerth, CATF 614-340-6754 or [annawuerth@catf.net](mailto:annawuerth@catf.net)