

# Angels Among Us 5K and Family Fun Walk

## Saturday, April 24, 2010

Duke University, Durham, NC

### Form Your Team

- At the left navigation links, click on Register > Form a Team
- Enter your team information and follow the instructions on the site

### Create Your Team Captain Personal Page

All participants, even team captains, need to create a personal page. Your donors will visit this page when they donate to your team. Also, as team captain, donations to your team will be credited to your personal page, so please let everyone know your story and why you are supporting Angels Among Us.

- When you register, you will be asked to create a login username and password to access your Participant Center.
- Once you log in to the Participant Center, choose Personal Page and follow the instructions to create your page.
- You may personalize your page with text and pictures. Your story is inspirational and your supporters will be moved by your story.

### Create Your Team Page

Team captains create a team page that new team members can visit when registering and donors can visit to find the team member they wish to support.

- Go to My Participant Center > Team Progress and follow the instructions for creating a team page.
- It is important to personalize your team page with text and pictures. Teams are created in this race for very compelling reasons and readers will be moved by your story.

### Upload Addresses to the Address Book

The address book in your Participant Center makes communicating with friends and family very easy. Create emails that include images and direct web links to the website to recruit team members or solicit donations.

- Go to My Participant Center > Address Book > Help
- Select the email application that you want to import from (ex: from Outlook, from Outlook Express, from AOL, etc.) and follow the instructions on uploading.

### Create and send e-mails

- Go to My Participant Center > E-mail.
- Send team e-mails to recruit members (Join my Team) or for periodic team encouragement by clicking on the templates.....or, create your own e-mail.
- This section is also used for individual participants to recruit team members, solicit donations and to thank your donors.

