

Buddy Walk® Event Headquarters

Using Top Menus

RIGHT SIDE

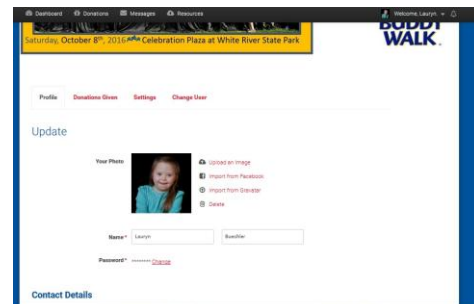


WELCOME, (NAME)

(Pull-down menu)

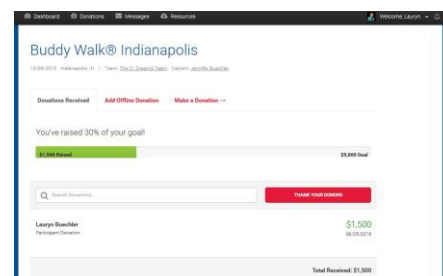
- **Profile**

- Upload/change your profile picture
- Change Password
- Contact Details
- Relationship to Individual with Ds
(bottom of page)



- **Donations Given**

- Shows what donations have been given to that user



- **Settings**

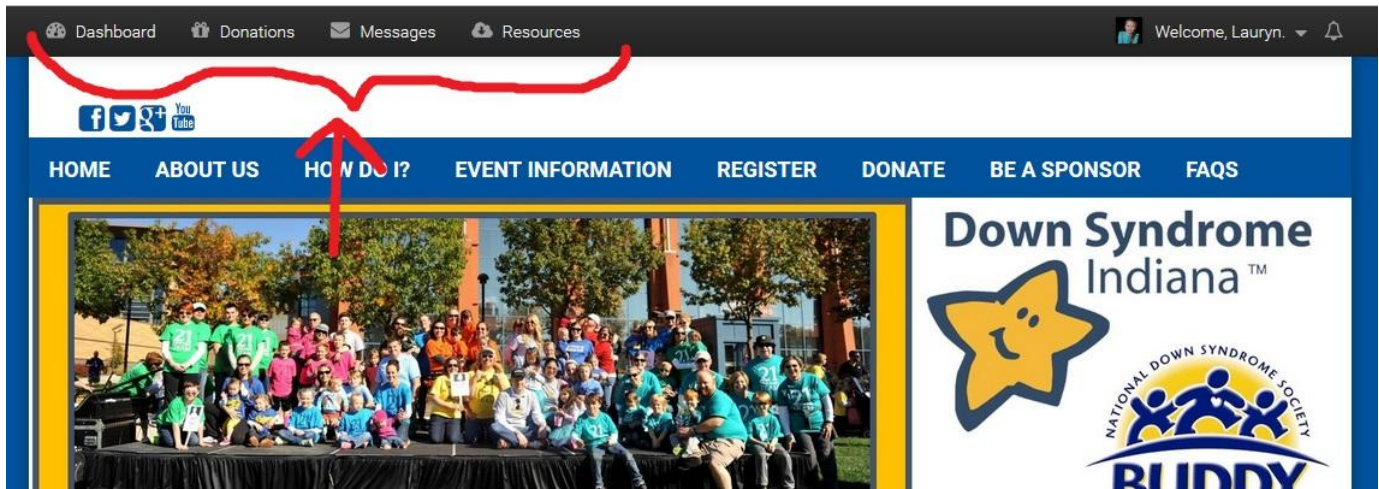
- Connect with Social Networks *(Facebook, Twitter)*
- Subscriptions *(text alerts)*

- **Changer User**

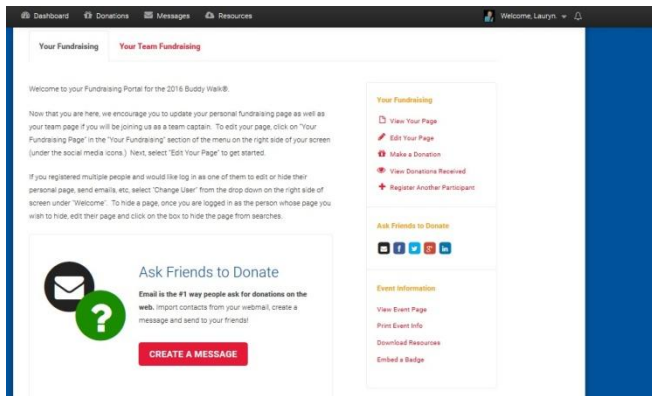
- Manage the Users under this profile - log in and out to change profiles for other users, hide pages, etc. *(this is for anyone you have registered and chose to manage - same email)*

- **Logout**

LEFT SIDE

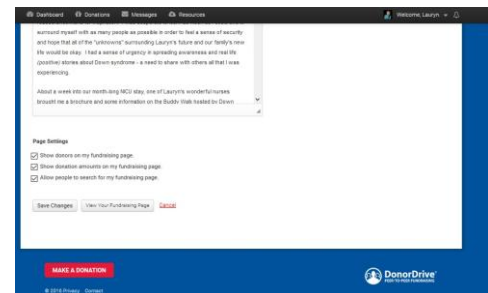


DASHBOARD



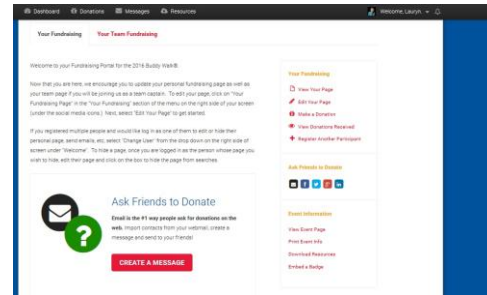
Your Fundraising Tab

- View and Edit Page (add pictures, share your story, etc.)
- Page Settings are under Edit Page
- This is where you can Hide a Page - deselect "Allow people to search for my fundraising page" (if you don't want people to donate to it). You'll have to go to each user to do this for each user (Change User menu) This is optional - it's not a big deal if you don't want to mess with it!
- Make Donations, View Donations Received, Register Another Participant (under your family)
- Use Email or Social Media to Ask for Donations
- Event Information



Your Team Fundraising Tab

- View Team Page
- Make a Donation (*to TEAM page*)
- Register Another Participant (*to the team*)
- Ask Friends to Donate (*email/social media*)
- Team Details (*view members, invite others*)
- Event Information



DONATIONS

- Donations Received (*see donations made to your child/family*)
- Add Offline Donations
- Make a Donation

MESSAGES

- Sent Messages
- Compose a Message
- Contact List

RESOURCES

- Pdf of Fundraising Portal Guide