



# HOW TO REGISTER TEAM MEMBERS



## Email

To register your Team Members by email, simply send your Team Coordinator the following information (we suggest using an Excel spreadsheet):

- Walker's full name
- Mailing address and phone number (optional)
- Email address (preferred)
- T-shirt size (T-shirts provided as fundraising awards)

Not sure who your Team Coordinator is? Contact us to find out at [awnnyteams@aidswalk.net](mailto:awnnyteams@aidswalk.net).

## Team Link

1. Go to [ny.aidswalk.net](http://ny.aidswalk.net)
2. Log into your Fundraising HQ.
3. Click on "View my Team Page" on the left side of your HQ.
4. Copy/paste the address from your web browser to an email.
5. Email the link to potential Team Members. Tell them to click "Join Our Team" to register.

## Call

Team Members can call the AIDS Walk office at **212.807.9255 (WALK)** and give us your team name to get set up.

## Mobile App

1. Download the AIDS Walk New York mobile app from the Apple Store or Google Play.
2. Open the app, and click register!

## Online

- To register your Team Members **during your team registration**, simply go through the "Create a Team" registration process and follow the prompts.
- To register your Team Member once logged in to your Fundraising HQ, select the "Invite Team Members" link on the right side your homepage. Type out your message and send to your Team Members.

## Team Registration

Print it out the Team Registration Form, fill in your team name and number.

Email or fax the completed forms back to us.

Team Name – Team Number: \_\_\_\_\_

Name: _____	Name: _____
Address 1: _____	Address 1: _____
Address 2: _____ APT _____	Address 2: _____ APT _____
City: _____ State: _____ ZIP: _____	City: _____ State: _____ ZIP: _____
Day #: _____ Ext: _____	Day #: _____ Ext: _____
Ev# _____ Cell #: _____	Ev# _____ Cell #: _____
E-mail: _____	E-mail: _____
<input type="checkbox"/> I'd like to set a goal to raise \$1,000 and join the Star Walkers Club.	<input type="checkbox"/> I'd like to set a goal to raise \$1,000 and join the Star Walkers Club.
<input type="checkbox"/> I'd like to save paper and register as a Green Walker.	<input type="checkbox"/> I'd like to save paper and register as a Green Walker.
<input type="checkbox"/> I'd like to help volunteer with the event.	<input type="checkbox"/> I'd like to help volunteer with the event.
Optional (please circle):	Optional (please circle):
T-shirt Size: S M L XL XXL Gender: M F T	T-shirt Size: S M L XL XXL Gender: M F T
Age: 12 & under 13-17 18-24 25-34 35-44 45-54 55+	Age: 12 & under 13-17 18-24 25-34 35-44 45-54 55+

## Team Roster

If you are a returning team, your Team Roster from last year is available. If you haven't received yours yet, contact us now!

Simply update the contact information of each Team Member who wants to re-register, put an "X" next to their name in the re-register column, and email the form back to us.



Contact Us: 212.807.9255 (WALK)

[awnnyteams@aidswalk.net](mailto:awnnyteams@aidswalk.net)