



HOW TO REGISTER YOUR TEAM For Walk Day

- PRINT TEAM ONLINE REGISTRATION LISTING**
 - Print the listing of your team members who have signed up to receive donations ONLINE and their total donations. See *“How to Use Online Participant Fundraising Site.”*

- VERIFY EACH WALKER ENVELOPE**
 - Walker has filled out the envelope correctly:
 - **Walker’s name and contact information**
 - Number in party
 - Online donation report is included (If walker registered online and received donations)
 - Check and cash donations are included
 - Walker (or parent/guardian if youth) has signed the consent waiver form on the bottom of the walker envelope.
 - For several walkers using the same envelope, make sure you gave them a *“Consent Form for Multiple Walkers”* and all walkers have signed it.
 - You entered the walk, team and team captain information. See *“How to Sign Up Walkers/Team Members.”*

- COLLECT ALL ENVELOPES (Put Team Name on Envelope)**
 - Count money inside and verify total matches walker’s total.
 - Add the Walker(s) name and amount of donations to the back of the Team Captain’s Envelope (also known as Recruiter’s Packet.)
Helpful Hint: If possible, total all cash, write a check or get a money order for the amount, **payable to CWS/CROP**, and you keep the cash.

- TALLY TEAM RESULTS**
 - Fill in the back of your Team Captain’s envelope. Put all walker envelopes, inside. Put the grand total for your team on your envelope.
 - Total the number of walkers for your team and put it on the outside of the envelope. Use a separate number for those 12 and under and for those over 12. These numbers will be used for t-shirt awards as long as they are available.

- REGISTER YOUR TEAM ON WALK DAY OR PREREGISTER**
 - If you have collected your envelopes prior to the walk, take completed envelopes to Crisis Control Ministry the week of October 14th – 18th, 200 E. Tenth St., Winston-Salem, Monday – Friday, 9:00 a.m. – 4:00 p.m. and Tuesday 9:00 a.m.–6:00 p.m. See *“Directions to CROP Hunger Walk Locations”* for directions.
 - If you have not registered (or if you have additional walkers and donations), go to the Registration Booth to check-in your team. Turn in envelopes and pick up t-shirt awards.
 - Return all **unused walker envelopes** at the time of registration.
 - You will receive a ticket for each t-shirt award. T-shirts will be given to those walkers with tickets as long as shirts are available.

- ADDITIONAL DONATIONS**
 - If some walkers are unable to turn in all donations on Walk Day or if you collect additional donations after Walk Day, please turn these donations to Crisis Control Ministry by November 30, 2019.