Register for the 2006 Memory Walk!

1 — Visit the Memory Walk Web site

- www.alz.org/memorywalk
- Click Find a Walk.
- Search on your zip code or state to find a Memory Walk closest to you.
- Click Register Online. You will be directed that walk site's Web site.

2 — Register

- Click on *Register To Walk* in the left menu.

- Decide if you would like to join as an individual, start a team and be the team captain or join an existing team.
  - **Please Note:** If you are a Team Captain starting a team, be sure to select the "New team under group" option. Then from the drop down box select Sigma Kappa. Name your team Sigma Kappa – (team name). Click submit.
- If you have registered online for a Memory Walk event in the past, click on the autofill button at the top of the page. *This will bring in all of your past contact information.*

Now that you are registered, you have your own Personal Donation Page to customize and use to begin fundraising! *Team Captains also have their own Team Page.*

Fundraising is easy and enjoyable when using your Memory Walk Personal Headquarters!

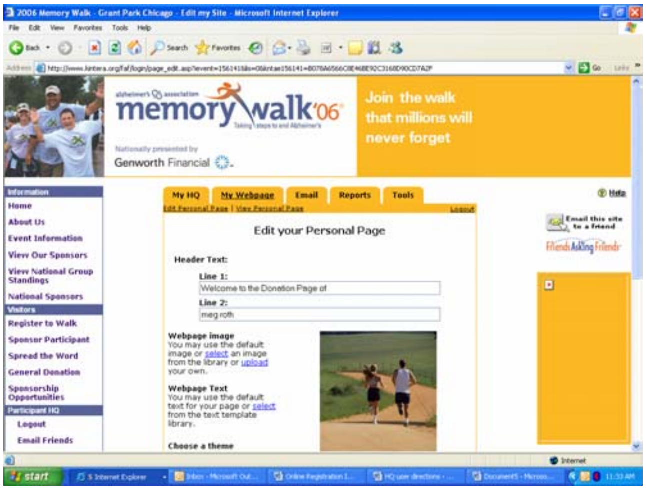
Now that you have registered online for Memory Walk you have access to your very own personal headquarters! Once you are logged into your HQ you can follow the directions below to email friends and family for support, view your fundraising success, email statistics, run donation reports, and even join or start a team if you haven't already!

1 — Getting started!

- Visit your local Memory Walk website or go to www.alz.org/memorywalk to select your local walk site.
- Next click on ***Main Login*** on the left navigation bar in the Participant HQ section of the site.
- Enter your login name and password.

You now have access to a menu of options including email, tools and reports. Use these tools to update your profile, enter offline pledges and increase your goal! If you are new to Memory Walk – click "Start Here" for a brief introduction.

2 — Creating your personal webpage



There is no better way to spread the word about your commitment to Memory Walk and ask for support in reaching your fundraising goal than emailing your personal webpage to friends and family. Your personal webpage can tell the story of why you are involved and you can even add an individual, team or loved one's photo.

To access your personal webpage, login to your HQ and click the "My Webpage" Tab.

Once you are in "My Webpage" you can edit the text, image and theme on your page.

Webpage Image

You can add an image from the image library to your webpage by clicking "select" under the webpage image header. You can also add a personal picture by clicking "upload." (All images must be in .jpg or .gif format and no bigger than 50kb. The recommended size is 300x234 pixels.)

Don't forget to title or explain your image by editing the text in the "Caption under image" section. Once you have selected an image click submit at the bottom of the page.

Webpage Text

To tell your story of why you are participating in Memory Walk you can edit the text portion of the webpage or you can choose from one of the already existing templates by clicking the "select" button under the webpage text header. Also remember to click submit at the bottom of the page after making any changes.

Choose a Theme

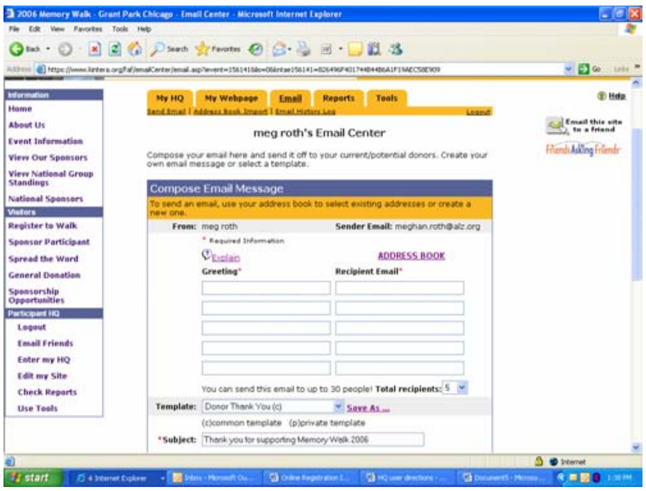
Select a theme for your personal webpage by making a selection in the drop down box under the "Choose a Theme" header. Once your theme is selected click submit at the bottom of the page.

Preview Your Personal Webpage!

As you make changes you can see what your personal page will look like by clicking "View Personal Page" under the "My Webpage" tab.

3 — Emailing your personal webpage to friends and family

By using the email section of your HQ you can email friends and family requesting donations or you can build your team by asking people to register to walk with you. The email message will automatically include a direct link to your personal webpage where people can easily donate to your fundraising efforts or join your team.



Six easy steps to sending emails:

1. Login to your HQ and click the “Email” tab.
2. Enter a greeting, for example: Lynn, Dear Lynn, Mr. and Mrs. De Hoyos, Hello Lynn.
3. Enter an email address in the “Recipient Email” field or click “address book” to select an email address from your records. (Directions on how to build your address book are below.)
4. Select an email template from the “Template” drop down box. There are seven template choices and if you create your own or edit an existing template click “save as” and save the email for future use.
5. Preview email.
6. Send email.

***Remember a link to your personal webpage will automatically be included at the bottom of all your emails.

Your Address Book

You can add build your address book by adding addresses one at a time or by importing contacts from a data file.

To add contacts one at a time:

1. Login to your HQ and click the “Email” tab.
2. Click “Address Book.”
3. Click “Add New.”
4. Enter first, last name and email address, then click “submit” if you are finished or click “submit and new” if you need to add another contact.

To import contacts:

1. Login to your HQ and click the “Email” tab
2. Click “Address Book Import” underneath the “Email” tab.
3. Select the type of data file you are importing from the “Where is the data coming from” selection box.
4. Select the file to import.
5. Verify the fields are imported into the correct corresponding field.
6. If the import was successful, you will receive a message similar to the one below.

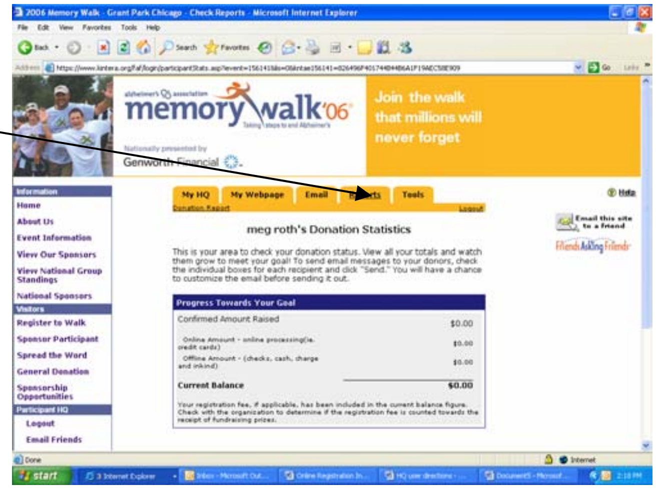
Email History Log

You can review your sent emails by accessing your email history log.

1. Login to your HQ and click the “Email” tab.
2. Click “Email History Log” under the “Email” tab.
3. The screen will now show who you have emailed and how they have responded.
4. To re-send emails to individuals, check the box next to their names and click the link at the bottom.

4 — Reports

Reports: In your HQ, click on the ***Reports*** tab. This is your area to view your totals, donor list, and see how close you are to meeting your goal!



To e-mail your donors, select names and click the send button.

To change the fields that currently appear on the donor report, select "choose columns", select the fields of your choice and then click "ok."

To export the donor list into an excel spreadsheet. Click "Export XLS."

To print the donor list, click "Printable."

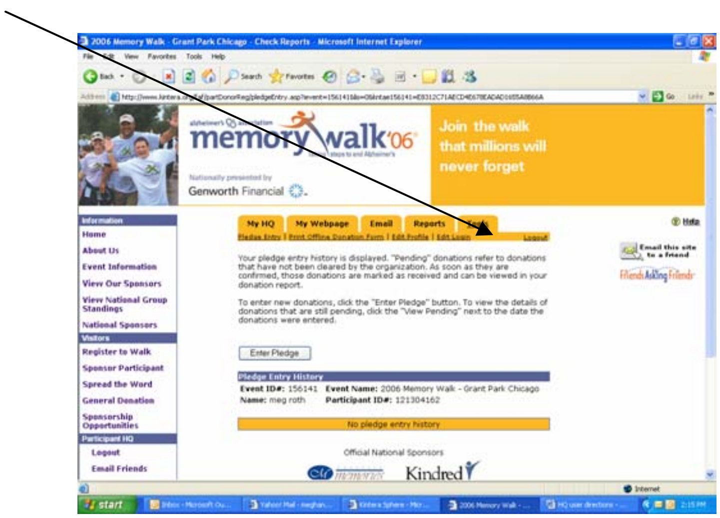
5 — Tools

There are a number of Tools available to you to make your online Memory Walk experience even greater! From the tools section of your HQ you can enter in offline donations, print donation forms and edit your personal profile and login information.

Offline Donations

You can enter offline donations into the system as pledges. Offline donations are defined as any donation not made online, for example cash and checks that a donor handed you. Please follow the directions below to enter pledges.

1. Login to your HQ and click the "Tools" tab.
2. Read the instructions on the web page.
3. Click "Enter Pledge."
4. Complete the donor information and click "Submit."
5. Enter new pledges until you are finished with all of your pledge entries.
6. Click "Print Report."
7. Mail the report along with any cash and checks to your local Alzheimer's Association chapter. (Chapter addresses can be found on www.alz.org > find your local chapter tab)
8. You will see the donations included in your fundraising total once the chapter receives the report and all offline donations.



Print Offline Donation Form

You can print donation forms to take with you wherever you go, and give to people who do not want to donate online by logging into your HQ, clicking the "Tools" tab and then selecting "Print Offline Donation Form."

Edit Profile

You can update your personal contact or event information at any time by logging into your HQ, clicking the "Tools" tab and then selecting "Edit Profile." Items that you can update include:

Personal fundraising goal

Team fundraising and recruitment goals (Team Captains only)
Team name (Team Captains only)
Turn on or off Email notifications (when someone donates to you or joins your team)

Edit Login
You can change your username and password by logging into your HQ, clicking the "Tools" tab and then selecting "Edit Login."