



How to Register & Participate as an Individual

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Besides participating as an individual and raise funds, you can also join an existing team. **However, you can do so only before you have created your personal page.** (Please see **Section C** to join a Team).

A. Register & Create a Personal Page

1. On the Virtual Walkathon webpage, click on [**Register**]. You will be redirected to the registration form through CanadaHelps.



[How To](#) | [About Wing Kei](#) | [FAQ](#) | [Fundraising Toolkit](#) | [Contact](#)

[Donate](#)

[Register](#)

2. On the Registration Page, select [**Join as an Individual**].

virtual edition 22ND walk for WING KEI

The 22nd Annual Walk for Wing Kei (Virtual Edition)

Raising funds for Wing Kei

Donate Now

\$0.00 raised of \$350,000.00

4 months REMAINING
Campaign Ends July 22, 2022

\$0 \$175,000 \$350,000

Share This Page

[f](#) [t](#) [in](#) [e](#) [c](#)

Join a Team Create a Team **Join as an Individual**

3. Fill in all the required information. (If you do not have an existing CanadaHelps account, you will be required to create an account in this step before proceeding).

Join The 22nd Annual Walk for Wing Kei (Virtual Edition)

It's easy! Follow the simple steps. In minutes, you'll be ready to get started making a real difference.

1 of 2

EMAIL*

Your email address

ACCOUNT TYPE

Personal

COMPANY NAME

Enter a company name

FIRST NAME*

Your first name

LAST NAME*

Your last name

ADDRESS

Your address

ADDRESS LINE 2

Address Line 2

CITY

Your city

COUNTRY*

Select

PROVINCE/STATE

POSTAL CODE

Postal Code

Make sure to read the Waiver and agree to the terms. Create and input a name of your personal fundraising page and then click [**Continue**].

WAIVER

I hereby agree/on behalf of my minor child agree/on behalf of the team member listed herein agree that: (1) I acknowledge that participation in the 22nd Wing Kei Annual Walkathon (hereafter referred to as "the Walk") exposes me/my minor child (hereafter collectively referred to as "the Participants") to many risks, including some resulting from the negligence of the Organizer of the Walk. In consideration of the Participants' participation in the Walk, I voluntarily assume all such risks including personal injury and property damage on behalf of the Participants, and I do release, discharge and indemnify the Chinese Christian Wing Kei Nursing Home Association and their respective officers, directors, employees, volunteers, agents,

☒ HAVE READ, UNDERSTOOD, AND AGREED WITH THE TERMS AND CONDITIONS OF THE ABOVE WAIVER.

☐ Yes, I'd like to receive email communications from Wing Kei. I understand I can withdraw my consent at anytime. For more details, please [contact us using the following information.](#)

Continue

4. On the “Create Your Personal Fundraising page”, you can set your Page Name, your Fundraising Goal, an image of yourself with Walkathon signage or participating, and your Fundraising Story. Once completed, click [**Continue**].

Create Your Personal Fundraising Page

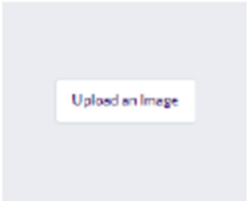
This is the page you'll share with friends and family for supporting your personal participation in the campaign

3 of 3

YOUR PERSONAL FUNDRAISING PAGE NAME*

GOAL AMOUNT

FEATURED IMAGE



Upload an Image


FUNDRAISING STORY

Format -

B


I

U



92 characters remaining (includes hidden HTML)

Continue



Setting a goal will help you raise funds! Your goal will inspire visitors to your page to give. Don't worry, you can change your goal at any time and you are free to exceed your fundraising goal.

Thank you for supporting the Walkathon!

[Optional] Manage Your Personal Page

1. Once you have joined as an Individual, you can share your Fundraising Page by copying the Short URL or through Email and Social Media. You can also customize your Fundraising Page with [Details] or [Images & Videos].

The screenshot displays a fundraising page titled "Jane Doe's Walkathon Page". Below the title, it states "In support of The 22nd Annual Wing Kei Walkathon (Virtual Edition) on behalf of Wing Kei". A navigation bar at the top includes "Welcome", "Details", "Images & Videos", and "Donations". The "Details" and "Images & Videos" tabs are circled in red. A red arrow points to the "Details" tab. Below the navigation bar, the "Your Page Address" section explains the purpose of the page address and provides a "SHORT URL" field containing "https://www.canadahelps.org/me/4DsBjUT" with a "Copy" button. A red arrow points to the "Copy" button. Below this, the "Share Across Your Network" section lists social media sharing options: Email, Facebook, Twitter, Google Plus, and Pinterest. A red arrow points to the "Email" button. The page also includes sections for "Ready to Maximize Your Success?", "INSPIRE VISITORS TO DONATE", and "FUNDRAISE AND SPREAD THE WORD!".

Jane Doe's Walkathon Page

In support of The 22nd Annual Wing Kei Walkathon (Virtual Edition) on behalf of Wing Kei

Welcome **Details** Images & Videos Donations

Your Page Address

Include your page address in all your fundraising efforts so people can easily donate to your fundraiser, learn more about the campaign, or join as a participant. Use the short address to simplify the appearance of your message.

SHORT URL

<https://www.canadahelps.org/me/4DsBjUT> **Copy**

Your short address will automatically redirect to your full address. [Copy full URL](#)

Share Across Your Network

Share your page and your fundraising progress often using the social media and email sharing features on your published page. Start spreading the word now using the buttons below:

Email Facebook Twitter Google Plus Pinterest

Ready to Maximize Your Success?

Inspire visitors to your page by taking advantage of all your account features.

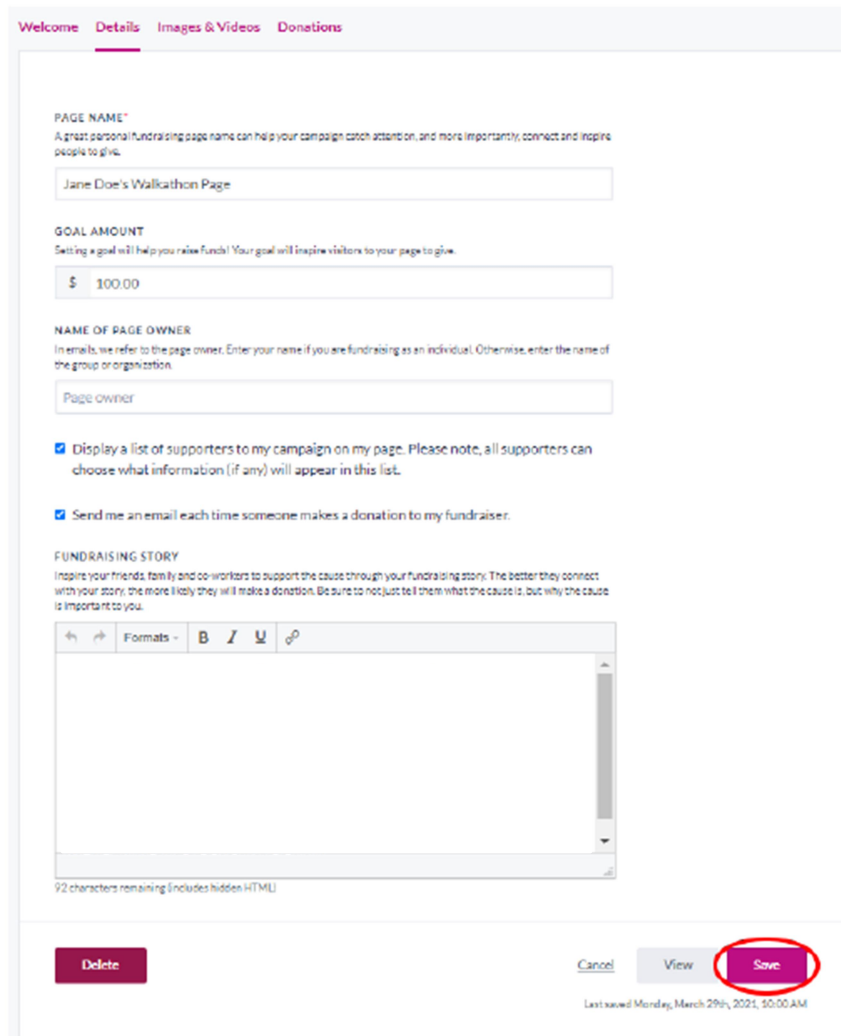
INSPIRE VISITORS TO DONATE

A picture and story that will connect with potential supporters is key to your fundraising success. Personalize your fundraising story, goal amount and more in the Details tab. Add pictures and videos in the Images & Videos tab.

FUNDRAISE AND SPREAD THE WORD!

Ask your friends and family to support your campaign using the communication ideas and integrated email and social sharing tools in this tab. Then, track donations and thank all your supporters in the Donations tab.

You can edit the details of your page such as Page Name, Goal Amount, Page Owner, or your Fundraising Story, click **[details]**.



The screenshot shows a web form titled 'Details' with tabs for 'Welcome', 'Details', 'Images & Videos', and 'Donations'. The form contains several sections: 'PAGE NAME*' with a text input field containing 'Jane Doe's Walkathon Page'; 'GOAL AMOUNT' with a text input field containing '\$ 100.00'; 'NAME OF PAGE OWNER' with a text input field containing 'Page owner'; two checked checkboxes for displaying supporters and receiving donation emails; and a 'FUNDRAISING STORY' section with a rich text editor. The rich text editor has a toolbar with 'Formats', 'B', 'I', 'U', and a link icon. Below the editor is a character count: '92 characters remaining (includes hidden HTML)'. At the bottom, there are three buttons: 'Delete', 'View', and 'Save'. The 'Save' button is circled in red. Below the buttons, it says 'Last saved Monday, March 29th, 2021, 10:00 AM'.

Welcome Details Images & Videos Donations

PAGE NAME*
A great personal fundraising page name can help your campaign catch attention, and more importantly, connect and inspire people to give.

Jane Doe's Walkathon Page

GOAL AMOUNT
Setting a goal will help you raise funds! Your goal will inspire visitors to your page to give.

\$ 100.00

NAME OF PAGE OWNER
In emails, we refer to the page owner. Enter your name if you are fundraising as an individual. Otherwise, enter the name of the group or organization.

Page owner

☒ Display a list of supporters to my campaign on my page. Please note, all supporters can choose what information (if any) will appear in this list.

☒ Send me an email each time someone makes a donation to my fundraiser.

FUNDRAISING STORY
Inspire your friends, family and co-workers to support the cause through your fundraising story. The better they connect with your story, the more likely they will make a donation. Be sure to not just tell them what the cause is, but why the cause is important to you.

Formats - B I U

92 characters remaining (includes hidden HTML)

Delete View **Save**


Last saved Monday, March 29th, 2021, 10:00 AM

Once finished, be sure to click **[Save]**.


To share images or videos of your fundraising efforts or participation, click [Images & Videos]. The Featured Image will be displayed next to your Fundraising Story. Additional Images will be shown in your Fundraising Page's Gallery. Videos must be uploaded to YouTube or Vimeo to be added to your Page.

[Welcome](#) [Details](#) [Images & Videos](#) [Donations](#)

FEATURED IMAGE
Make your page more impactful by including a featured image that relates to the reason for your fundraising or the cause.



Images
Images added here must be selected as part of a Media Carousel to display on your campaign page. Image must be at least 400px x 400px, but no larger than 5000px x 5000px. Supported formats include JPG, PNG and GIF.



CAPTION

[Remove](#)

[Add An Image](#)

Videos
Videos added here must be selected as part of a Media Carousel to display on your campaign page. Please add the page URL from Youtube or Vimeo e.g. <http://www.youtube.com/watch?v=o7Jx0ZdtBQ>

URL
Please add the page URL from Youtube or Vimeo e.g. <http://www.youtube.com/watch?v=o7Jx0ZdtBQ>

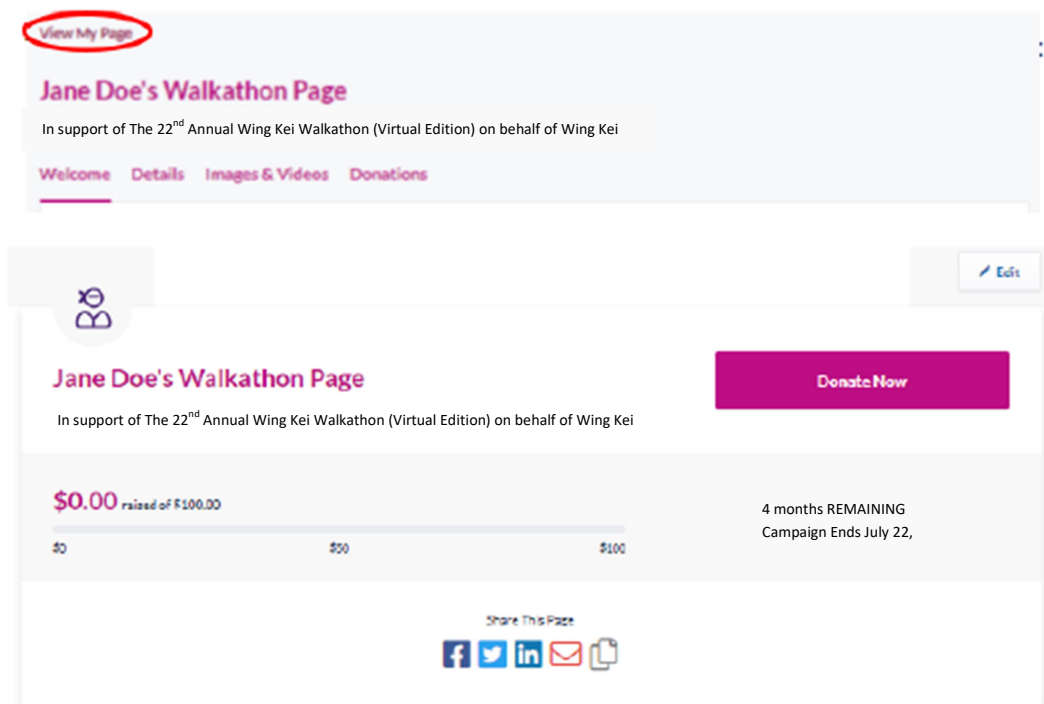
TITLE

CAPTION

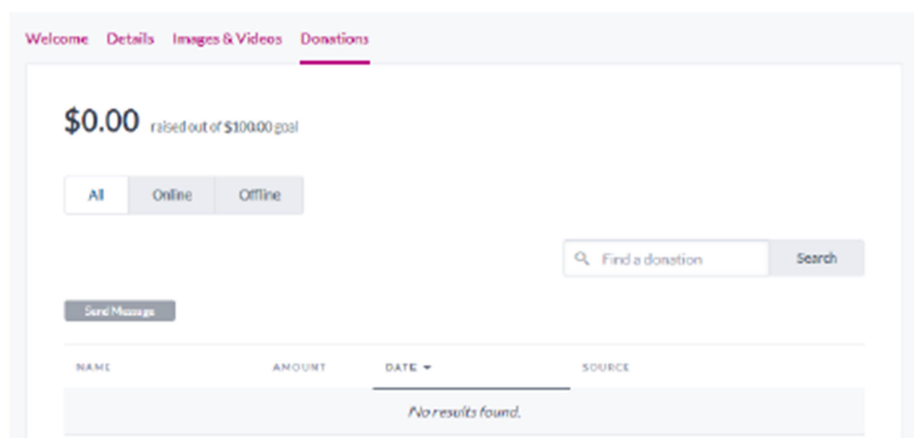
[Remove](#)

[Add A Video](#)

After you have made all your changes, you can view your Fundraising page by clicking [View My Page] at the top.



2. Under [Donations], you can review your Online and Offline donations and send a message to your Donors to thank them for helping you with your fundraising goal. You can also keep track of your progress in reaching your fundraising goal.



B. Invite Family & Friends to Donate to You

1. Your family and friends can go to your fundraising page and sponsor you for the walk by clicking **[Donate Now]**.



2. They will be redirected to this form to fill in their donation information such as Amount, Message of Support, and if they want to receive recognition. Once filled, click **[Continue with my Donation]** and scroll to the top of the page to proceed to the second step of the donation.

A screenshot of a donation form titled "Donate to Wing Kel". At the top, there are two buttons: "Donate Now" (highlighted with a red border) and "Donate Monthly". Below these is the "DONATION AMOUNT*" section with buttons for "\$25", "\$50", "\$100", and a text input field for "\$ Other". A grey bar below states "Your donation will support Wing Kel." The next section is "ADD A MESSAGE OF SUPPORT" with a text area containing the placeholder text "Thanks for all the great work you do!". Below that is the section "HOW SHOULD WE DISPLAY YOUR DONATION IN THE PUBLIC-FACING SUPPORTERS LIST?" with a dropdown menu showing "Please display my name, message and donation amount." and a close button "X". At the bottom is a red button labeled "Continue with my Donation".

3. If your supporters already use CanadaHelps, the donation will be made through their existing account. If not, they will have to fill in their information such as Full Name, Address, Email Address, Company/Group, and Donor Type.

The screenshot shows a form titled "DONOR & TAX RECEIPT INFORMATION". It contains the following fields and controls:

- EMAIL ***: A text input field.
- DONOR TYPE ***: A dropdown menu with "Personal" selected.
- COMPANY NAME/GROUP**: A text input field.
- FIRST NAME ***: A text input field.
- LAST NAME ***: A text input field.
- ADDRESS ***: A text input field.

4. Input the payment method and details and click [Complete Donation Now]. They will receive a tax receipt for their donations issued by CanadaHelps.

The screenshot shows a form titled "PAYMENT INFORMATION". It contains the following fields and controls:

- SELECT PAYMENT METHOD**: Two radio buttons, "Credit Card" (selected) and "PayPal".
- CARD HOLDER NAME***: A text input field with placeholder text "The name on the credit card".
- CARD NUMBER***: A text input field with logos for VISA, VISA, Mastercard, and American Express.
- EXPIRY DATE***: Two dropdown menus for "Month" and "Year".
- CVN NUMBER* [What's this?](#)**: A text input field.
- Buttons**: "Save Changes" and "Cancel".
- Complete Donation Now**: A purple button with white text, circled in red.

C. Register & Join an Existing Team

1. Before you have created your personal page, find the Donate page and click the [**Teams**] tab to view all Teams currently participating. To join their team, click [**Join this Team**].

The 22nd Annual Walk for Wing Kei (Virtual Edition)

Raising funds for Wing Kei

Donate Now

\$0.00 raised of \$350,000.00

4 months REMAINING
Campaign Ends July 22, 2022

\$0 \$175,000 \$350,000

Share This Page

[f](#) [t](#) [in](#) [✉](#) [📄](#)

[Join a Team](#) [Create a Team](#) [Join as an Individual](#)

About Campaign **Teams (1)** Participants (0)

Test - Wing Kei Walkathon
\$0.00 [Join this Team](#) [Go to page >](#)

- You will be redirected to the next page to create your Personal Fundraising page. Fill in your personal information and read through the Waiver before clicking [**Continue**].

Join Test - Wing Kei Walkathon

It's easy! Follow the simple steps. In minutes, you'll be ready to get started making a real difference.

1 of 2

EMAIL*

Your email address

ACCOUNT TYPE

Personal

COMPANY NAME

Enter a company name

FIRST NAME*

Your first name

LAST NAME*

Your last name

ADDRESS

Your address

ADDRESS LINE 2

Address Line 2

CITY

Your city

COUNTRY*

Select

PROVINCE/STATE

POSTAL CODE

Postal Code

WAIVER

I hereby agree/on behalf of my minor child agree/on behalf of the team member listed herein agree that:

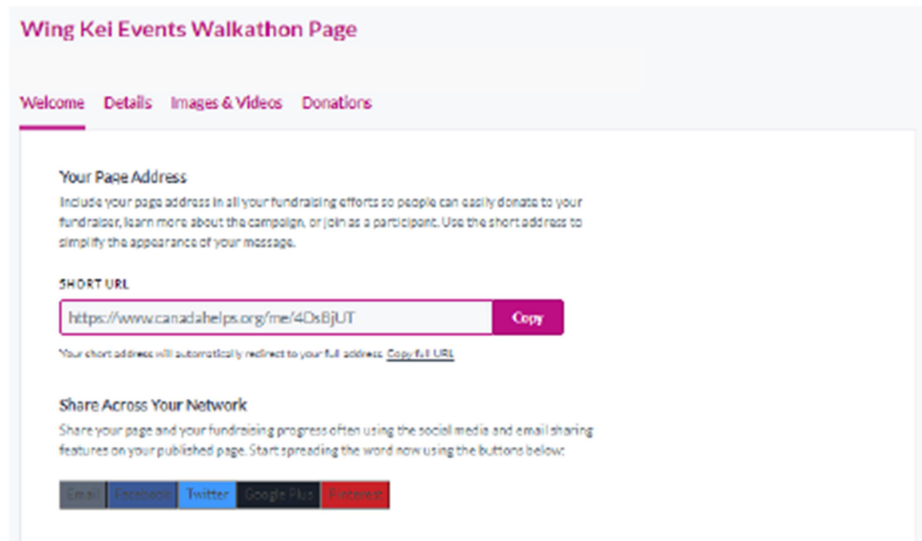
(1) I acknowledge that participation in the 21st Wing Kei Annual Walkathon (hereafter referred to as "the Walk") exposes me/my minor child (hereafter collectively referred to as "the Participants") to many risks, including some resulting from the negligence of the Organizer of the Walk. In consideration of the Participants' participation in the Walk, I voluntarily assume all such risks including

☐ I HAVE READ, UNDERSTOOD, AND AGREED WITH THE TERMS AND CONDITIONS OF THE ABOVE WAIVER.

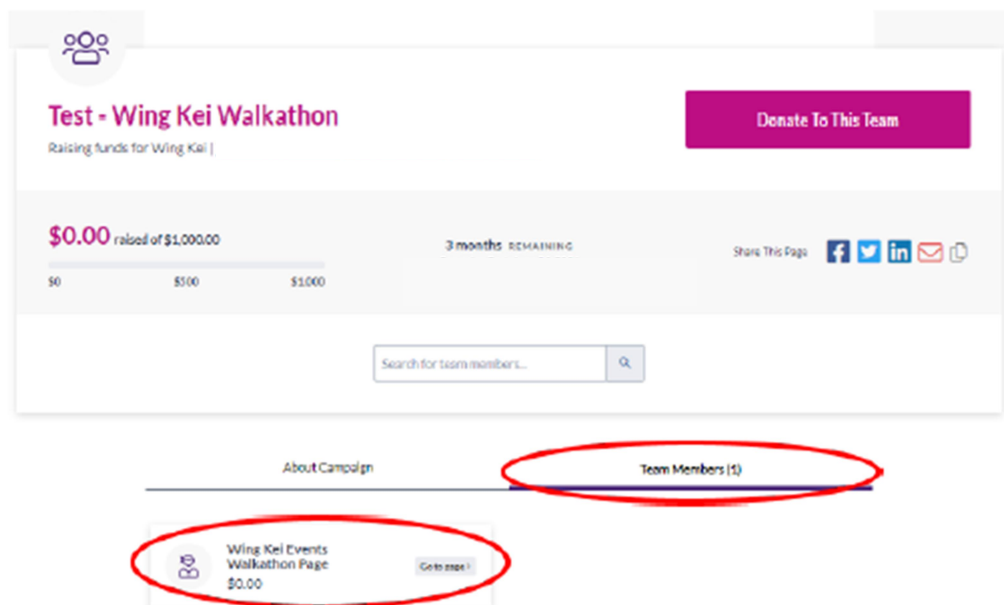
☐ Yes, I'd like to receive email communications from Wing Kei. I understand I can withdraw my consent at anytime. For more details, please [contact us using the following information](#).

Continue

3. **You have now completed your registration!** You will then have created your personal page and also joined the team you want.



If you go back to the Team's page, you will see yourself being already added to the team as a member.



Remarks

If you want to join an existing team, but have already joined as an individual in the very beginning follow the steps in Section A and have created your personal page, you can either:

- (a) On your personal page, click [Edit] and go to [Details] tab. Then select [Delete] to delete your personal page first. You can then join an existing team and create your personal page again during the process of joining the team; or
- (b) Contact events@wingkei.org and request the administrator to move you to your desired existing team; or
- (c) Create a new CanadaHelps account using another email address and perform the steps in this Section D.

-END-