



2009 Emory Heart Walk

Instructions for Team Captains to Start an Emory Team!

1. Go to <http://www.atlantaheartwalk.org>.
2. Click on "Register Here."
3. Click "I Agree" when prompted.
4. Click on "Start A Team."
5. Once the screen refreshes, click on "New Team Under" and then use the dropdown arrow to select 'Emory Healthcare' and the appropriate 'Division Leader' you want your team to be under.
6. Enter your team name, team fundraising goal and the number of walkers you want to have on your team (recruiting goal). The standard team fundraising goal is \$1,500 and the standard recruiting goal is 10-15 walkers.
7. Click "Continue."
8. On the next screen, please fill in your information and set up your personal username and password for the Heart Walk Web site. Please make sure to save your username and password for when you return to the Web site.
9. Once you have filled out the personal information, scroll down to the bottom where you can make your own personal donation (you may leave the matching gift section blank). Your personal fundraising goal will default to \$300 (this is not your team's goal; it is your goal). If you would like, you can increase the fundraising goal.
10. Click "Continue."
11. You will get a confirmation; please review the information to make sure it is correct, then click Continue.
12. You are at your personal headquarters "My HQ" for the Metro Atlanta Heart Walk. You are now set up as a team captain for and walkers can join your team. By doing so, they receive a personal Web page, as well. See "Instructions for Walkers" for a step-by-step guide on how individuals can join your team as a walker.
13. At "My HQ," the "To Do List" is an extremely helpful tool. Click on each option in the "To Do List" for a step-by-step guide on how to use your Web page.
14. Send Rebecca Migliaccio an e-mail at emoryheartwalk@heart.org to let her know you created a team and what division leader your team is under. This will ensure that you receive all of the internal EMORY HEALTHCARE communication and incentive information during the time leading up to the Heart Walk.
15. **Raise money** to help the American Heart Association fight heart disease and stroke!