

Registering for Walk My Way Victor Harbor TEACHERS



Thank you for registering your school for Walk My Way Victor Harbor.

Please use this process if you're **registering your school for the FIRST time** and **setting up a TEAM for your school**.

Go to <https://walkmyway.org.au/>

Click on Victor Harbor on the main photo at the top.
Or go to the Walks menu at the top of the page and select from the drop down.



Registration – page 1:

Enter YOUR details

Registration – page 2:

Select the type of registration (ie adult)

If you're wanting to register your whole family at this point, you can. You don't need to do separate registrations for them. But you're welcome to separate the process, if you wish.

Registration – page 3:

1. "How are you walking in Walk My Way Victor Harbor?"

Select: Teacher walking with my school

How are you walking in Walk My Way Victor Harbor? *

✓ --please select--
Teacher walking with my school
Student walking with my school
Walking with a church group
Not affiliated with a church group or school
MORE STUFF WE NEED TO KNOW

Emergency Contact Name *

First Name

Surname

Emergency Contact Phone Number *

#####

PREVIOUS NEXT

2. "Has your school been registered?"

Select: No

3. "Name of School"

Type in the name of your school, as you'd expect people to call it (ie don't go shortening the name to something your students won't use)

The screenshot shows a registration form with the following fields and options:

- Question: "How are you walking in Walk My Way Victor Harbor?" with a dropdown menu showing "Teacher walking with my school".
- Question: "Has your school been registered?" with a dropdown menu showing "No".
- Text input field: "Name of School" containing "Encounter Lutheran College".
- Section header: "More stuff we need to know".
- Text input fields: "Emergency Contact Name" with sub-fields for "First Name" and "Surname".
- Text input field: "Emergency Contact Phone Number" with a masked input "#####".
- Navigation buttons: "PREVIOUS" (blue) and "NEXT" (red).

4. "More stuff we need to know"

Add your emergency contact details

Registration – page 4:

Your team page – there are two sections here. BOTH are set to default text unless you edit it:

1. Your TEAM fundraising page (aka your SCHOOL fundraising page). This is the information that everyone will read about your SCHOOL team. Feel free to change this and personalise it for your school
Eg XYZ College is taking all Year 7 & 8 students to Walk My Way Victor Harbor. Our goal is to raise \$XXX to help refugee children go to school
2. Your INDIVIDUAL fundraising page (aka your PERSONAL fundraising page). This is the information that everyone will read about YOU and YOUR Walk and fundraising goals.
3. Add in your personal info – DOB, distance you're walking, t-shirt size and optional additional donation.

Registration – page 5:

Payment page. This is self-explanatory. Don't forget to tick the T&Cs box at the bottom of the page.

Thank you! You're now a team leader for your school.

Your colleagues, students and school families can now go in and register and join your **SCHOOL** team.

See the process on the following pages for your school community to register...