

Frequently Asked Questions

If you do not find the answer to your question, please contact Trisha at 800.272.3900, 913.831.3888 or trisha.mcclanahan@alz.org.

How do I register? Everyone attending the event needs to register. Even if you are not walking and/or if you are not fundraising, you will still need to register. Click on Additional Memory Walk Locations to find the Walk closest to you and contact the chairperson to have a Memory Walk registration brochure mailed to you.

Kansas City, Topeka and Emporia Walkers – You also have the option of registering and fundraising online. See online registration and website FAQ below. The Kansas City site is www.kansascitymw.kintera.org, Topeka's is www.memorywalkneks.kintera.org and Emporia's is www.memorywalkemporia.kintera.org.

Do my children need to register?

Yes. Those younger than 18 years old require a parent or guardian signature before he/she can walk.

Is there a registration fee?

There is no registration fee for this event, but we do ask that walkers fundraise. Incentive prizes will be given to those walkers raising different levels.

What are the requirements to register as a team?

It only takes FIVE people to create a team. All you need to do is choose a team captain, decide on a team name and fundraising goal, register the team and start recruiting team members and fundraising. All team captains will receive a team captain's kit providing him/her helpful tips to lead a successful team.

Are baby strollers allowed?

Yes.

Am I able to bring my dog?

Yes. Dogs are required to be on a leash at all times and will NOT BE ALLOWED in any tents.

NOTE: Dogs are NOT allowed in Hummer's Sport Park in Topeka.

Can I run the route instead of walk?

Yes. Please try to start in the front of the group to reduce having to run around a lot of people.

How is the money raised at Memory Walk used in my community? All proceeds from all of the Heart of America Chapter's seven community walks will be used to support a wide range of local programs and services for the more than 50,000 individuals and 200,000 family members and caregivers affected by this devastating disease in the Chapter's bi-state service area. See a general listing of our services by visiting our Chapter website at www.alz.org/kansascity.

Do my donors receive a receipt?

Receipts are available for all cash donors – contact Trisha at 913.831.3888 or trisha.mcclanahan@alz.org to receive them for your donors. Anyone making a check donation of \$75 or less can use their canceled check as a receipt (plus all donors of \$25 or more will receive a receipt letter from the Association after the event).

Can I turn in money after the day of the event?

Yes. All donations will also continue to be accepted until the end of December.

Online Registration and Website Questions

(Kansas City, Topeka and Emporia Walks only)

How do I register online?

Kansas City and Topeka participants can click on the corresponding link below and step by step registration directions are located on the home page.

Kansas City – www.kansascitymw.kintera.org

Topeka – www.memorywalk.neks.kintera.org

Emporia – www.memorywalkemporia.kintera.org

Can I register online without making a personal web page?

No. The Kintera system automatically makes a personal web page for each online registrant. You are not required to “use” this web page and no one will see the page unless you specifically direct someone to it.

Can some of my team register online and some offline?

Yes, BUT the team captain must first register the team online. Then, when your team members register, they can choose your team. For those registering offline, please make sure each walker writes in the team name on the registration form so we are able to connect them (and money) to your team.

How can I change my online registration from an individual walker to a team?

Contact Trisha at 913.831.3888 or trisha.mcclanahan@alz.org.

How can I change my contact information, username and/or password?

Once logged in to your HQ, click on the ‘Tools’ tab and then on ‘Edit Profile’ or ‘Edit Login’. Make your changes and then click ‘Update’ at the bottom.

How can I change my fundraising (and team) goal?

Once logged in to your HQ, click on the ‘Tools’ tab and then on ‘Edit Profile’. Scroll down, make your changes and then click ‘Update’ at the bottom.

Is there a way I can print off a personalized donation form?

Yes. Once you have logged in to your personal headquarters (HQ), click on the Tools tab. At the top, click on Print Donation Form.

How will I know if someone sends in a donation directly to the Alzheimer's Association office?

If the individual walker’s name or the team name is with the donation, office staff will input the donation and credit you or your team. If there is no name/team associated with the donation, office staff will enter it as a general donation to Memory Walk. This is why using the personalized printable donation form (as noted above) is so important. Donors can also go the home page and print a donation form if you are unable to give them one.

Continued on next page

What do I do with check or cash donations?

These type of donations are called Offline Donations. In order for offline donations to show up on your personal web page and for the donors' names to show up on the scroll, follow these directions: Logon to your HQ and go to Tools. Click on Enter Pledge. Complete as much donor information as you have. Checks are entered separately, but you have the option of entering all your cash as one donation or separately, depending on how you'd like it to read on the scroll on your personal page. If you have more donations, click Enter New Pledge.

When finished entering all the items, click on Print Report. **Enclose that report** along with the checks/cash in an envelope and mail it to the Alzheimer's Association, Attn: Trisha, 3846 W. 75th Street, Prairie Village, KS 66208.

Note #1: Your offline donations will not be added to your overall total until the money is received at the Alzheimer's office and is confirmed on the system. Once it is confirmed, your total will change and the names will appear on your scroll.

Note #2: Team Captains, I would advise you to encourage your team members to enter their own offline donations. This will reduce the amount of paperwork & money that you will have to track.

Note #3: For those who feel this may be too complicated, you are welcome to mail your money into the office or bring it on the day of the Walk and we will enter it for you. We will enter it as one lump sum which will increase your total but the *individual donor names will NOT appear on the scroll.*

How does a donor make a donation to a team and not to a specific walker?

Send them these directions: On the home page on the right-hand side, you will see the box with the team ranking list. If you see the team name you are looking for in the box, click on it. If not, click on 'More' and then click on the team you want. After you are directed to the team page you will see a tab at the very top which says General Team Donation. Click on that tab and it will take you to the donation page.

How does a donor make a donation to me if they don't want to do it online?

On the home page, click on Printable Donation Form. Print out this form, completely fill it out and mail it the Alzheimer's Association, Attn: Trisha, 3846 W. 75th Street, Prairie Village, KS 66208.