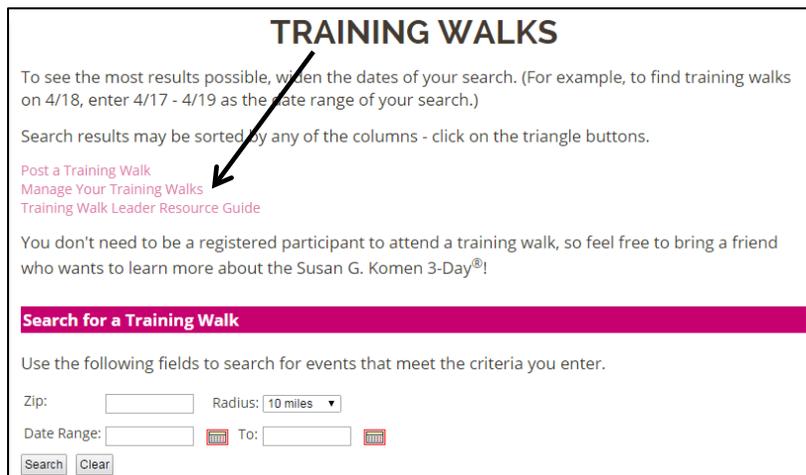


# POSTING A TRAINING WALK

To post training walks to the Susan G. Komen 3-Day® website, go to [The3Day.org/TrainingWalks](https://The3Day.org/TrainingWalks) and log in.



Select the “Post a Training Walk” link. You must be logged-in to see this link; the link is only visible to official Komen 3-Day training walk leaders:



Confirm that your contact information is correct and then click the “Next” button.

In the Training Walk Title, include the distance of your walk and the specific location. For example, good titles are “5-Mile Walk around Balboa Park, San Diego” or “10-mile walk in Chestnut Park, Oak Grove.” Examples of less useful titles are “Jenny’s Fun Walk” or “Beach Loop.” A descriptive title will make it easier for participants to find your walk. When you are finished filling out all of your training walk information, click “Finish.”

*\*Note that your walk will be posted in CST by default. Please be sure to update the walk time to reflect your time zone.*

# POSTING A TRAINING WALK

Training Walk Information	
* Training Walk Title and Distance (e.g., 10-mile Ocean Park training walk):	<input type="text"/>
Location Name:	<input type="text"/>
* Street1:	<input type="text"/>
Street2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
* Zip Code:	<input type="text"/>
* Training Walk Date:	<input type="text" value="03/02/2015"/>
* Start Time:	<input type="text" value="12"/> <input type="text" value="00"/> <input type="text" value="am"/>
* End Time:	<input type="text" value="12"/> <input type="text" value="00"/> <input type="text" value="am"/>
* Time Zone:	<input type="text" value="CST"/>
RSVP Deadline:	<input type="text"/>
Maximum Number of Attendees:	<input type="text"/>
Description of Training Walk	
Description Heading:	<input type="text"/>

**RSVP Deadline (optional):** You can indicate a cut-off date for receiving RSVPs. On this date, your training walk will close and no one will be able to add or change their RSVP for your training walk. If you do not create an RSVP deadline, you will be able to accept new RSVPs up until the time of your walk, but RSVPs will not be able to cancel on the day of your walk unless the participant calls us directly during business hours to change the RSVP.

**Maximum Number of Attendees (optional):** You can set a maximum number of RSVPs. Once this maximum has been reached, your training walk will close and no one will be able to add or change their RSVP unless the participant calls us during business hours to change the RSVP.

Once submitted, your walk is listed immediately on our website.

**Note:** If you have walks that recur weekly or monthly, you will need to enter each recurrence of the walk individually.

## Managing Your Training Walks

From the Training Walks page, select the "Manage Your Training Walks" link. Once you've posted your training walk, the link to the Training Walk Leader Host Center for that walk will appear on your training walk leader webpage. Each training walk you lead will have its own Host Center that looks like this:

# POSTING A TRAINING WALK

[Host Center](#) [Event Page](#) [Email Center](#) [Help](#)

**Submit another training walk.**  
You will be logged out of our website after 5-10 minutes of inactivity, so please write your training walk description in a separate program and paste it into the form while submitting your training walks.

This is your **Host Center**. From here, you can:

1. Customize your **Event Page**. You can modify the training walk details, add an image, and elaborate on your training walk description. The event page will be shown to those who follow a link to attend your training walk. If you need to cancel your training walk, please call 800-996-3DAY and we will remove it from the website for you.
2. Use your **Email Center** to send invitations to your training walk or to notify RSVPs of any changes. After your training walk, you can also use your Email Center to thank your attendees.
3. Monitor the **attendance** for your training walk. This information will display here on the Host Center page. You can click the **Guest Detail** link to access the names and email addresses of those who have RSVP'd to attend.

**My Event Information**

**Test - Lake Balboa 5-Mile Walk**  
01/01/2013 12:00 AM-12:00 AM CST  
123 Main Street  
San Diego, CA 91111  
Event is private

**Guest Detail**

**Guest List** As of Feb 2, 2015 2:25 PM

Unlimited

✔ Accepted	✉ 0
✘ Declined	✉ 0
🕒 No Response Yet	✉ 0

1. From the **Event Page** tab, you can modify the training walk page people will see when they click on the link for your walk. You can add a photo, elaborate on your training walk description or create a customized URL for the page.
2. From the **Email Center** tab, you can send invitations to your training walk, send reminders, or notify RSVPs of any changes. After your training walk, you can also use your Email Center to thank your attendees. **Note:** 3-Day® participants have one address book on our website. This means that your training walk RSVP attendees will appear in the same contact list with your donors in your Participant Center. Please be aware of this as you are sending emails to these various groups.
3. On the **Host Center** page, you can monitor the attendance for your training walk. You can click the Guest Detail link to access the names and email addresses of those who have RSVP'd.

## Cancellation Policy for Posted Training Walks

Once scheduled, do not cancel a training walk unless you have an emergency. If you are unable to lead a scheduled walk, we encourage you to first try and find a participant (teammate or a regular attendee of your walks) to lead the walk in your place. If you find a substitute walk leader, give them a review of the rules and regulations of being a training walk leader and be sure they are comfortable with the route specified for that date/time.

If no substitute walk leader is available, please call your coach at 877-GO-KOMEN and ask to have your training walk canceled on our website. Removing the walk from the website can only be done by 3-Day staff. Removing a walk from the website generates an automatic email notifying anyone who has RSVP'd for the walk that it has been cancelled.