

3 STEPS to Completing Your *Communities Talk* Activity Online Profile

1

Register

- **First**, obtain your organization's tax ID # and W-9 form (you must use the updated 2018 W-9 form) from your treasurer or bank/budget manager. If you don't have a W-9 form, we'll provide you with one, along with instructions on how to complete it.
- **Next**, look for your unique invitation via e-mail or request one at info@stopalcoholabuse.net and click on the invitation link. Complete your personalized log-in information and fill out the registration form completely. Save your log-in information and note your password!
- **Finally**, you will be notified when your W-9 is approved and when you can expect to receive your stipend. Cash your check immediately and start planning your prevention activity.

2

Complete your activity details

- Enter your *Communities Talk* activity date, location, target audience, and other details. Your event will be posted on the *Communities Talk* Activity Map.

3

Share your activity story

- Once your activity is complete, email info@stopalcoholabuse.net and request your success story questionnaire.
- Don't forget to share photos, media coverage, and other materials from your activity.
- Your story will help us evaluate and measure the success of *Communities Talk*, and it could be featured on the *Communities Talk* Success Stories page.