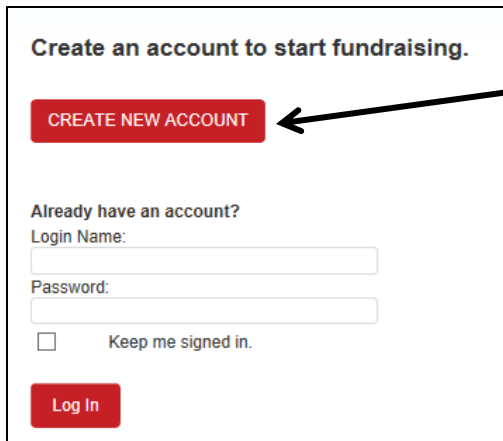


**IF YOU DO NOT ALREADY RECEIVE EMAILS FROM US (newsletter, announcements, etc)  
USE THESE INSTRUCTIONS!!!**

### **STEP 1 – CLICK ON THE LINK TO CREATE AN ACCOUNT**



Create an account to start fundraising.

**CREATE NEW ACCOUNT**

Already have an account?  
Login Name:  
  
Password:  
  
 Keep me signed in.

**Log In**

Please click "Create New Account"

It will take you to this screen.



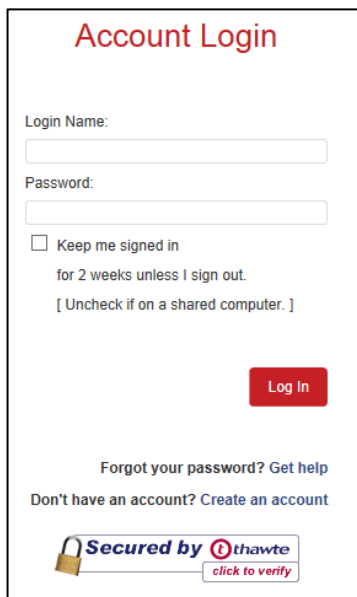
**Create Fundraiser Account**

- First Name:
- Last Name:
- Email:
- Login Name:
- Login Password:
- Retype Password:

Enter your first name, last name & email address

Create a login name & password on this screen. Note that each must be at least 6 characters.

After you submit your information, the next screen will give you a login link.



**Account Login**


Login Name:

Password:

Keep me signed in  
for 2 weeks unless I sign out.  
[ Uncheck if on a shared computer. ]

**Log In**

Forgot your password? [Get help](#)  
Don't have an account? [Create an account](#)

 **Secured by Thawte**  
click to verify

Enter your new login name and password.

## STEP 2 – WELCOME TO AUTISM YORK

After logging in, it will take you to our donation, email and event home page (the first screen shot below) **OR** to the Social Fundraising Overview page (the second screen shot below).

From this screen you can update your contact information, make donations, register for events and create/manage your Walk team. Click on the icon marked “Walk Team”.

Welcome Cindy Ward (Account# 3142) What would you like to do?

### Welcome to Autism York's NEW database system!

Our new system allows you to update your contact information, make donations, view donation history, find event details, register for events and more! [View available options in the drop down box in the upper right corner.](#)

[Newsletter](#) <--- You can also click on the icons to the left for more information about the selected topic.

[Walk Team](#) <--- Click here to create or Manage a Walk Team

From this screen, use the drop down arrow to select “2014 Walk for Autism”. Then click “Create Page”.

### Social Fundraising Overview

You do not have any fundraising pages.

Add a fundraising page for a campaign:

## STEP 3 – SET UP YOUR TEAM PAGE

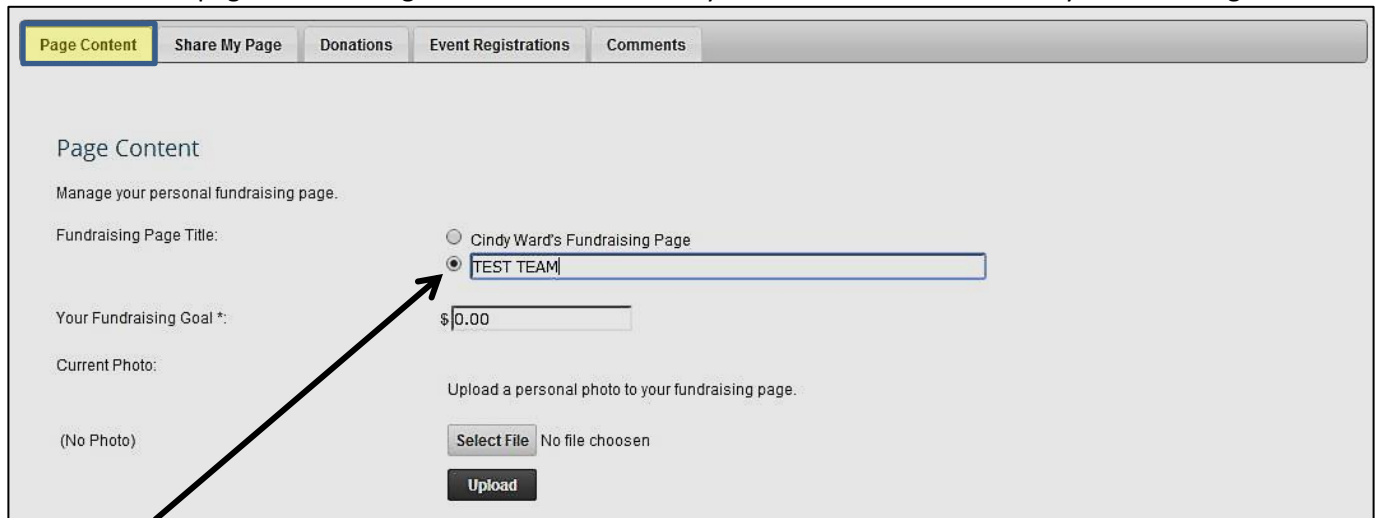
This is what the top of your screen will look like. There is nothing to do here. It simply will show your progress from now until the Walk.

Your Fundraising Page For: [View My Fundraising Page](#)

### 2014 Walk For Autism

YOUR PAGE	CAMPAIGN CONTRIBUTIONS	TOP FUNDRAISERS
<p>\$0 RAISED</p>	<p>\$0 RAISED</p>	
GOAL N/A	GOAL N/A	

Scroll down the page and the “Page Content” tab is where you will enter information for your Team Page.

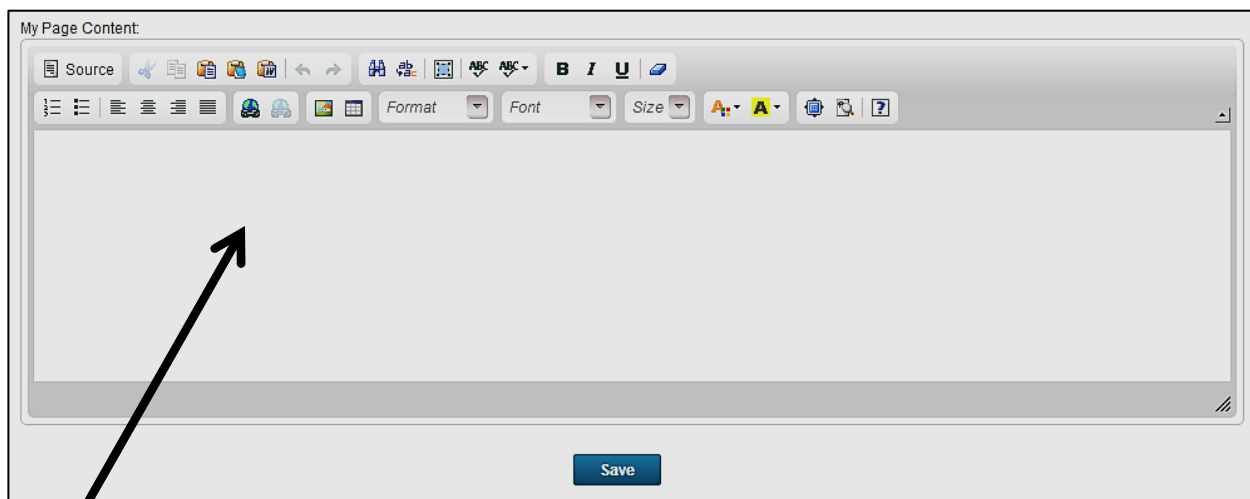


**The “Fundraising Page Title” is your TEAM NAME.**

*Please consider this when creating a team name – we highly recommend that you do NOT use a team name that is similar to one that already exists. For example, if there is already a “Team Joe”, please do not use “Joe’s Team” or “Joe”. This makes it more difficult to match up donations received in the Fundraising room to the correct team. Try to use a name that will make it easy for family, friends and friends of friends to recognize.*

Select a fundraising goal.

Upload a photo for your team page. Photos must be a “gif” or “jpg” file type to upload.



The above part of the screen is where you can enter text for your team webpage. This is where you can share a condensed version of your story and why you raise money through the Walk. Save your longer version for your emails or letters to friends and family. You can also use this space to highlight any special fundraising efforts you are doing.

**Press “Save” once you are finished.**

The "Share My Page" Tab displays the links to use when sharing your team page via email, Facebook, etc.

The screenshot shows the 'Share My Page' tab selected in a navigation bar. Below the navigation bar, the page title is 'My Fundraising Page'. A sub-header reads 'Share your fundraising page by copying this direct link.' There are two input fields: 'Donation Link' with the URL 'https://secure.autismyork.org/campaign.jsp?campaign=7&fundraiser=3321&team=6&' and 'Event Registration Links' with the URL 'https://secure.autismyork.org/eventRegistration.jsp?campaign=7&fundraiser=3321&event=1&'. Below this is a 'Social Media' section with the text 'Use these links to share your page with your personal network.' and icons for Facebook, Twitter, Google+, and LinkedIn.

The "Donations" Tab displays all donations to date for your team.

The screenshot shows the 'Donations' tab selected. The page title is 'Manage Donations'. A sub-header reads 'View donations, export them to CSV, or hide them from displaying on your fundraising page.' There is an 'Export to CSV' button. Below is a table titled 'Donation List' with columns: Donor, Amount, Date, and Comments. The table is currently empty, showing 'No records to view'.

The "Event Registrations" tab displays the people that have signed up to walk with your team at the event.

The screenshot shows the 'Event Registrations' tab selected. The page title is 'View Event Registrations'. A sub-header reads 'If this fundraising campaign is associated with an event, you can view event registrants who credit you with their registration.' Below is a table titled 'Event Registration List' with columns: Event, Amount, Date, Registrant, and Attendees. The table is currently empty, showing 'No records to view'.

The "Comments" tab displays comments that people have left for your team when donating or registering.

The screenshot shows the 'Comments' tab selected. The page title is 'Comments'. A sub-header reads 'Turn the comments section of your fundraising page on or off. If you turn comments off, they will be saved but not visible to the public.' There is a toggle switch labeled 'ON' which is currently turned on. Below is a 'Manage Comments' section with a table titled 'Donation Comment List' with columns: Donor, Comment, Date, and Action. The table is currently empty, showing 'No records to view'. At the bottom, there is a 'Bulk actions' dropdown menu and an 'Apply' button.

## **STEP 4 – START FUNDRAISING!**

Your team page is now ready to go! Share your page with friends and family to gain support both financially and to walk with you on April 5<sup>th</sup>.

A variety of fundraising ideas and tools is available on the Walk website. Simply click on “Team Toolkit” on the Walk Home page.

## **TROPHY & MEDAL INFORMATION**

Trophies will be awarded to the Top 3 Fundraiser Teams in these categories:

- Friends & Family\*
- Organizations

The total fundraising amount earned by a team will be calculated using all donations received by 2pm on the day of the walk (April 5<sup>th</sup>). Unfortunately, we cannot include donations received after that time in your team total for the trophies.

The trophy presentation starts at 2:30pm on the day of the Walk in the main lobby.

Medals are guaranteed to be awarded to ALL teams (one per team) that raise at least \$400 through Sunday, April 6<sup>th</sup>. Teams reaching \$400 after that date are not guaranteed medals but will receive them if we still have medals available.

Medals can be picked up the day of the Walk in the Fundraising Room. The Team Captain should report to this room during the day and request their medal.

*\*Friends & Family teams of Autism York Board members are not eligible for trophies.*