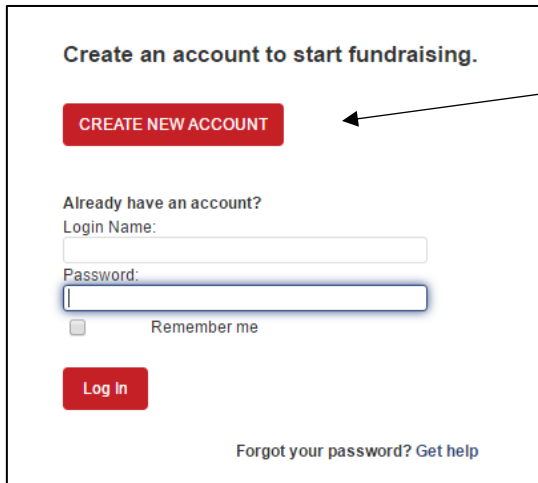


IF YOU DO NOT ALREADY RECEIVE EMAILS FROM US (newsletters, announcements, etc.), USE THESE INSTRUCTIONS!

STEP 1 – CLICK ON THE LINK TO CREATE AND ACCOUNT



Create an account to start fundraising.

CREATE NEW ACCOUNT

Already have an account?
Login Name:

Password:

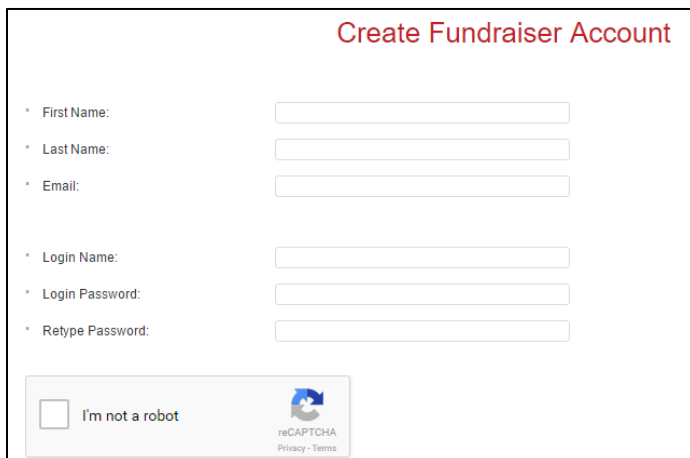
 Remember me

Log In

[Forgot your password? Get help](#)

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:

I'm not a robot  reCAPTCHA
[Privacy - Terms](#)

Enter your first name, last name and email address.

Create a login name and password. Note that each must be 6 characters long.

Click the "I'm not a robot" box and follow those instructions.

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

Account Login


Login Name:

Password: [Forgot Password?](#)

Remember me for 2 weeks.

Log In

[Create an account](#)



[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. From this screen, you can update your contact information, make donations, register for events, and create and manage your Fundraising Team.

Welcome to Autism York!


View available options in the drop down box in the upper right corner or you can click on icons below.




My Contact Information




My Email Subscriptions




My Donations




My Event Registrations



View All Walk Teams



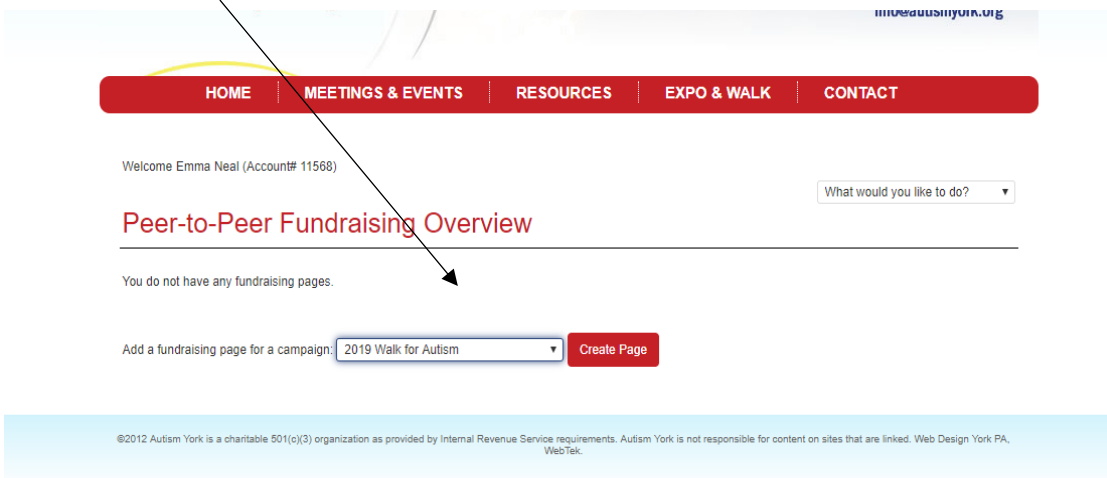
My Walk Fundraising Page
(for Team Captains)



My **BIG GIVE** Fundraising Page
(for Team Captains)

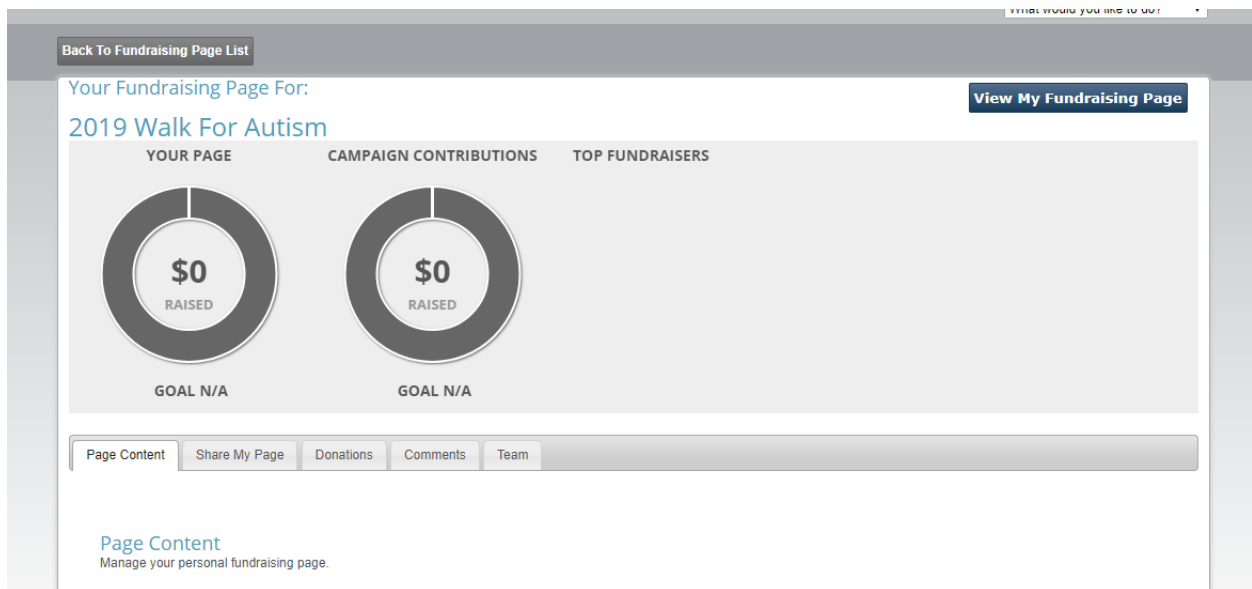
Click on the appropriate Fundraising icon.

For example, clicking on the “My Walk Fundraising Page (for Team Captains)” will take you here, where you will choose “2023 Walk for Autism” from the drop down menu. Then click “Create Page.”



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 event.



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

The screenshot shows a web interface with a navigation bar at the top containing tabs: Page Content, Share My Page, Donations, Event Registrations, Comments, and Team. The 'Page Content' tab is active. Below the navigation bar, the page title is 'Page Content' with the subtitle 'Manage your personal fundraising page.' The form contains the following fields:

- Fundraising Page Title:** A radio button is selected next to 'TEST TEAM' in a text input field. Another option is 'Test Account's Fundraising Page'.
- Fundraising Page Uri:** A radio button is selected next to 'https://secure.autismyork.org/campaign.jsp?campaign=26&fundraiser=10354&'. Another option is 'https://secure.autismyork.org/'.
- Your Fundraising Goal *:** A text input field containing '\$0.00'.
- Current Photo:** A section with the text '(No Photo)' and an upload area. The upload area includes the text 'Upload a personal photo to your fundraising page.', a 'Select File' button (with 'No file chosen' next to it), and an 'Upload' button.

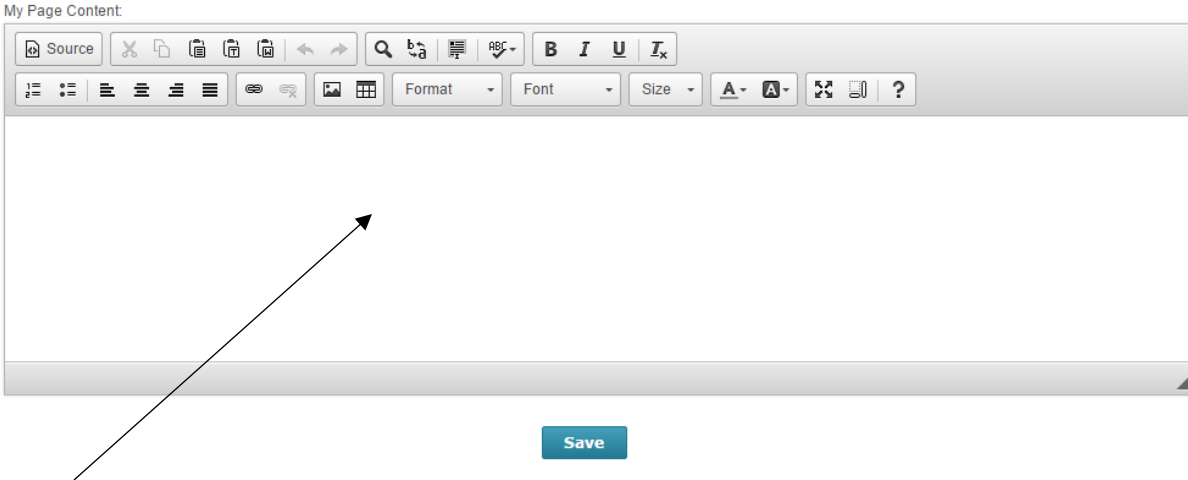
An arrow points from the bottom left towards the 'Fundraising Page Title' field.

The “Fundraising Page Title” is your TEAM NAME.

*When creating a **Team Name**: we highly recommend that you DO NOT use a team name that is similar to one that already exists, as this makes it more difficult to match up donations received to the correct Team. Try to use a name that will make it easy for family, friends and friends of friends to recognize. We don't want your donations going to the wrong team!*

Select a fundraising goal.

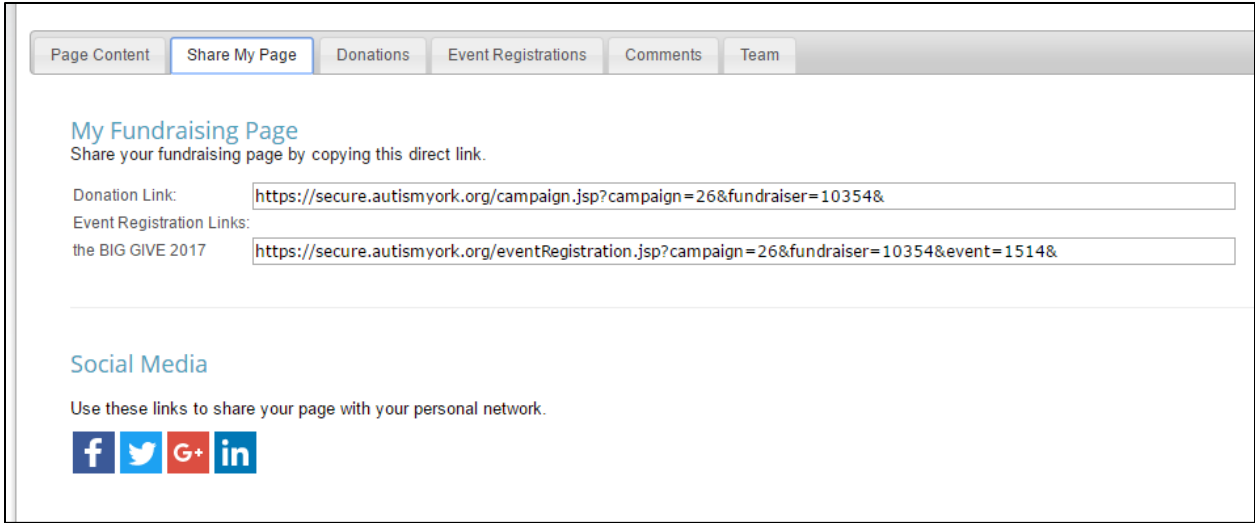
Upload a photo for your Team Page. **NOTE:** photos must be a “gif” or “jpg” file to upload.



This part of the screen is where you can enter the text for your Team Page. You can share a condensed version of your story and why you raise money for Autism York. 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 “Donations “Tab displays all the donations to date for your Team.

Page Content Share My Page **Donations** Event Registrations Comments Team

Manage Donations

View donations, export them to CSV, or hide the name of donors from displaying on your fundraising page.

[Export to CSV](#)

Donation List						
<input type="checkbox"/>	Donor	Amount	Date	Mailing Address		Comments
No records to view						

Bulk actions [Apply](#)

The “Event Registrations” tab displays the people who have signed up to be a part of your team at the event.

Page Content Share My Page Donations **Event Registrations** Comments Team

View Event Registrations

If this fundraising campaign is associated with an event, you can view event registrants who credit you with their registration.

Event Registration List					
	Event	Amount	Date	Registrant	Attendees
No records to view					

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

Page Content Share My Page Donations Event Registrations **Comments** Team

Comments

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.

ON

Manage Comments

Donation Comment List				
<input type="checkbox"/>	Donor	Comment	Date	Action
No records to view				

Bulk actions [Apply](#)

STEP 4 – START FUNDRAISING!

Your Team Page is now ready to go! Share your page with friends and family to gain support in raising money for Autism York's event!