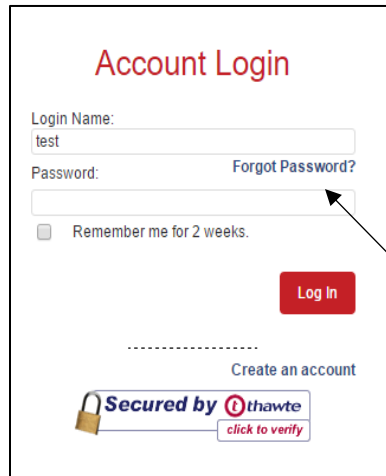## IF YOU ALREADY RECEIVE EMAILS FROM US (newsletters, announcements, etc.), USE THESE INSTRUCTIONS!
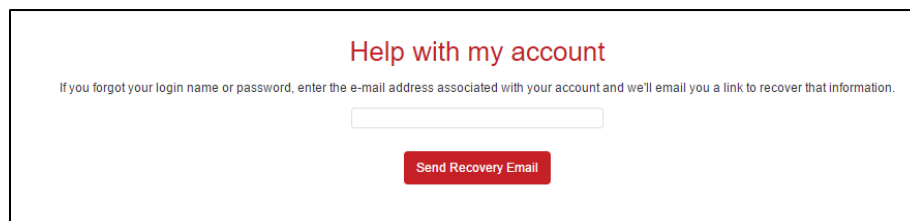
### STEP 1 – LOGIN TO OUR SYSTEM

The link provided will take you to this screen. **We have already set up an account for you so you do NOT need to create another one.**

If you have already created a login name and password with us, you can simply enter it on this screen and go directly to **STEP 2.**
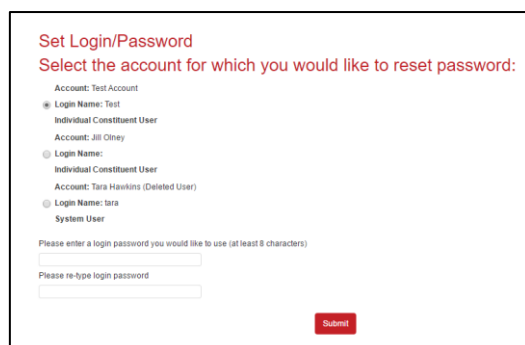
If you have not, or if you forgot your password, please click "Forgot Password?"

Selecting "Forgot Password?" will take you to this screen.

Enter the email address where you receive emails from us and press "Submit." If you already have a password, it will be emailed to you along with a link to log in. You can skip to **STEP 2.**

If you do **NOT** have a password set up, you will get an email with a link to this screen, where you can create one.

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

## 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.
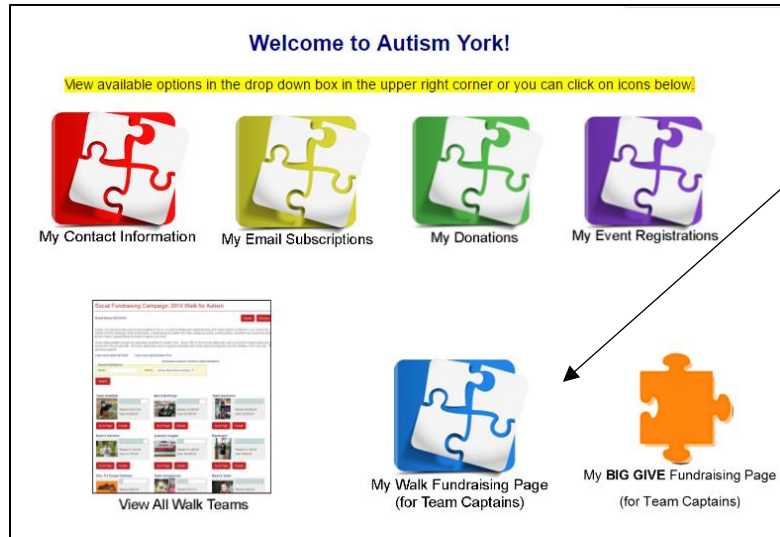
Click on the appropriate Fundraising icon.



For example, clicking on the "My Walk Fundraising Page (for Team Captains)" will take you here, where you will choose "2022 Walk for Autism" from the drop down menu.  Then click "Create Page."
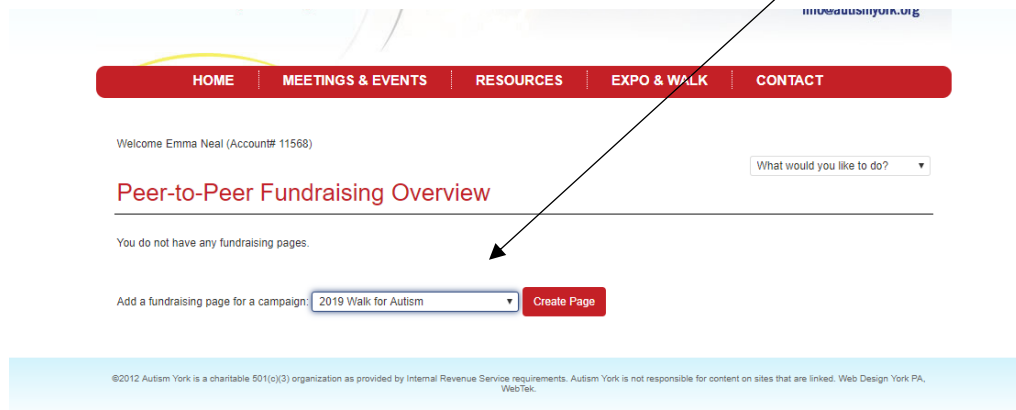
## STEP 3 – SET UP YOUR TEAM PAGE

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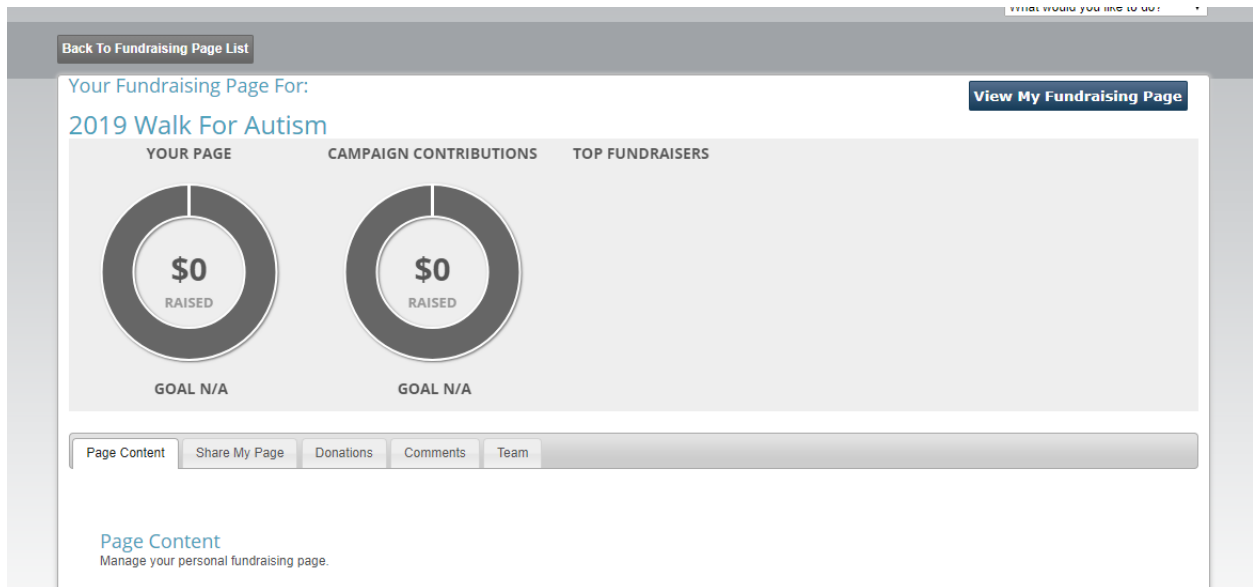


Scroll down the page.  The "Page Content" tab is where you will enter information for your Team Page.

**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 consensed 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 doings.

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.

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



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



## 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!