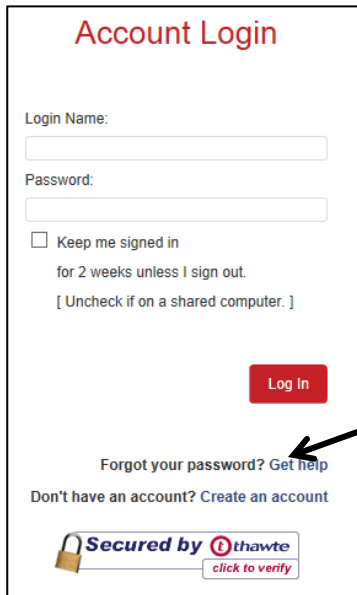


**IF YOU ALREADY RECEIVE EMAILS FROM US (newsletter, announcements, etc)  
USE THESE INSTRUCTIONS!!!**

**STEP 1 – LOGIN TO OUR SYSTEM**

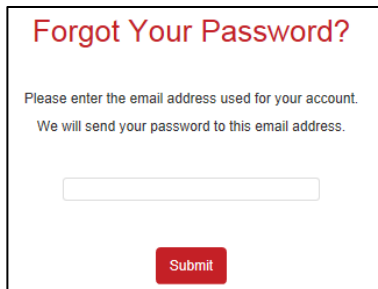


The link provided will take you to this screen. **We have already set up an account for you so you do not need to create one.**

If you 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, please click “Forgot your password?”.

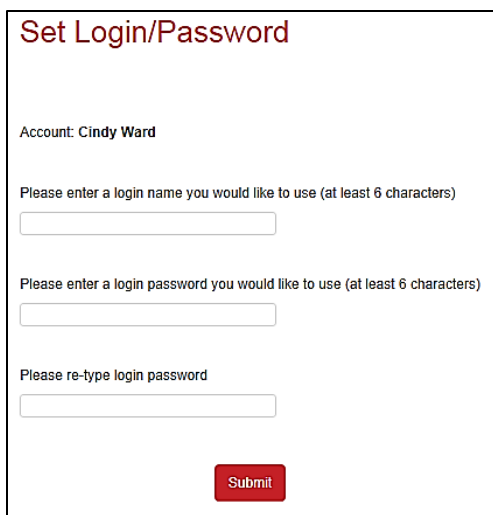
If you forgot your password, also click “Forgot your password?”.



Selecting “Forgot your 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 login. You can skip to step 2.

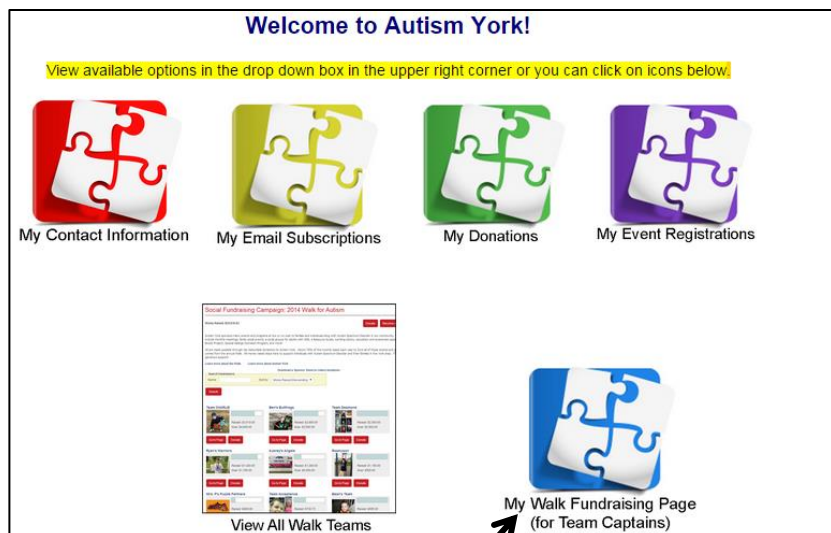
If you do NOT have a password setup, you will get an email with a link to this screen where you can create one.



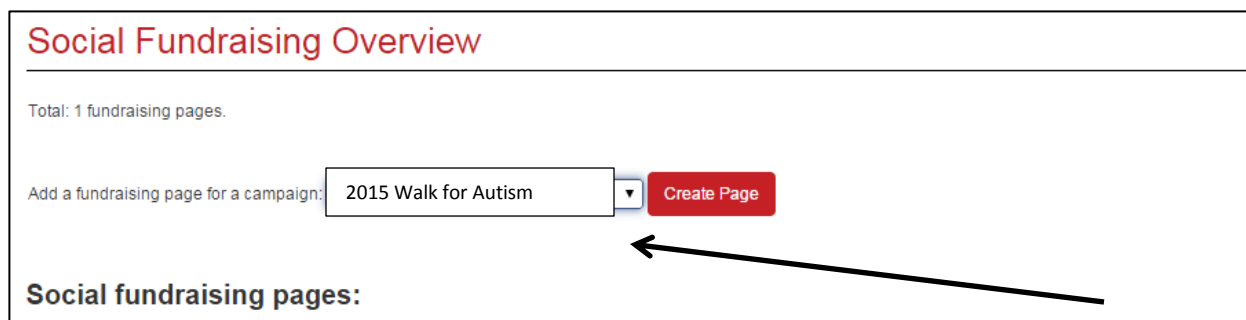
Create a login name & password on this screen. Note that each must be at least 6 characters.

## 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/manage your Walk team.



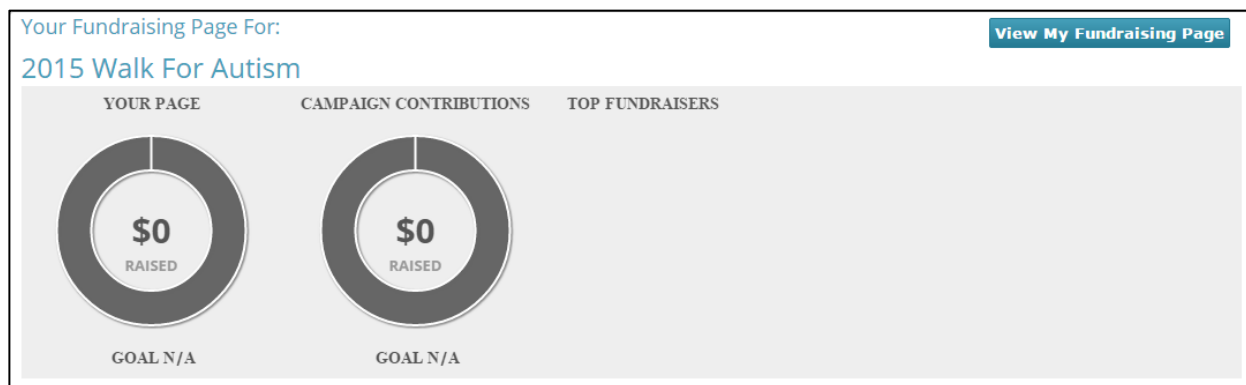
Click on the icon marked “My Walk Fundraising Page”



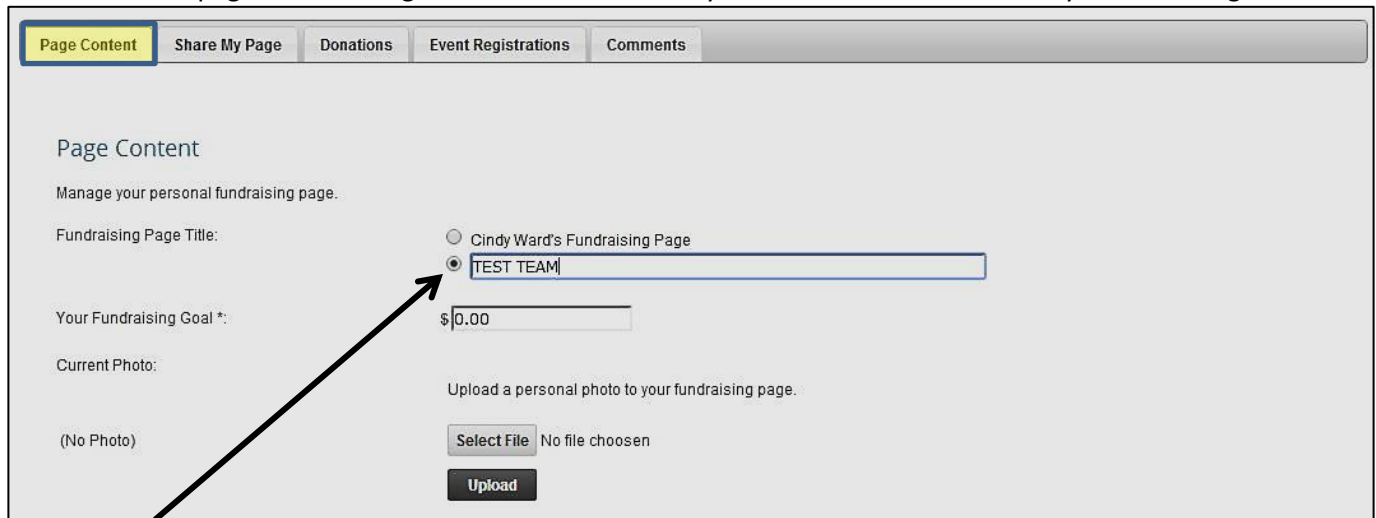
From this screen, use the drop down arrow to select “2015 Walk for Autism”. Then click “Create Page”.

## 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 Walk.



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



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

Page Content

Manage your personal fundraising page.

Fundraising Page Title: ☐ Cindy Ward's Fundraising Page ☒

Your Fundraising Goal \*:

Current Photo:

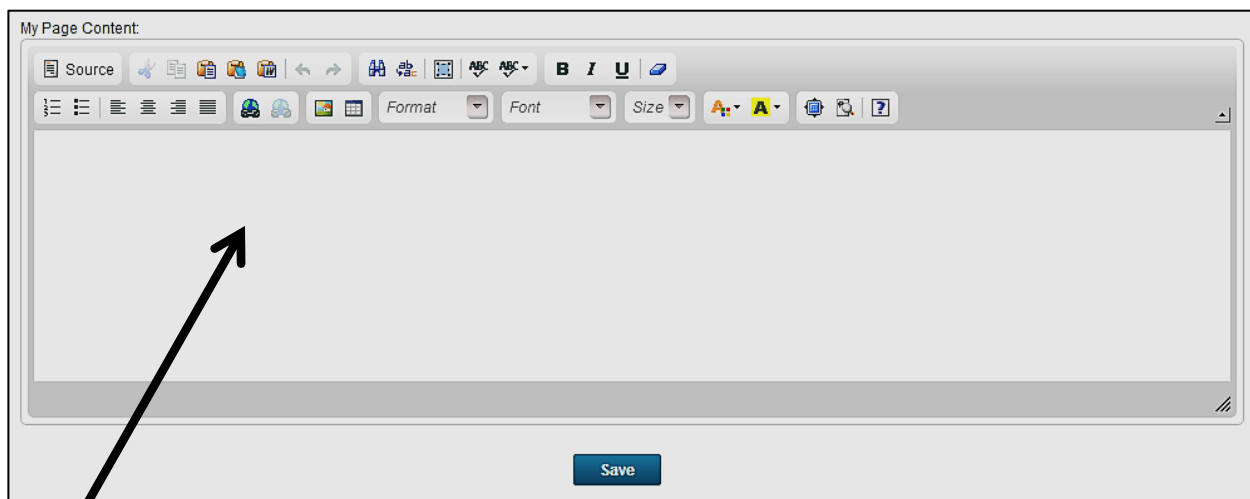
(No Photo)  No file choosen

**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.*



My Page Content:

Source | Undo | Redo | Bold | Italic | Underline | Link | Unlink | Bulleted List | Numbered List | Indent | Outdent | Image | Table | Format | Font | Size | Background Color | Text Color | Help

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.

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

### My Fundraising Page

Share your fundraising page by copying this direct link.

Donation Link:





Event Registration Links:

2014 Walk for Autism

---

### Social Media

Use these links to share your page with your personal network.

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

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

### Manage Donations

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

Export to CSV

Donation List			
Donor	Amount	Date	Comments
No records to view			

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

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

### 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**

### 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 both financially and to walk with you on April 11<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 11<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 teams (one per team) that raise \$50 or more through Saturday, April 11<sup>th</sup>.

Star Fundraiser trophies will be awarded to teams (one per team) that raise \$400 or more through Saturday, April 11<sup>th</sup>. *(new for 2015!)*

Medals and Star Fundraiser trophies 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.*