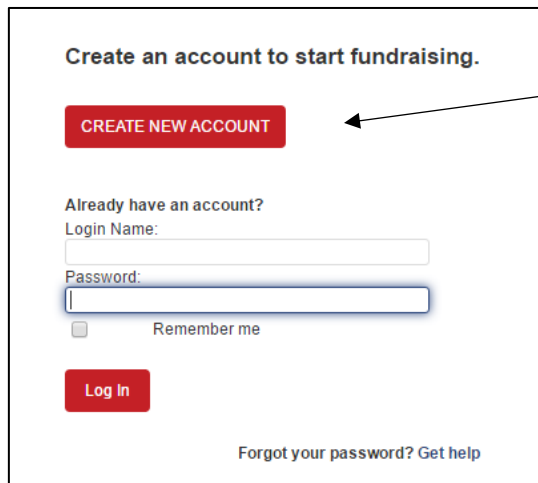


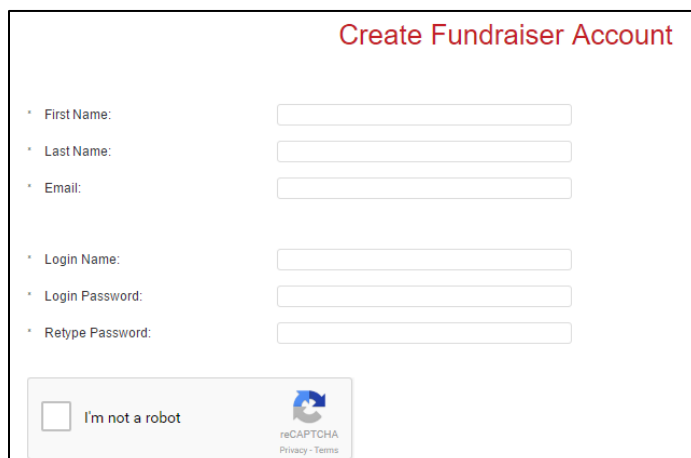
**IF YOU DO NOT ALREADY RECEIVE EMAILS FROM US (newsletters, announcements, etc.), USE THESE INSTRUCTIONS!**

**STEP 1 – CLICK ON THE LINK TO CREATE AND ACCOUNT**



Please click “Create New Account.”

It will take you to this screen.



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](#)

 **Secured by**  [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 “2018 Walk for Autism” from the drop down menu. Then click “Create Page.”

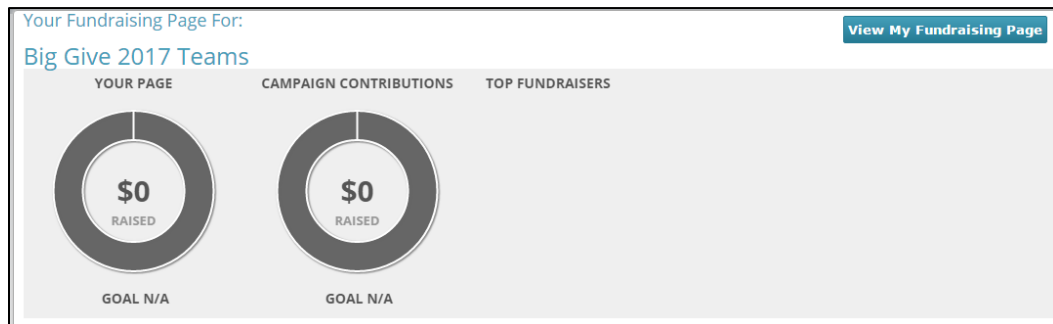
## Social Fundraising Overview

You do not have any fundraising pages.

Add a fundraising page for a campaign: 2018 Walk for Autism [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.

Page Content   Share My Page   Donations   Event Registrations   Comments   Team

### Page Content

Manage your personal fundraising page.

Fundraising Page Title: ☐ Test Account's Fundraising Page ☒ **TEST TEAM**

Fundraising Page Url: ☒ <https://secure.autismyork.org/campaign.jsp?campaign=26&fundraiser=10354&> ☐ <https://secure.autismyork.org/>

Your Fundraising Goal \*:

Current Photo:   
 (No Photo)

Upload a personal photo to your fundraising page.

No file chosen

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.

My Page Content

Source                             Format   Font   Size        

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 screenshot shows the 'Share My Page' tab selected in a dashboard. The tab bar at the top includes 'Page Content', 'Share My Page', 'Donations', 'Event Registrations', 'Comments', and 'Team'. The main content area is titled 'My Fundraising Page' and instructs the user to 'Share your fundraising page by copying this direct link.' It provides two links: a 'Donation Link' and an 'Event Registration Link' for 'the BIG GIVE 2017'. Below the links is a 'Social Media' section with icons for Facebook, Twitter, Google+, and LinkedIn, and a note to 'Use these links to share your page with your personal network.'

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

### My Fundraising Page

Share your fundraising page by copying this direct link.





Donation Link:

Event Registration Links:  
the BIG GIVE 2017

---

### Social Media

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

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

The screenshot shows the 'Donations' tab selected in a dashboard. The tab bar at the top includes 'Page Content', 'Share My Page', 'Donations', 'Event Registrations', 'Comments', and 'Team'. The main content area is titled 'Manage Donations' and instructs the user to 'View donations, export them to CSV, or hide the name of donors from displaying on your fundraising page.' There is an 'Export to CSV' button. Below this is a 'Donation List' table with columns for 'Donor', 'Amount', 'Date', 'Mailing Address', and 'Comments'. The table is currently empty, showing 'No records to view'. At the bottom, there is a 'Bulk actions' dropdown menu and an 'Apply' button.

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.

The screenshot shows the 'Event Registrations' tab selected in a navigation bar. Below the navigation bar, there is a section titled 'View Event Registrations' with a subtext: 'If this fundraising campaign is associated with an event, you can view event registrants who credit you with their registration.' Below this is a table titled 'Event Registration List' with columns: Event, Amount, Date, Registrant, and Attendees. The table currently displays 'No records to view'.

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.

The screenshot shows the 'Comments' tab selected in a navigation bar. Below the navigation bar, there is a section titled 'Comments' with a subtext: '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.' Below this is a toggle switch labeled 'ON'. Below the toggle is a section titled 'Manage Comments' with a subtext: 'Donation Comment List'. Below this is a table with columns: Donor, Comment, Date, and Action. The table currently displays 'No records to view'. At the bottom of the table, there is a 'Bulk actions' dropdown menu and an 'Apply' button.

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!