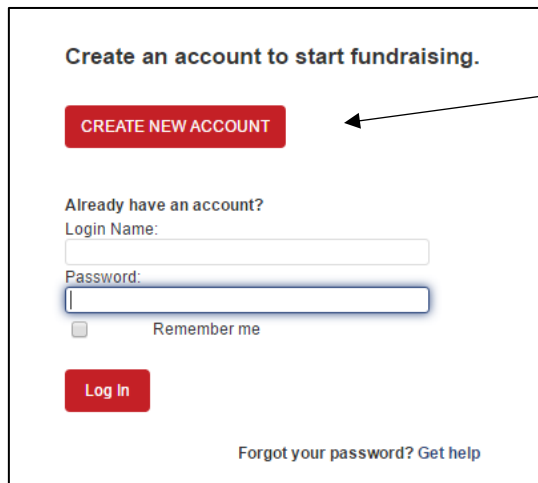


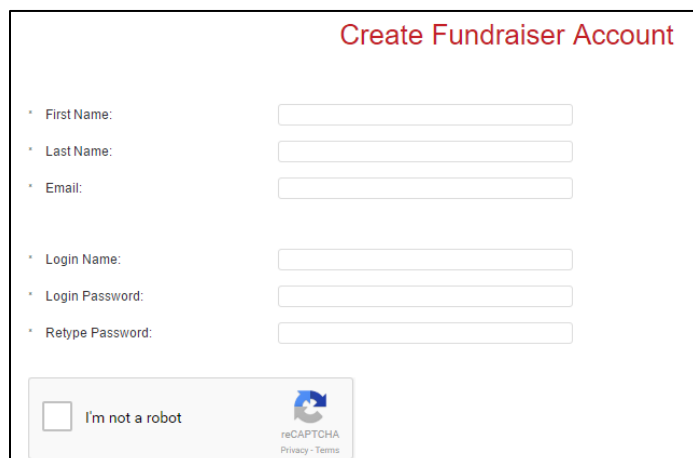
IF YOU DO NOT ALREADY RECEIVE EMAILS FROM US (newsletters, announcements, etc.), USE THESE INSTRUCTIONS!

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](#)



[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



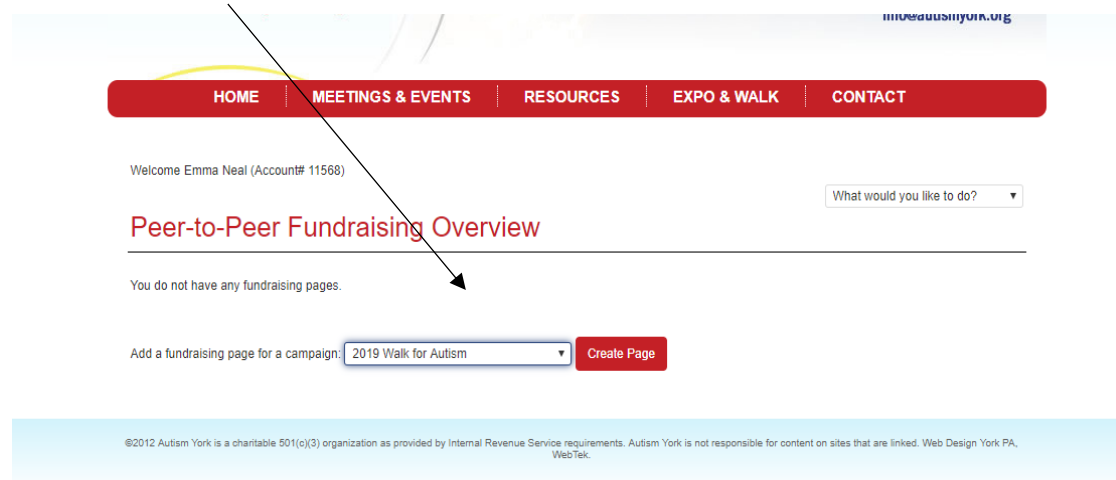
My Walk Fundraising Page
(for Team Captains)



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

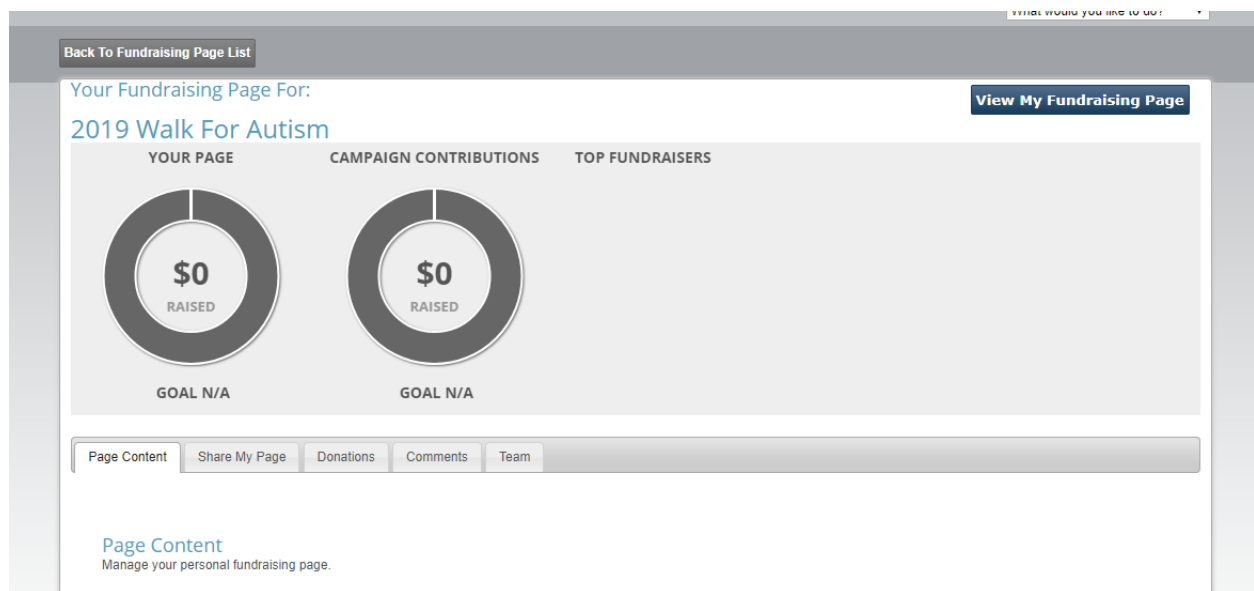
Click on the appropriate Fundraising icon.

For example, clicking on the “My Walk Fundraising Page (for Team Captains)” will take you here, where you will choose “2019 Walk for Autism” from the drop down menu. Then click “Create Page.”

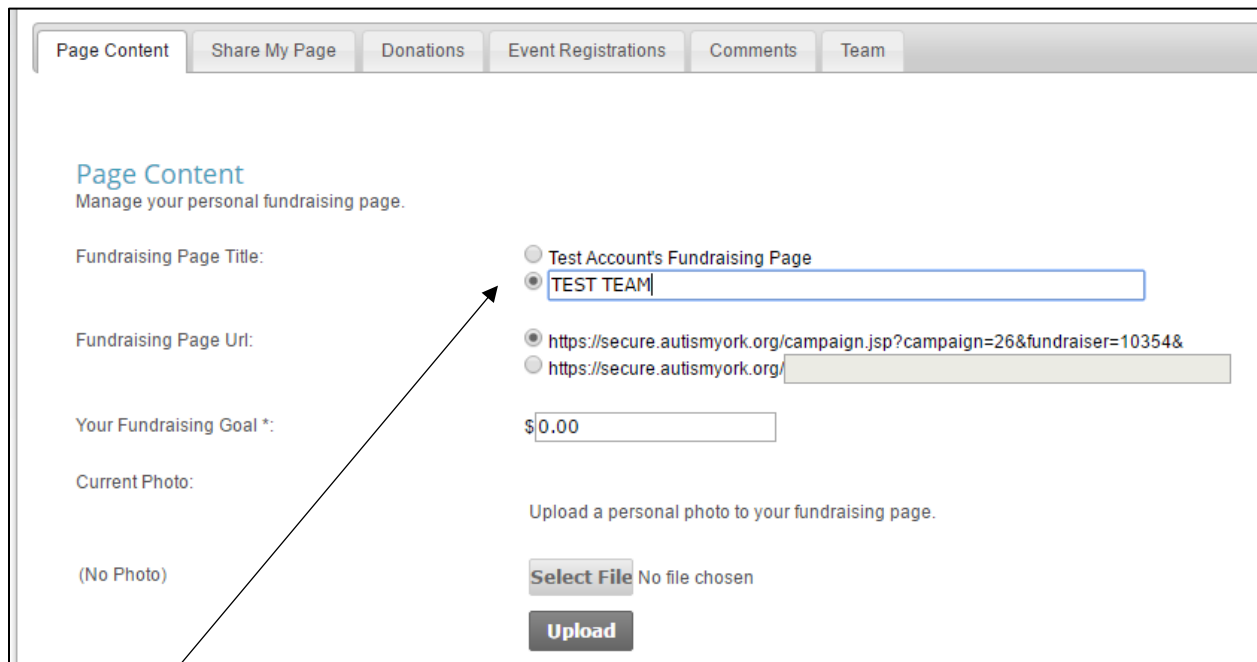


STEP 3 – SET UP YOUR TEAM PAGE

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.



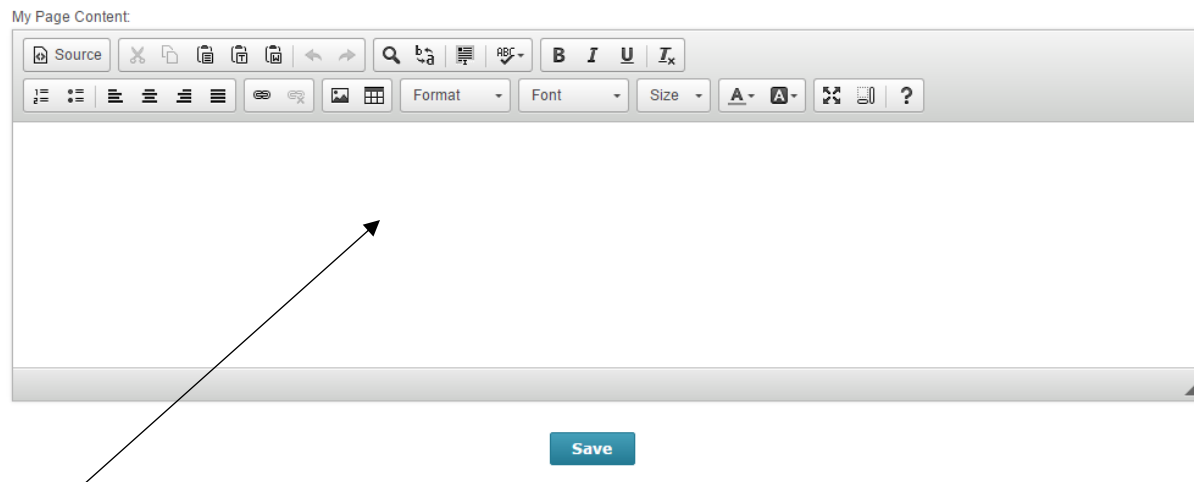
The screenshot shows a web interface for managing a fundraising page. At the top, there are several tabs: 'Page Content', 'Share My Page', 'Donations', 'Event Registrations', 'Comments', and 'Team'. The 'Page Content' tab is currently selected. Below the tabs, the heading 'Page Content' is followed by the instruction 'Manage your personal fundraising page.' The form contains several fields: 'Fundraising Page Title:' with a text input field containing 'TEST TEAM'; 'Fundraising Page Url:' with a text input field containing a URL; 'Your Fundraising Goal *:' with a text input field containing '\$0.00'; and 'Current Photo:' with a placeholder '(No Photo)'. Below the photo placeholder, there is a button 'Select File' and a button 'Upload'. An arrow points from the text 'The “Fundraising Page Title” is your TEAM NAME.' to the 'Fundraising Page Title' input 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.

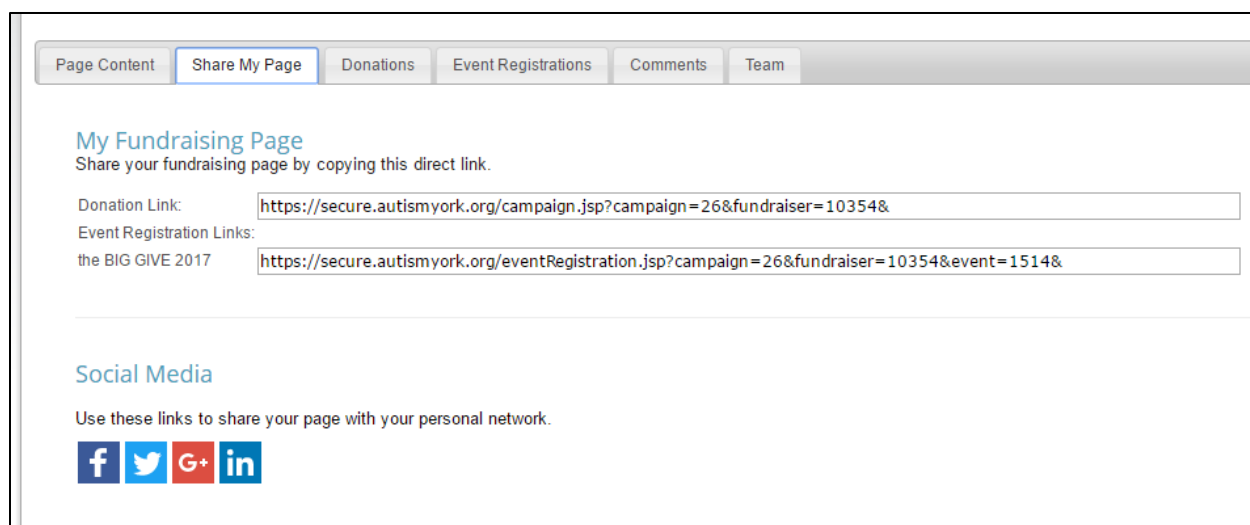
Upload a photo for your Team Page. **NOTE:** photos must be a “gif” or “jpg” file to upload.



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
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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
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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
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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!