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

STEP 1 – LOGIN TO OUR SYSTEM

Login Name:	
test	
Password:	Forgot Password?
	×
Remember m	e for 2 weeks.
	Log In
	Create an account

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.**

Help with my account
If you forgot your login name or password, enter the e-mail address associated with your account and we'll email you a link to recover that information.
Send Recovery Email

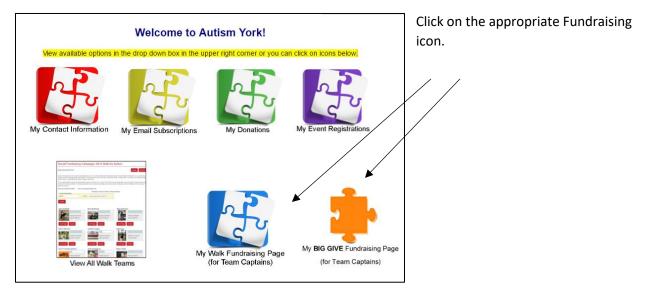
If you do **NOT** have a password set up, you will get an email with a link to this screen, where you can create one.

Se	elect the account for which you would like to reset password:
	Account: Test Account
	Login Name: Test
-	Individual Constituent User
	Account: Jill Olney
	Login Name:
	Individual Constituent User
	Account: Tara Hawkins (Deleted User)
0	Login Name: tara
	System User
Plea	se enter a login password you would like to use (at least 8 characters)
Plea	se re-type login password

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.



For example, clicking on the "My BIG GIVE Fundraising Page" will take you here, where you will choose "Big Give 2017 Teams" from the drop down menu. Then click "Create Page."

Social Fundraising C	verview
You do not have any fundraising pages.	
Add a fundraising page for a campaign: Bi	g Give 2017 Teams V 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.

Your Fundraising Page For:			View My Fundraising Page
Big Give 2017 Teams			
YOUR PAGE	CAMPAIGN CONTRIBUTIONS	TOP FUNDRAISERS	
\$0 RAISED GOAL N/A	\$0 RAISED GOAL N/A		

Scroll down the page. 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 Cor Manage your	itent personal fundraising	page.			
Fundraising P	age Title:	-	─ Test Account's Fu ● TEST TEAM	Indraising Page	
Fundraising P	age Url:		https://secure.aut https://secure.aut		paign.jsp?campaign=26&fundraiser=10354&
Your Fundrais	ing Goal *:		\$0.00		
Current Photo	:		Upload a personal j	photo to your fun	draising page.
(No Photo)			Select File No file	e chosen	
	/		Upload		

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 X □ □ ↓ □ ↓ □ ↓ ↓ □ ↓
፲፰ := = = = =
Save
Surc

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.

Page Content	Share My	/ Page	Donations	Event Registrations	Comments	Team	
My Fund Share your fu	raising F Indraising p	Dage bage by c	opying this dir	ect link.			
Donation Link Event Registr			secure.autism	york.org/campaign.jsp?	campaign=268	&fundraiser=10354&	
the BIG GIVE	the BIG GIVE 2017 https://secure.autismyork.org/eventRegistration.jsp?campaign=26&fundraiser=10354&event=1514&						
Social Me	edia						
Use these lin	ks to share	e your pa	ge with your pe	ersonal network.			
f 💆	G+ in						

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

age 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	t							0		
Do	onor Amount	t Date	1	Mailing Address			Comments			
No records to	view									
Bulk action	ns 🔻 Apj	ply								

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

View Event R	Registrations	S		Comments Team					
			t, you can view eve	ent registrants who c	n dit vou with their registration				
0	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									
E	Event	Amount	Date	Registrant		Attendees			

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 com	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 Cor	Donation Comment List										
	Donor		Comment			Date	Action				
No records to	No records to view										
Bulk action	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!