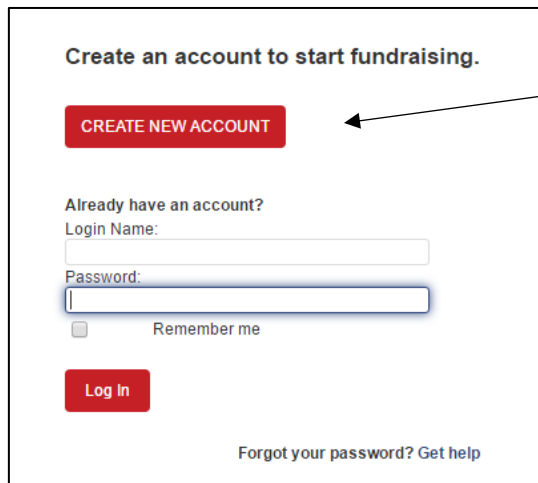


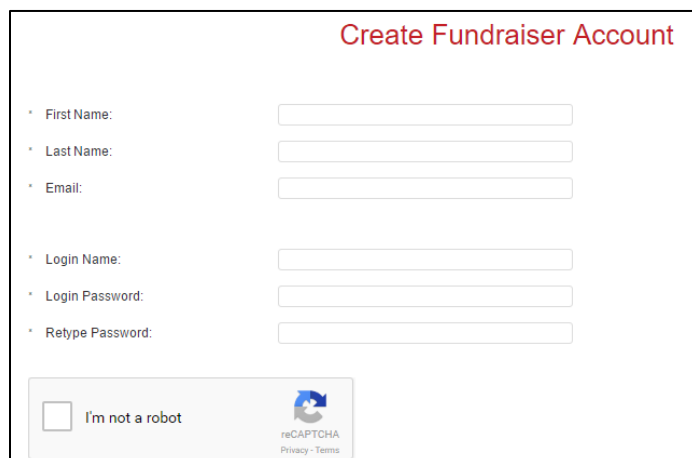
IF YOU DO NOT ALREADY RECEIVE EMAILS FROM US (newsletters, announcements, etc.), USE THESE INSTRUCTIONS!

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](#)




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 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.”



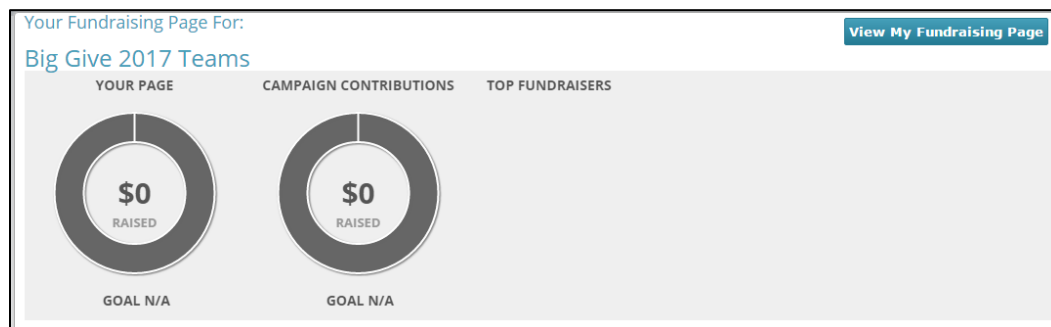
Social Fundraising Overview

You do not have any fundraising pages.

Add a fundraising page for a campaign: [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 Undo Redo Bold Italic Underline Link Unlink Image Table Format Font Size A- A+ ?

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.

Page Content

Share My Page

Donations

Event Registrations

Comments

Team

My Fundraising Page

Share your fundraising page by copying this direct link.

Donation Link:

<https://secure.autismyork.org/campaign.jsp?campaign=26&fundraiser=10354&>

Event Registration Links:
the BIG GIVE 2017

<https://secure.autismyork.org/eventRegistration.jsp?campaign=26&fundraiser=10354&event=1514&>

Social Media

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

f

t

g+

in

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

☐

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 heading 'View Event Registrations' followed by a descriptive sentence. A table titled 'Event Registration List' is displayed, showing columns for Event, Amount, Date, Registrant, and Attendees. The table is currently empty, with a message 'No records to view' at the bottom.

| 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 heading 'Comments' followed by a descriptive sentence. A toggle switch is shown, currently set to 'ON'. Below this, there is a heading 'Manage Comments' followed by a table titled 'Donation Comment List'. The table has columns for Donor, Comment, Date, and Action. The table is currently empty, with a message 'No records to view' at the bottom. At the bottom of the form, there is a 'Bulk actions' dropdown menu and an 'Apply' button.

| Donor | Comment | Date | Action |
|--------------------|---------|------|--------|
| No records to view | | | |

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!