

# REGISTER YOUR TEAM TODAY

autismSHAREwalk.com

*Thank you for leading a walk team and making a difference.  
Here's what you need to know about the site.*

The event registration site is a peer-to-peer fundraising platform. It works like Relay for Life, March of Dimes, where you ask friends to support your team on behalf of this cause. You will be prompted to setup a fundraising webpage for yourself and your team which you can share and solicit funds. A default message is provided if you chose not to share a personal story. **Fundraising is optional**, but you still must register to walk.

- Step 1: Register yourself as a participant on the event website, autismSHAREwalk.com. *Note: this registers you as a fundraising participant which is required to form a team, but fundraising is optional.* You will create a username and password.
- Step 2: Follow the prompt to create a team and name your team. Once your team has been formed online, others can search for your team and join when they register.
- As your team's captain, you can add additional registrants during your registration process, or by logging in any time and clicking on "My Fundraising Tools" at the top right.
- Note: For any additional registrants you have the option to register them as non-fundraising participants. Because registration requires details such as birthday and address, it's best not to register participants outside of your household. Correct contact is important to our database, and is how we make new connections.

FOR IDEAS, HELP OR TECHNICAL SUPPORT, CONTACT:  
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# YOUR FUNDRAISING PAGE

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Once registered as an event participant you will be prompted to complete your fundraising profile. All steps are listed below the instructions in this screen, but you can work in any order (others steps will be awarded on your profile when funds are raised and other milestones are met). The bottom of your screen will display a progress bar with the steps listed in order. Click to arrow to the far right to expand. The first three steps are the most important...

- Step 1: Upload your avatar!
- Step 2: Update Your personal Page - The default fundraising page is setup in sections. The site calls these "widgets." You have the ability to reorder, delete and/or change each section/widget. The first is the Title Section with the default "My Personal Fundraising Page." Other sections include the fundraising message copy (below the title), the fundraising thermometer the social sharing section and so on. This is the page you can share with your friends to ask for donations. Clicking the eye within each section will give you the option to hide this section. Clicking on the gear (settings) icon will allow you to change the verbiage inside. There is an update button below each section so you can preview changes, **but changes will not be saved until you click the green SAVE PAGE bottom left of the screen.** Furthermore, you can reorder each section by dragging it to another location on the screen. This helps you personalize and order the content to your preference. **You will repeat this process for your team page.**
- Step 3: Send a Fundraising Email. We encourage fundraising and friendly competition, but fundraising is optional. You can also select the template to get others to join your team. This is a great way to invite coworkers and friends.
- You can log into the site at any time. Return to your dashboard and see other tools by clicking on the "My fundraising Tools" tab at the top right.
- **Only a few other things to note...**

# YOUR TEAM PAGE

## autismSHAREwalk.com

- As a team captain, you have a personal page (which you just created), but you also have a **team page to personalize** using the same instructions (hang in there). From the dashboard, click "edit my team page." Then you can *choose* which page you want to promote.
- *Important leaderboard note: donations made to an individual participant will count towards their individual leaderboard total, as well as their team total on the team leaderboard. DONATIONS MADE DIRECTLY TO A TEAM WILL ONLY COUNT TOWARDS THE TEAM TOTAL. This is important for team member who compete for bragging rights.*
- **Funds can always be redirected and applied correctly if there ever is a mistake.**
- Within the dashboard you can add registrants, and share this information. **Copy the URL to share via text, email, or copied directly into social media posts.**