

Website Nutshell

A-TEAM FUN WALK FOR AUTISM

If you are pretty comfortable fiddling around on the computer then this **Nutshell** is for you. This little guide will just let you know a few little tips & tricks and let your creativity (and curiosity) take you from there!

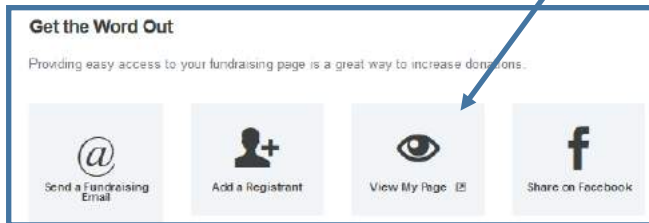
This guide will cover both the Individual and Team fundraising pages capabilities unless otherwise specified.

- You'll always land on your **DASHBOARD** page.

My Fundraising Dashboard

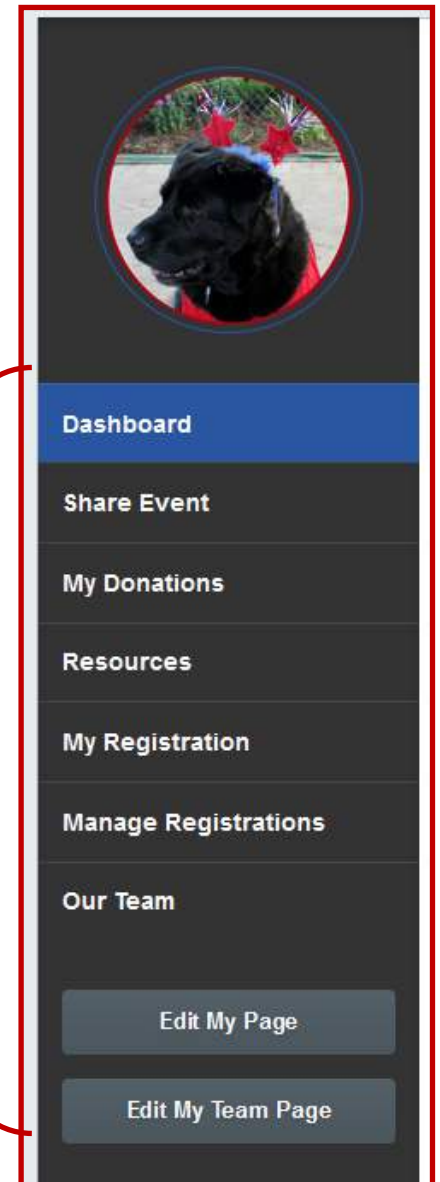
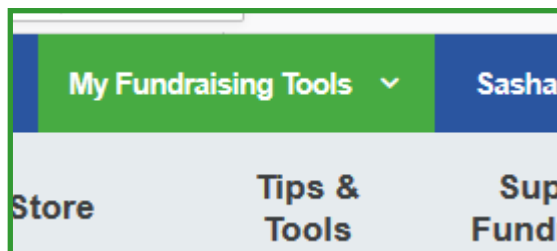
Customizing your fundraising page will help you raise more money! Creating a unique page for yourself is easy – all the tools are right here.

- To **VIEW** your home page - **click on the eye.**



- If you wish to get to your home page to **edit, update, make any changes** at all, there are two very easy ways to get there.
- One way is to use the **navigation bar on the left side of the page under your avatar**. This navigation bar is how you will get to the Resources are of the main site for downloadable forms if you want them.

- The other way is to use the green button at the top by your name - **My Fundraising Tools**. Just hover over it and you can get to almost every place in your site you wish. Almost mirrors the navigation bar on the left under your avatar. (You need to use the nav bar to get to Resources though).



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TEAM CAPTAINS -

You'll land on your INDIVIDUAL DASHBOARD page. To get to your TEAM page, use the left nave bar and go to Our Team or in the My Fundraising Tools go to TEAM FUNDRAISING. You'll then see a new navigation bar on the left with options for working with the TEAM page.

ADD AN ADDITIONAL PARTICIPANT -

Whether the registrant will be a Primary Participant (with their own email and page) or a Shared Participant (sharing your email and page - it can be easily done from the navigation bar (Manage Registrations) or the Fundraising Tools button (manage registrations).

EDITING YOUR PAGES

Lots of widgets have been added to your pages so you have the capability to get super creative and make it spectacular!

When you are in **EDIT** mode, any of the boxes with the **gear** or **eye** icons in the upper right of the box may be edited.



The gear allows you to upload stuff, edit the text, add a link, etc.

The eye allows you to hide the widget if you aren't going to use it. You probably don't need to worry about hiding the box as it doesn't show if it's empty.

One of the widgets is set up for a slide show or gallery just waiting for you to upload some pics. The other box allows you to add a video link to it.

If there are other things you'd like to add to your page that you don't see let us know. We'll do our best to help you with it.

Email sue@assew.org