



A-Team Fun Walk for Autism URL - <http://www.asew.org/ateamfunwalk>

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.
- To **VIEW** your home page (from the DASHBOARD) - **click on the eye.**

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.

Get the Word Out
Providing easy access to your fundraising page is a great way to increase donations.

@
Send a Fundraising Email

+
Add a Registrant

👁️
View My Page (8)

f
Share on Facebook

Dashboard

Share Event

My Donations

Resources

My Registration

Manage Registrations

Our Team

Edit My Page

Edit My Team Page

- 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).

My Fundraising Tools ▾
Sasha

Store
Tips & Tools
Sup Fund

TEAM CAPTAINS -

You'll land on your **INDIVIDUAL DASHBOARD** page. To get to your **TEAM** page, use the left nav 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 -

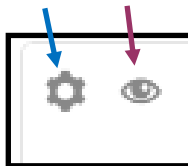
Whether the registrant will be a **Primary Participant** (with their own email and page) or a **Shared Participant** (sharing your email and page - it can be easily done from the navigation bar (Manage Registrations) or the Fundraising Tools button (manage registrations).

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. Again, you can hide the widget if you aren't using it but it won't show if it's empty and you may come up with some fun photos to want to add along the way!

There are just a TON of options for customizing your page! If there are other things you'd like to add to your page that you don't see or can't figure out how to do just let us know. We'll do our best to help you with it.

Email sue@assew.org