

Registration Guide

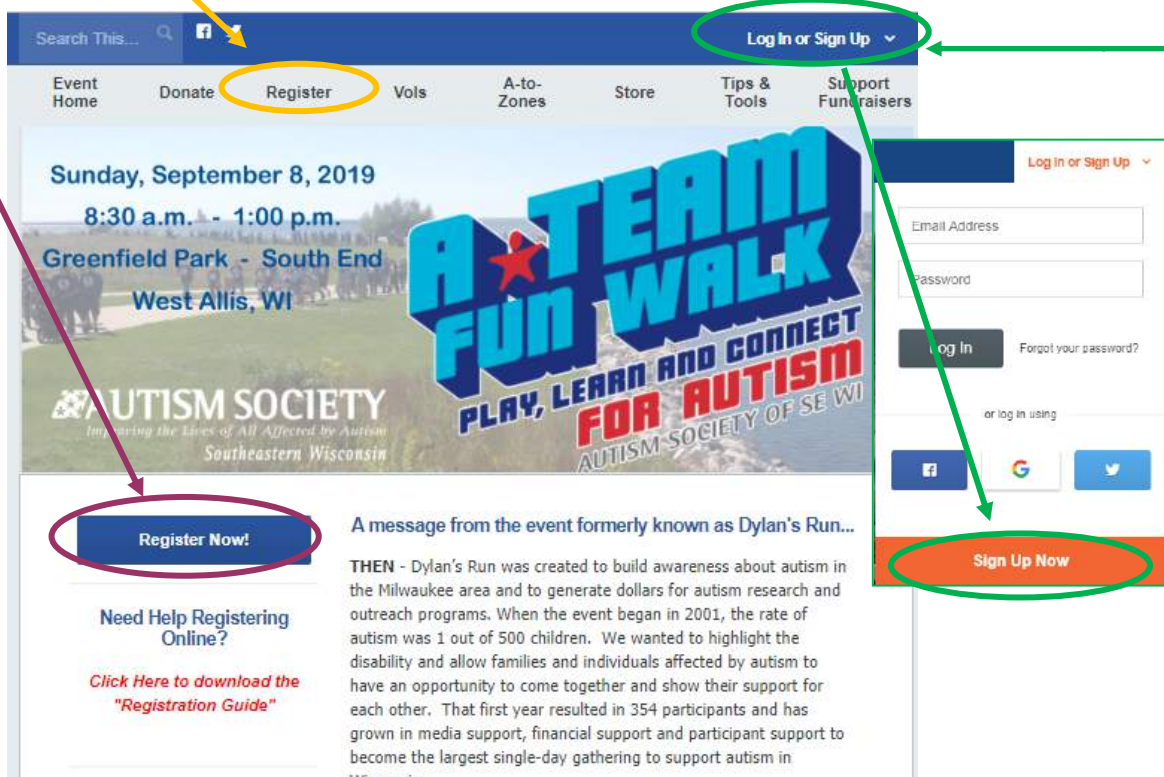
A-Team Fun Walk for Autism



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

Registering for this event is quick and easy! There are several ways you can get to the Registration Page.

1. You can hover over **Log In or Sign Up** located in the upper right-hand corner of the Event Home Page. A drop-down window will appear where you'll click on **Sign Up Now**.
2. There's also a **Register** option in the navigation bar along the top of the Event Home Page.
3. You may also register by clicking the **"Register Now!"** button just below the banner on the Event Home Page, or by using a link from an individual fundraiser's page or a team fundraising page.



Clicking any of these choices will take you to the first step of registration—where you'll choose if you want to register as a **Participant** or a **Volunteer**. You will need to click on that option. Then enter your email address.

1

How would you like to participate?

Register As A Participant or Volunteer

You'll be able to create a fundraising page & use many tools to help enlist the help of your friends & family.

Your Email Address

name@example.com

Continue

After entering your email address click to continue and you'll see the option to **Create a New Account**. This is new software for us this year so you'll need to click on that option.

Some participants will want to sign up with their **Facebook** or **Google** account. Please see the pink box below for those instructions.

If you do not wish to sign in with Facebook or Google, just enter your name, preferred email address (that will be your user name) and a password.

Create a New Account

Set up your account so you can log in to manage and share your fundraising page.

Create Account

REGISTERING with FACEBOOK or GOOGLE

You can register using your email address, Facebook, or Google. If you use Facebook, the email address you used to sign up for Facebook will be the email on file for your registration. The email you used to sign up for Google will be used if you choose to register using Google. When you login, your Facebook or Google credentials will automatically log you in; you won't have to enter an email address or password.

Create an Account

Log in with Facebook

Sign in with Google

or

Your First Name

Your Last Name

SarahSt@example.com

Enter a Password

Confirm Password

Create My Account

By creating an account, you agree to our [Acceptable Use Policy](#).

Already have an account? [Log in now](#)

Next, you choose one of the three choices to **Join a Team**, **Create a Team** or **Continue as an Individual Participant or Volunteer**. Since it is new software, the registration options are a little different than in the past.

- All **“Primary Participants”** must register with an email. That will be most adults and any children who wish to fundraise for incentives.
- Children (and some other family members) who may not have an email and do not wish to work towards incentives should still be registered, but they will be added as a **“Shared Participant”** associated or sharing a Primary Participant’s email. You’ll be given that option before completing your registration or may go back and do it later from your personal or team page. Directions for that will follow.
- **Join a Team** To register for an event and join a team that has already been created choose this option. There will be a searchable dropdown menu of existing teams to help you find the right team. You’ll be able to set up your own fundraising page associated with that team and be able to check in on your team’s fundraising page as well.
 - **Create a Team** This option allows you to set up a team as its captain. You’ll be able to manage and personalize the team fundraising page to track your fundraising goals and customize the content. You will also have your own personal fundraising page.
 - **Continue as an Individual Participant or Volunteer** This option will allow you to register without a team affiliation either as an event participant or an event volunteer. You’ll be able to customize your own fundraising page and earn badges along the way.

2 Would you like to:

Join A Team
Join a team and raise more money by fundraising as a group!

Create A Team
Take the lead and create a team to supercharge your fundraising!

Continue as an Individual Participant or Volunteer
You may still create your own fundraising page!

After you make your choice to Join a Team, Create a Team or Continue as an Individual Participant or Volunteer, click Continue and choose whether you are registering as a **Primary Participant** or a **Volunteer**.

*Remember—children (or adults) without their own email addresses or who are not participating in the fundraising/incentive challenge will be registered to the Primary Participant’s registration afterward.

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Select a Category

☐ **Primary Participant**
Adults and children with their own email and who may create their own fundraising page.

☐ **Volunteer**
This registration is for people who wish to VOLUNTEER for this event.

On the next form you’ll enter your personal information.

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Personal Information

First Name required
Melody

Last Name required
Lamb

Address required

City required

State required
Select a S...

Zip Code required

Country required
United States

Phone Number required

The next screen takes you to Fundraising Goals. Defaults have already been set but you may adjust those goals if you choose. We’d love to see you strive to reach those goals though, and you might find that they are easier than you think to attain.

NOTE—The Individual Participant Incentive is the **A-Team Fun Walk for Autism Super Hero T-Shirt** which is NOT available for purchase and may only be earned by raising a minimum of \$100 in donations solicited by you!

Set the bar high and be persistent to meet that goal! There are a lot of tools built into your fundraising page that will help you get there! We will also be sending out other tips and ideas along the way.

Fundraising Goal

Raising just \$100 will earn you a "Super Hero" event t-shirt!

(min. \$100.00)

\$ 150.00

The Optional Donation can kick you off to a great start by donating to yourself!

In the past you’ve had to pay a registration fee. This year there is no registration fee so why not donate at least what you’d have spent in the past right when you register!

Optional Donation

Get closer to earning your "Super Hero" t-shirt by donating to yourself!

\$

You can start your fundraising efforts today by making an optional donation that will be applied toward your fundraising goal.

Many of you work for employers who will match gifts. This is a great way to double your fundraising power! Please feel free to contact us if you need help with this!

Matching Donations

☐ This donation can be matched

Additional Questions

There are a few Additional Questions depending upon your type of participation.

Primary Participants will be asked their preferred t-shirt size in case they earn an incentive shirt.

Volunteers will be asked for their preferred incentive shirt size as well as which time-shift they wish to work. There is also an opportunity for volunteer registrants to let us know of any special considerations of their assignment.

Additional Questions

Incentive Shirt Size required

Please Choose an Option ▼

Waiver

You will need to agree to the waiver before participating. Please be sure to read through it carefully and make sure you agree with all stipulations before checking the box indicating you accept the terms.

Waiver

☐ I agree and accept the terms and conditions.

I am aware that these activities are potentially hazardous and that I could be seriously injured. I am voluntarily participating in these activities with knowledge of the danger involved, and agree to assume any and all risks of bodily injury, illness, or property damage, whether those risks are known or unknown.

After the waiver you **Continue** and will be taken to the Optional Merchandise page (aka "Store"). You may always Join or Renew your membership in the Autism Society of Southeastern Wisconsin for \$40/year. Even if your current membership doesn't expire until the fall, your membership will be extended for 1-year from the latest date, so you lose nothing in renewing early! There will be other event swag that will be entered into the store in the upcoming weeks so check back frequently.

Make your selection and add to cart or Continue Registration.

Registration Details → **Optional Merchandise** → Review and Billing
→ Thank You

Store items will be updated soon so check back frequently! Show your spirit & support by purchasing your swag here! You may also join or renew your membership with the Autism Society Southeastern Wisconsin! Items purchased will not be shipped. They will be available for pick-up the day of the event at the main Check-in/Information tent.

Empty ▼

Memberships

Individual/Family Annual Membership

 \$40 ea.

An Individual/Family Membership is for you and all those in your immediate household (up to a total of five). Join

Continue Registration

Go Back

Don't forget though, the **A-Team Fun Walk for Autism Super Hero Shirt** will NOT be appearing in the store for sale. It may only be earned through your fundraising efforts!

Next is to either **Complete Your Registration**. If you choose to Complete Your Registration, just click on the button and finish.

OR

Add Additional Participant.

Review and Complete Your Registration Below

Complete Registration **Go Back** **Cancel**

Registrations	Fees	Donation	Total	
Sue LeBuhn Individual	\$0.00	\$0.00	\$0.00	
+ Add Additional Registrant				

Add Additional Participant or a Shared Participant—

You'll need to choose the type of participation.

If you are registering another who has their own email and will be working individually toward the fundraising incentive the choose the option on the left to Register as a Participant or Volunteer.

If you are registering a child or another who doesn't have their own email then choose the Non-Fundraising Participant..

1 How would you like to participate?

Register As A Participant or Volunteer
You'll be able to create a fundraising page & use many tools to help enlist the help of your friends & family.

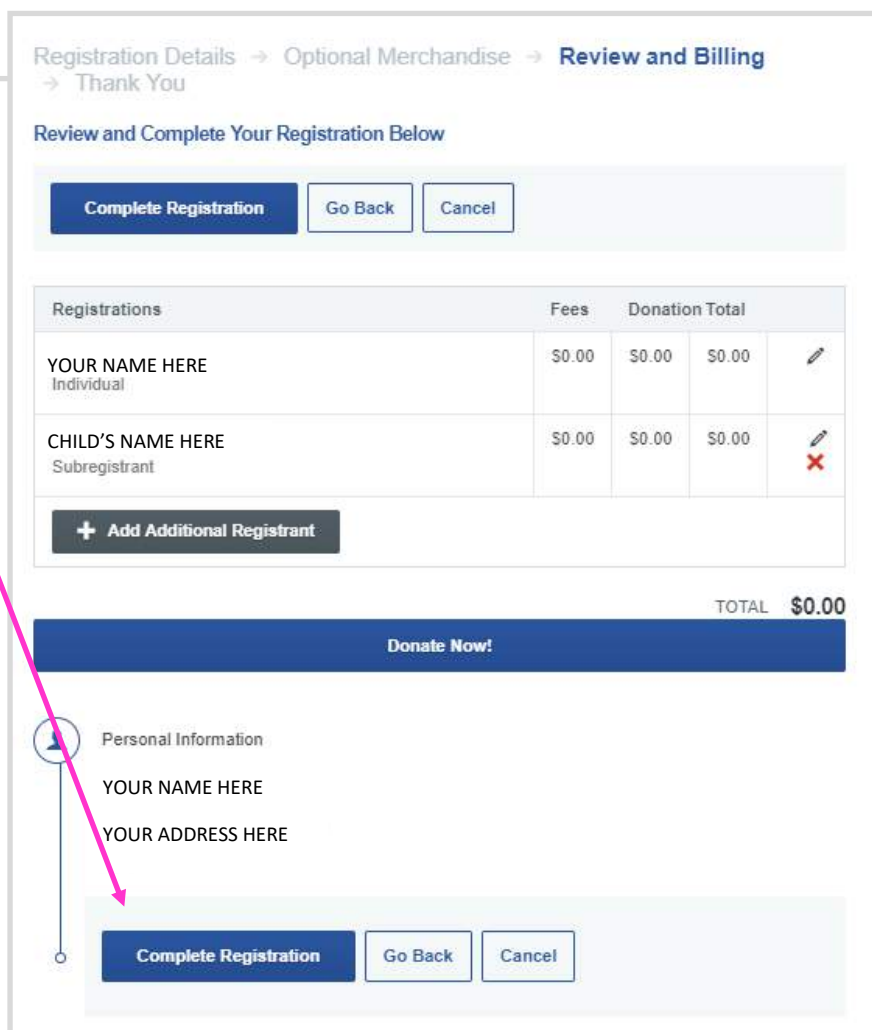
Register as a Non-Fundraising Participant
You don't need to fundraise to participate in the event! Select this option to register without creating a fundraising page.

Continue

After making your selection, click Continue.

When entering the personal information of the additional participant, you may select the toggle towards the top to use your same address for the registrant. Otherwise, complete with their information then either **Add Additional Participant** (and repeat the process) or **Complete Registration**.




You will now have the opportunity to check over your registration and make any corrections if needed in the top part. If it's all as you want it then click on **Complete Registration**.



Registration Details → Optional Merchandise → **Review and Billing**
→ Thank You

Review and Complete Your Registration Below


Complete Registration Go Back Cancel

Registrations	Fees	Donation Total		
YOUR NAME HERE Individual	\$0.00	\$0.00	\$0.00	
CHILD'S NAME HERE Subregistrant	\$0.00	\$0.00	\$0.00	 

+ Add Additional Registrant

TOTAL **\$0.00**

Donate Now!

 Personal Information

YOUR NAME HERE

YOUR ADDRESS HERE

Complete Registration Go Back Cancel

That completes your registration! You will receive a confirmation email and then be taken to your individual page.

The next guide will help you to set up your Team and/or Individual Fundraising Page. The software is so easy to use though, you likely won't need much to make the page reflect you and why this cause is important to you.

Should you have any difficulties or confusion along the way, please feel free to email sue@assew.org for assistance!