


# Walk for Autism: Creating a Team Page

## 1. Logging In

- Visit <https://bit.ly/AutismWalkCreateTeam2023> and follow steps to login or create account
- OR
- Visit <https://www.autismnwpa.org/>
  - Click Events
  - Click Walk for Autism View Details
  - Scroll to Team Information
  - Click 

Create an account to start fundraising.

**CREATE NEW ACCOUNT**

Already have an account?

Login Name:

Password:

☐ Remember me

**Log In**

Forgot your password?  
[Get help](#)

If you **do not** have an account:  
create one here

If you already have an account:  
Login with name and password

If you've forgotten your login or  
password, click "get help"

## 2. Creating a New Account – If you have an account already, skip to step #3


**Create Fundraiser Account**

First Name: \*

Last Name: \*

Email: \*

☐ I'm not a robot

  
reCAPTCHA  
Privacy - Terms

**Submit**

- Fill in the (\*) fields with the correct information.
- Click the box next to "I'm not a robot" & follow the prompt.
- Click the Submit button.

Welcome to the database for Autism Society Northwestern Pennsylvania. By creating a log-in, you will be able to update your contact information, register for events, make donations, view donation history...all with one log-in! PLEASE NOTE: households ONLY need 1 log-in. Family members will be set up under 1 household. If you have any questions or trouble setting up your account, please contact us at (814) 455-3540.

Thank you!

Bebe Notreal

[https://autismsocietynwpa.app.neoncrm.com/np/clients/autismsocietynwpa/setLogin.jsp?secureId=E3Sjk5gkEEfQOLmmuUWFUn6T1TtMiGN4FoZXJMiALdbUlp6gJVR19e0gP9-B3zmDxXPcSSr8\\_2w8iZCpSvW\\_w%3D%3D&icmp=76](https://autismsocietynwpa.app.neoncrm.com/np/clients/autismsocietynwpa/setLogin.jsp?secureId=E3Sjk5gkEEfQOLmmuUWFUn6T1TtMiGN4FoZXJMiALdbUlp6gJVR19e0gP9-B3zmDxXPcSSr8_2w8iZCpSvW_w%3D%3D&icmp=76)

- Go to the email address you provided to find a link to complete your login information.
- Click the link.

**Set Login/Password**  
Please Select The Account For Which You Would Like To Reset Your Password:

Account: Notso Real

☒ Login Name:  
Individual Constituent User

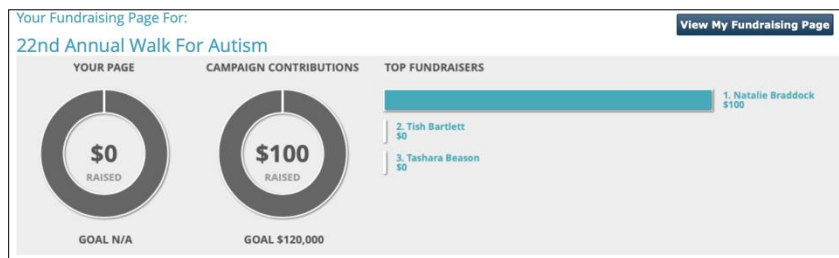
Please enter a login name you would like to use (at least 4 characters)

Please enter a login password you would like to use (at least 8 characters, including at least one number)

Please re-enter your login password

- Enter your new login & password
- Click the Submit button
- Once you are logged in, you will be taken to “Your Fundraising Page”

### 3. Set Up Your Team Page –After logging in, it will take you to the Social Funding Overview 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 Walk. “YOUR PAGE” = your team’s goal and progress. “CAMPAIGN CONTRIBUTIONS” = All Walk contributions.

Page Content | Share My Page | Donations | Event Registrations | Comments

**Page Content**  
Manage your personal fundraising page.

Fundraising Page Title:  
☐ Shanda Coleman's Fundraising Page  
☒ High 5 for Autism

Fundraising Page Url:  
☐ https://autismsocietywpa.app.neoncm.com/campaign.jsp?campaign=76&fundraiser=20&  
☒ https://autismsocietywpa.app.neoncm.com/High5forAutism23

Your Fundraising Goal \*:

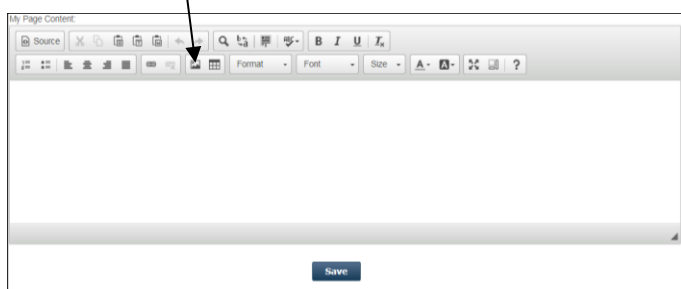
Current Photo:  
 Upload a personal photo to your fundraising page.  
 (No Photo)  No file chosen

#### “Page Content” tab

- This is where you will enter information for your Team Page.
- The “Fundraising Page Title” is your TEAM NAME. Enter your team name here.
- Enter a fundraising goal
- Upload a photo for your team page. Photos must be “gif” or “jpg” file type to upload.
- *After uploading your photo, check to make sure your Fundraising Page Title and Fundraising Goals have not changed. If they have, you can correct them now.*

Please consider when creating a team name--we highly recommend that you do NOT use a team name that is similar to one that already exists. For example, if there is already a “Team Joe,” please do not use “Joe’s Team” or “Joe.” Try to use a name that will make it easy for family, friends & friends of friends to recognize.

- The part of the screen pictured below is where you can enter text for your team webpage.
- This is where you can share a *condensed* version of your story and why you raise money through the Walk. Save your longer version for your emails or letters to friends and family.
- You can also use this space to highlight any special fundraising efforts you are doing.
- You can add a picture to this page by clicking the Image button. Change the size of the picture by double-clicking on it.



- **Press “Save” once you are finished.** There will be automatic links on your page for people to join your team or nonwalkers to make donations. Team members might need to choose your team name from a drop-down list when they register, so be sure they know the correct name.

Page Content
Share My Page
Donations
Event Registrations
Comments

### My Fundraising Page

Share your fundraising page by copying this direct link.

Donation Link: <https://autismsocietynwpa.app.neoncrm.com/High5forAutism23>

Event Registration Links:  
22nd Annual Walk for Autism <https://autismsocietynwpa.app.neoncrm.com/eventRegistration.jsp?campaign=76&fundraiser=20&event=6293&>

### Social Media

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

[f](#) [t](#) [in](#)

### “Share My Page” Tab

- “Donation Link” will take people to the webpage you created with your story and pictures.
- “XX Annual Walk for Autism” Event Registration link will allow your team members to register to walk with you without selecting your team from a dropdown.

### 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				
<input type="checkbox"/> Donor	Amount	Date	Mailing Address	Comments
No records to view				

Bulk actions [Apply](#)

### “Donations” Tab

- The “Donations” Tab displays all donations to date for your team.

### View Event Registrations

If this fundraising campaign is associated with an event, you can view event registrants who credit you with their registration.

Event Registration List				
Event	Amount	Date	Registrant	Attendees
No records to view				

### “Event Registration” Tab

- The “Event Registration” tab displays the people who have signed up to walk with your team.

### Comments

Turn the comments section of your fundraising page on or off. If you turn comments off, they will be saved but not visible to the public.

[ON](#)

### Manage Comments

Donation Comment List			
<input type="checkbox"/> Donor	Comment	Date	Action
No records to view			

Bulk actions [Apply](#)

### “The Comments Tab”

- The “Comments” tab displays comments that people have left for your team when donating or registering.