

Step by Step Guide to Registration and Team Fundraising for
The Christine Padasak Memorial Autism Awareness 5K & Family Fun Walk
A VIRTUAL EVENT in 2020

1. Go to the Event Website at www.AutismAware5k.com
2. At the Event Website you will have a couple ways of initiating the registration process
 - a. At the top of the page there will be **SIGN UP** button (on mobile devices this top button will be the only clear option)
 - b. On a computer, if you scroll down the page, there will be several EVENTS that you can choose from:
 - i. Virtual Walk or Run
 - ii. Virtual Walk or Run for Children Under 10yo and/or Individuals of any age with a Developmental Disability
 - iii. There are other events (e.g., 5k, Family Fun Walk), but if you select one of the other events, you will be automatically redirected back to the Virtual options

YOU CAN SELECT ANY OF THESE REGISTRATION BUTTONS

- c. If you participated last year, last year's registration options may pop up including your previously entered name
 - i. If appropriate, choose your name from last year and start the registration process OR
 - ii. select **New Registrant**
 - d. If you haven't participated before, you will be asked who you are registering (e.g., me, other adult, or minor) – make the appropriate choice and continue to enter the appropriate demographics
 - e. You will then be given the option of adding others – proceed in adding all relevant people – you will need their: full name, date of birth, email address, home address, phone number (you can use your own address, email address, and phone number when you don't have others' info or for minors)
3. Once you've entered all the participants' information, you will be expected to check the WAIVER box and then press the **CONTINUE** button

To Start or Join a Team you must follow these steps

4. You'll be taken to a Fundraiser page where the rewards for the top three fund raisers are listed – YOU MUST SCROLL DOWN – and select **Become a Fundraiser** button.
5. **In order to start a Team or join a Team, you first MUST become an Individual Fundraiser.**
 - a. You will be asked to set an Individual Fundraiser Goal – This is OPTIONAL.
 - i. **Feel free to scroll down past this section** and the following section where you can enter the other Individual Fundraiser Goals for all the people you just entered as participants (optional)

Scroll Down to TEAM FUNDRAISER

6. If you had a Team last year you will be given the option of starting up that Team again this year (Your Choice)
7. If you are starting a new Team – enter the name of your Team
8. You will then be asked to set a Team Goal in terms of the amount of \$ money you want to raise (Your Choice)
 - a. Consider checking both
 - i. SHOW GOAL THERMOMETER and
 - ii. LIST OF SCROLLING DONORS
 - b. You will then be given the option of personalizing the text that you want in your message that you can post to Facebook, Twitter, or send via email in order to invite people to join your TEAM (OPTIONAL). You can tell a personal story and add your own photos here to inspire people to donate \$ to your Team or to join your Team. OR you can use the default text.
9. You will then be asked to enter your initial donation \$ amount (this is optional) and if you enter an additional donation here you can select the appropriate ON BEHALF OF button - then select **CONTINUE**
10. You will then be taken to a PAYMENT page where you are to enter your credit card information and you will be asked to confirm your order.
11. You will be given a printable receipt with the payment amount and all registrants listed.

USE SOCIAL MEDIA (Facebook) or EMAIL TO INVITE FRIENDS AND FAMILY TO JOIN YOUR TEAM **FROM YOUR TEAM PAGE**