2018 Autism Society Central VA 5K Run/Walk

**FirstGiving Instructions** 

### Registration

Go to

http://ascv.org/ascv-5k/register/
and click REGISTER



#### 2017 Autism Society Central Virginia 5K Run/Walk



Saturday, May 27, 2017

Benefiting Autism Society Central Virginia

Home

For over 25 years, the Autism Society Central Virginia, a 501(c)(3) nonprofit, has served as the region's premier source of education, advocacy, and support for individuals with autism spectrum disorder (ASD), their families and friends, and interested professionals.

To fulfill our mission to improve the lives of all affected by autism by maximizing the self- sufficiency, independence, and quality of life for all living with autism, the Autism Society Central Virginia established a 5K walk/run in 2002.

Held at the Innsbrook Pavilion, this family-friendly race includes entertainment, food, exhibitors, and a Kid's Fun Zone. The 5K Run/Walk is the Autism Society Central Virginia's primary source of income, raising nearly \$100,000 in May 2016. The funds raised here stay here!

#### How to REGISTER:

- Click the red "Register" button near the top of this page.
- · Choose quantity and type of registrations.
- Create a FirstGiving account, so that money and information can be processed securely. If you already have a FirstGiving account, sign in using that information.
- · Choose to join a team, create a team, or opt out of being a part of a team. (If you CREATE a TEAM, make sure to

**\$0** raised

Register

Donate

∰ Date

Saturday, May 27, 2017 at 8:00 AM

**Q** Location

The Innsbrook Pavilion 4901 Lake Brook Drive Glen Allen, VA

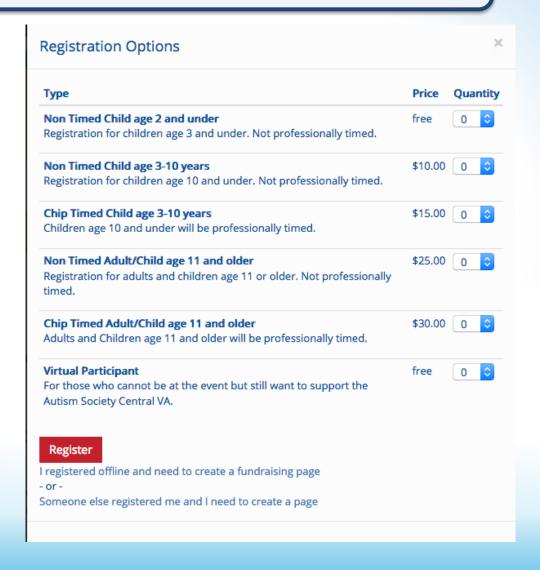


First Giving Be where the giving happens.

#### Registration

Select the number of people you're registering in each category, and click REGISTER

Note: This is not the TOTAL amount of people on your team, just whoever is signing up right now. It's fine if it's just 1. In fact many people find it easier to register themselves first to get started and then go back and register others.





### Registration

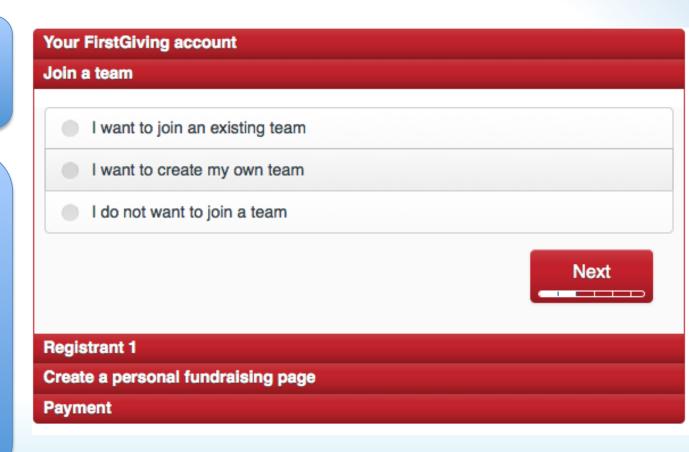
If you've used FirstGiving for the 5K in previous years, log in with your email/password using the "sign in with email" button on the right of the page, or with your FB log in. Otherwise, create an account and make sure you remember or write down your log in info for future use.

	FG Sign in with email
Name	f Sign in via Faceb
Billing address	
State 💿	
United States	
Choose a password	
Retype your password	
By continuing, you agree to FirstGiving's terms and conditions	

# Join/Create a Team

#### **IMPORTANT!!!**

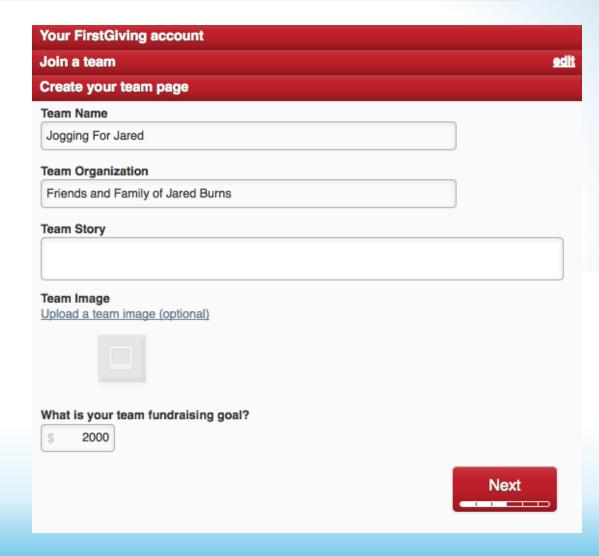
Choose whether you are joining an existing team, creating your own team, or just participating (not on a team). If you are joining a team, you can search the team names.





#### Create a Team

IF you are creating a new team, you will see this page. You do NOT have to enter all of the info **now.** You will be able to edit and update your team page later on, as you like. The only thing you MUST enter right now is the Team Name.

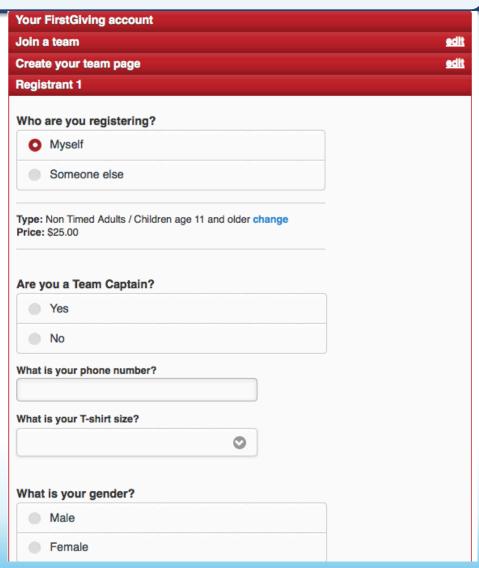




## **Registration Continues**

Answer some registration questions, then click NEXT.

If you created a team, make sure to check YES under the question, "Are you a Team Captain" when entering info for yourself.





# Create a Personal Fundraising Page

fundraising page if you want a personal fundraising page. You do not need to do this if you only want to collect donations as a team. Please note if you do not create a personal fundraising page, you will not be included in the individual fundraising contest, only the team fundraising contest. You can edit this later if needed.

This is YOUR personal fundraising page, not your team page. Your donations on your personal page WILL also count toward your team's total donations if you have joined a team.

#### Create a personal fundraising page Page title\*

Select an image or upload your own\*

My Personal Fundraising Page



#### Your story\*

Font Size

Thank you for visiting my fundraising page!

Donating through this website is simple, fast and totally secure. It is also the most efficient way to support my fundraising efforts.

Many thanks for your support -- and don't forget to forward this to anyone who you think might want to donate too!

## Make A Donation While Registering

You can choose to make the first donation to your personal page. Again, if you have registered as part of team, or created a team – any donations to your personal fundraising page will also count toward that team's total donations.

Best Practice: Making the first donation to your page is the fastest way to jumpstart your fundraising, show your supporters you're committed and increase your overall raise!

Make first donation to your page

Amount

Cover the fees for your donation

(\$0.00)

# **Complete Your Registration**

Enter your credit card details to pay for registration, and click SUBMIT

#### Confirmation

You've now registered and if you have a PERSONAL fundraising page, that link is at the top of your confirmation.

If you're a team captain, you also have a TEAM PAGE. All of this info and links to those pages will be emailed to you as well.

Your next step is to customize your TEAM PAGE.

#### Your Personal Fundraising Page Is Live

Your page has been created. Here's your Page address to share with friends:

https://www.firstgiving.com/fundraiser/joggingforjared/2016-autism-society-central-virginia-5k-walkrun

Let's get your fundraising started! Promote your page now:

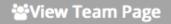






#### You're the captain of Jogging For Jared

Share your team page to recruit team members.



#### Here's Your Registration Confirmation

Туре	Name	Email	Team	Amount
Non Timed Adults / Children age 11 and older	Tammy Burns	tammyburns5@gmail.com	Jogging For Jared	\$25.00
Total				\$25.00



### **Team Captains**

to go! Being the Team Captain you are able to:

- 1. Edit a team's name, description, and story.
- 2. Upload images. The first image is used as the team picture on the leaderboards thumbnail picture.
- 3. Hide donation amounts, dates, messages, and names. If all attributes are hidden, the entire panel is hidden.
- 4. Set and edit a Team fundraising goal.
- 5. Add/edit/remove a Youtube or Vimeo video.
- 6. Enable or disable comments.

As Team Captain, after completing your registration, you will receive an email from FirstGiving with the subject line – Team Captain Notification. That email contains the URL for your Team's Page. Make sure to keep that email for easy access to your team page. Your team page URL will look like this: https://www.firstgiving.com/team/ followed by a 6 digit number.

## **Team Captain**

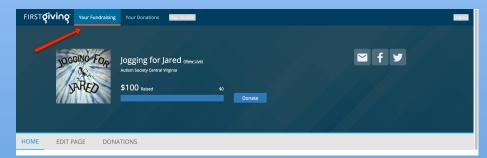
As a team captain, you may have two pages.

You can share your PERSONAL FUNDRAISING PAGE to ask for donations. Remember your fundraising is counted in your TEAM's Total as well.

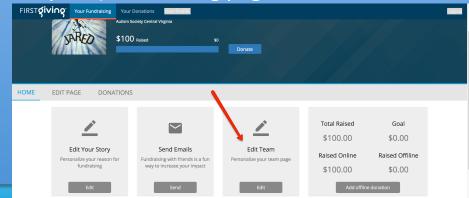
Share your TEAM PAGE to encourage other team members to join your team. People can also make donations to the Team in general from the TEAM PAGE.

# **Customizing Your Team Page**

- 1) Go to <u>www.firstgiving.com</u>
- 2) Sign In (top Right) using your FirstGiving log in info. You must use the same log in info you used when you completed your 5K registration.
- 3) Once you have logged in click on the "Your Fundraising" tab

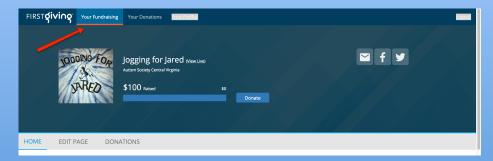


- 4) Choose the most recent (should be the top left) fundraising page.
- 5) Choose the option to "Edit Team".

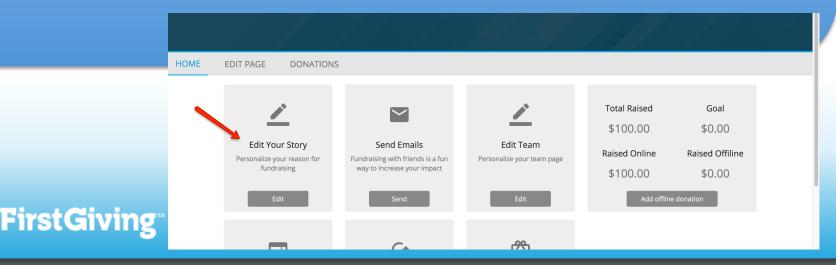


#### **Customizing Your Personal Fundraising Page**

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- 4) Choose the most recent (should be the top left) fundraising page.
- 5) Choose the option to "Edit Your Story".



## FirstGiving Help

For help with setting up your pages or recovering your log in info, call FirstGiving at 877-365-2949, or send an email to support@firstgiving.com