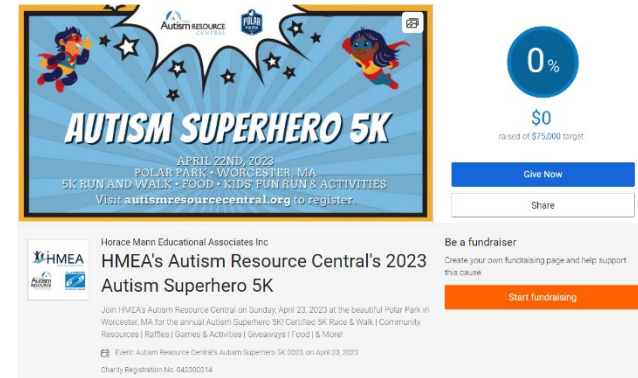


How to Create a Team for the 2023 Autism Superhero 5K

1. Go to [JustGiving.com/campaign/superhero2023](https://www.justgiving.com/campaign/superhero2023) and click the orange “Start fundraising” button



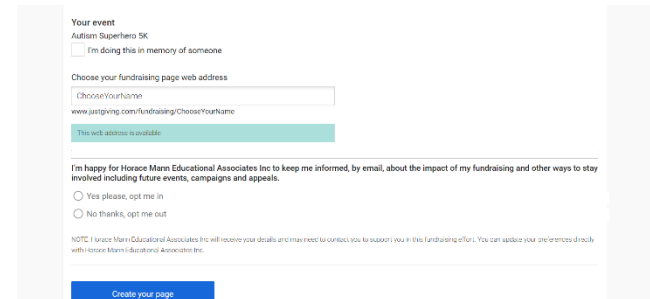
2. If you were an Autism Superhero fundraiser in 2022, use your login from last year to sign in. If you're a new fundraiser, proceed with the steps to sign up for an account. At this point in the registration process, there is no option to sign up with an organization name; however, you will be able to use your company name when you create your team.

A screenshot of the "Sign Up" form on the JustGiving website. The form includes input fields for "First name", "Last name", and "Email". Below these is a "Create password" section with a "Show" link and two radio button options: "Must be at least 12 characters" and "Must include at least one number, a lower or upper case letter and a special character (#, \$, %, &, @ etc.)".

3. Proceed to the next step to complete your profile. If you are creating a team on behalf of an organization, you may use the organizations contact information on the “Complete your profile” page.

A screenshot of the "Complete your profile" form. The form is set against a background image of various items like a medal, sunglasses, and a pink shirt. It contains input fields for "Country" (pre-filled with "United States of America"), "Address Line 1", "Address Line 2 (optional)", "Town / City / Suburb", "County / State / Territory (optional)", and "Postcode (optional)". A blue "Continue" button is at the bottom right.

4. You will be asked to create your personal fundraising page. As a member of your team, you will have a personal page. This is where you chose a web address for your page. (Naming your team page and creating your team page's URL or custom web address comes a little later. Each page must have a unique URL)



Your event
Autism Superhero 5K
☐ I'm doing this in memory of someone

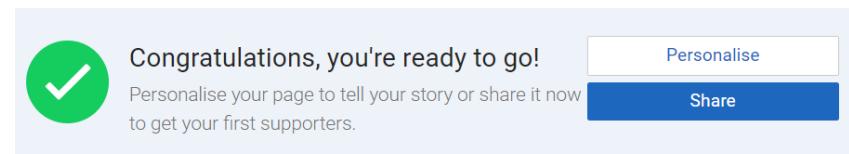
Choose your fundraising page web address
ChooseYourName
www.justgiving.com/fundraising/ChooseYourName
This web address is available

I'm happy for Horace Mann Educational Associates Inc to keep me informed, by email, about the impact of my fundraising and other ways to stay involved including future events, campaigns and appeals.
☐ Yes please, opt me in
☐ No thanks, opt me out

NOTE: Horace Mann Educational Associates Inc will receive your details and may need to contact you to support you in this fundraising effort. You can update your preferences directly with Horace Mann Educational Associates Inc.

Create your page

5. Fundraising pages are already populated with a picture and event description. You can choose to personalize it or leave it as is. Click “Personalize” and proceed with the next steps or, if you’re ready, click “Share.”



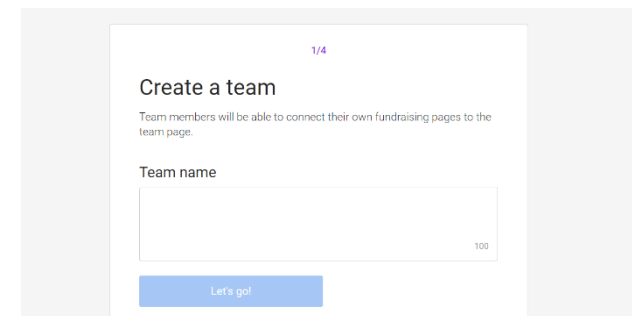
 Congratulations, you're ready to go!
Personalise your page to tell your story or share it now to get your first supporters.

Personalise
Share

6. Now it's time to create your team! Scroll down and click the “Create a team” link, found just above the Story section of your personal page.

 [Create a team](#)

7. Name your team. Here is where you can add your organization's name if you are starting a team for a business. Click “Let's go!” and proceed to the next page. Add your team photo or company logo, and personalize your team's story if you choose.



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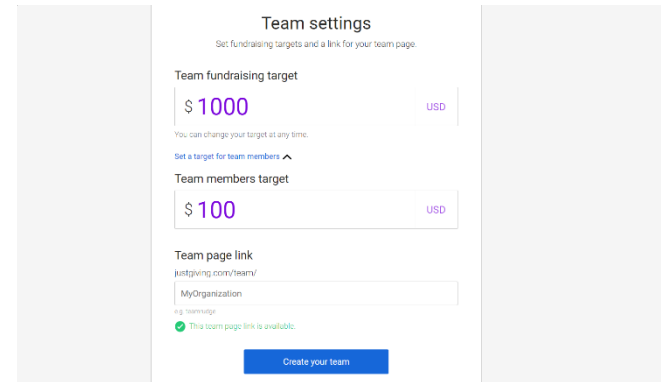
Create a team
Team members will be able to connect their own fundraising pages to the team page.

Team name

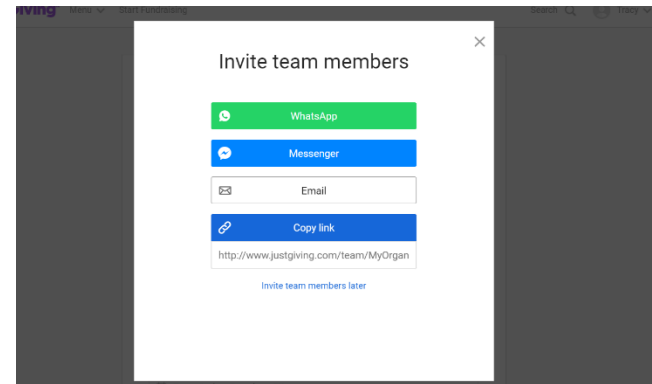
100

Let's go!

8. Next, set your team's fundraising goal, the individual target goal for each team member, and choose your team's URL. This is where you can use your organization's name.



9. Invite people to join your team, either directly through the give apps, or by copying your custom team invitation link and sharing it far and wide. Good luck with your fundraising efforts!



If you need further assistance, please contact Kris at kcariglia@hmea.org