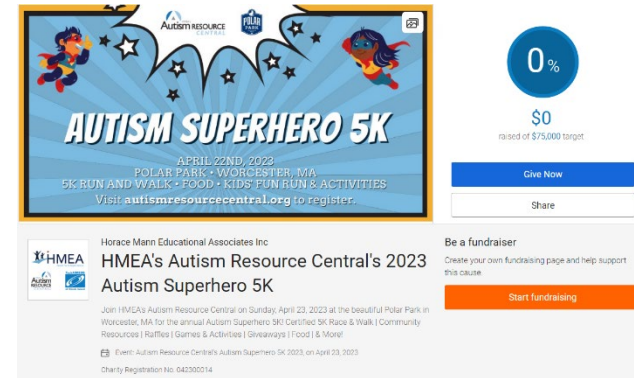


How to Create a Team for the 2023 Autism Superhero 5K

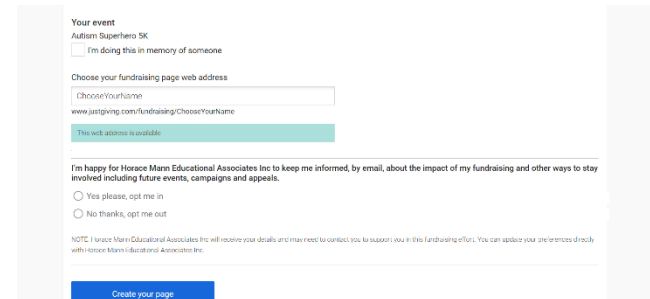
1. Go to [JustGiving.com/campaign/superhero2023](https://www.justgiving.com/campaign/superhero2023) and click the orange “Start fundraising” button



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.

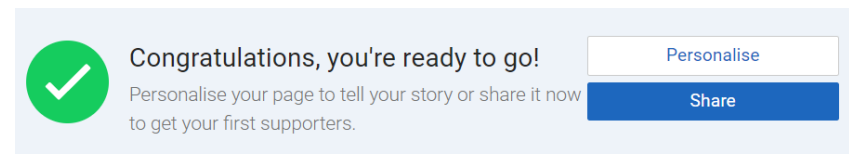
3. Proceed to the next step to complete your profile. If you are creating a team on behalf of an organization, you may use the organizations contact information on the “Complete your profile” page.

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)



The screenshot shows a form titled "Your event" for "Autism Superhero 5K". It includes a checkbox for "I'm doing this in memory of someone". Below is a section "Choose your fundraising page web address" with a text input field containing "ChooseYourName" and a preview "www.justgiving.com/fundraising/ChooseYourName". A green bar indicates "This web address is available". At the bottom, there's a checkbox for "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." with options "Yes please, opt me in" and "No thanks, opt me out". A small "NOTICE" is at the bottom. A blue "Create your page" button is at the bottom right.

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.”



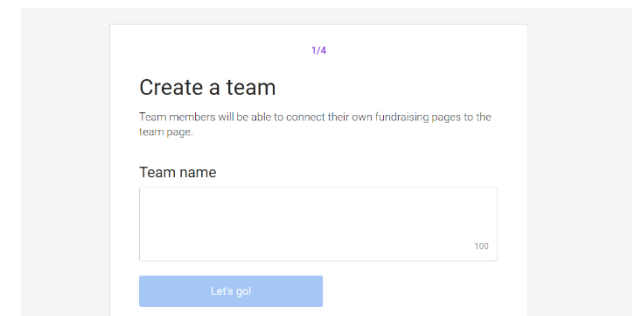
The screenshot shows a confirmation screen with a green checkmark icon. The text says "Congratulations, you're ready to go!" and "Personalise your page to tell your story or share it now to get your first supporters." There are two buttons: "Personalise" and "Share".

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.



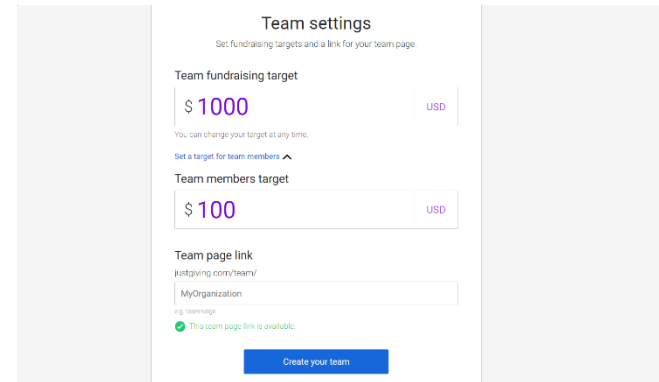
The button features a group of three people icon and the text "Create a team".

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.

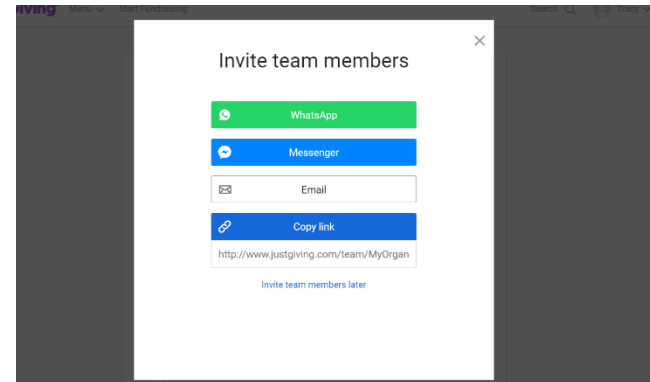


The screenshot shows a form titled "Create a team" with a progress indicator "1/4". It includes a sub-header "Team members will be able to connect their own fundraising pages to the team page." and a "Team name" label above a text input field. A blue "Let's go!" button is at the bottom right.

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 Sam at sshepherd@hmea.org