STEPS TO SET UP YOUR PERSONAL FUNDRAISING PAGE

1. Go to www.afsp.org/chicago

2. Click the Account Login button
3. Enter your email address (the one you used to register) and password (chosen by you during registration) (If you need help, email chicago@afsp.org)

4. Now you are in your Walk Fundraiser Portal

5. Click on ‘Your Page’
6. If you are a past walker and want to ‘bring back your page’ from a prior walk, follow these steps:

   a. In the story section you will see a pencil icon, click on that.
   b. Above the story section, you will see ‘import your story from:’ and a dropdown. Click on the dropdown and choose the walk listed there.
   c. The content from last year should populate! Scroll down and click the box with ‘Update Story’
7. If you are not a past walker or want to start fresh, you can change the information wherever you see a pencil icon. It is highly recommended to at least change your photo, fundraising goal and share your story. By personalizing your page, you are sharing why this walk is important to you.
8. For team captains, click Team Page to personalize this page as well.

9. You can change the information wherever you see a pencil icon. It is highly recommended to at least change your photo, fundraising goal and share your story. By personalizing your team page, you are sharing why this walk is important to you and your team members.
10. Now your personal fundraising page(s) are set up and ready to be shared via email, social media, flyers, etc.

11. To find your specific page link(s) to share with others, click on Settings. You can Copy to Clipboard or Customize (enter text in box) and Save Changes.