



**autism friendly**  
an Autism SA initiative

# Your guide to using the Autism Friendly Charter online learning platform and business directory

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# How to sign up to the Autism Friendly Charter

## Step 1: Choose your membership type

When you sign up, there are a number of different membership options available at this link – read through and select the option that applies most to you: <https://autismfriendlycharter.org.au/join-the-afc/>

Pick an option below that matches your situation.

Remember that certain eligibility criteria applies in order to join, indicated by the mandatory checkboxes on each form. If you cannot meet this criteria, please contact us for assistance.





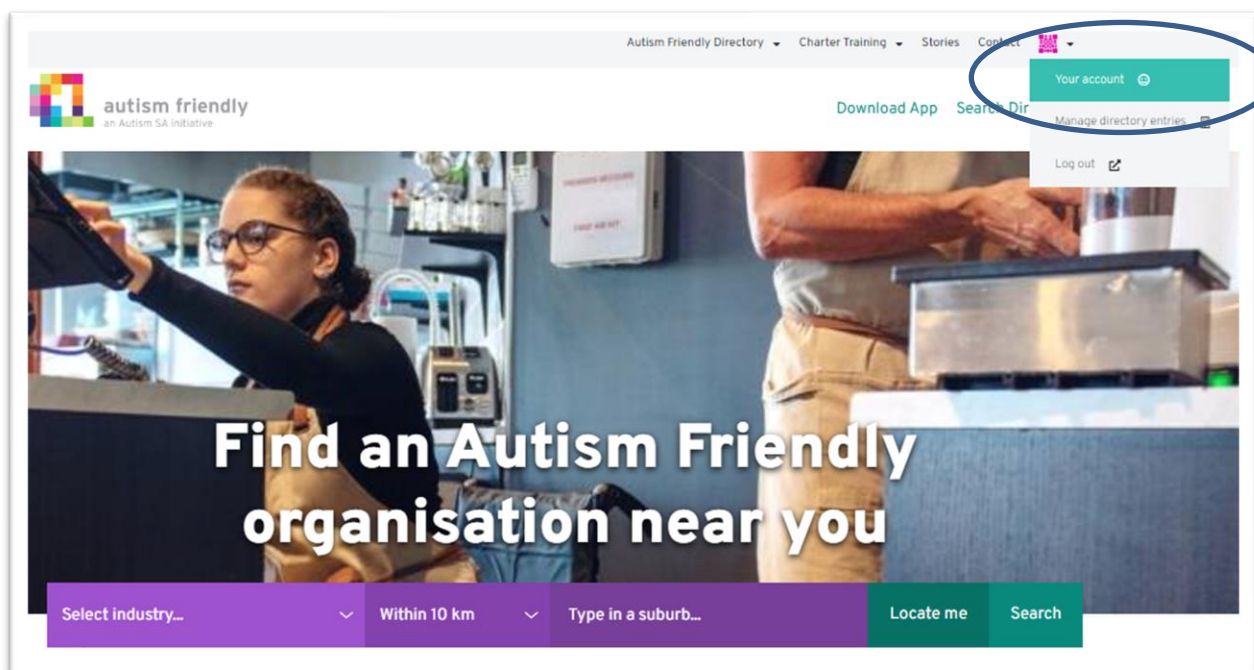
- +  I own or manage an organisation
- +  I am from a State Government Department, Agency or Authority
- +  I am not affiliated with any organisation
- +  I am an Adelaide Fringe Venue or Artist

Figure 1 – Autism Friendly membership options

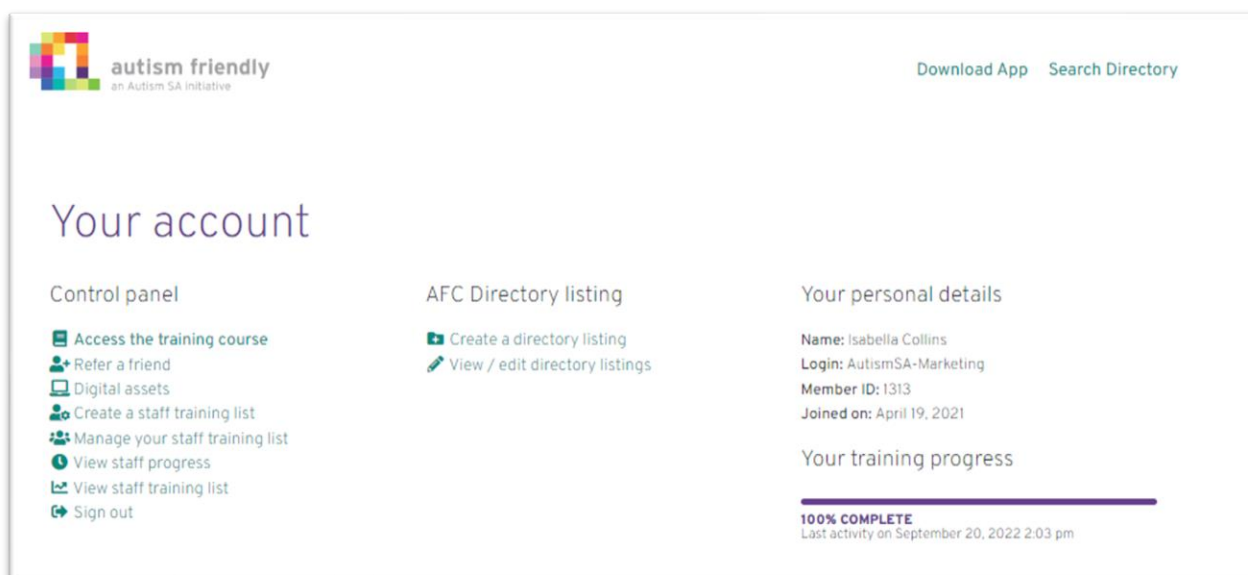
## Step 2: Access your account

Once you are logged in, select 'your account' in the top right hand corner of the page.



### Step 3: Access your training course

If you signed up as an individual, or if you have been invited by your organisation, you will be able to select 'Access the training course' on the top of your account page under the control panel. We hope you enjoy the training!



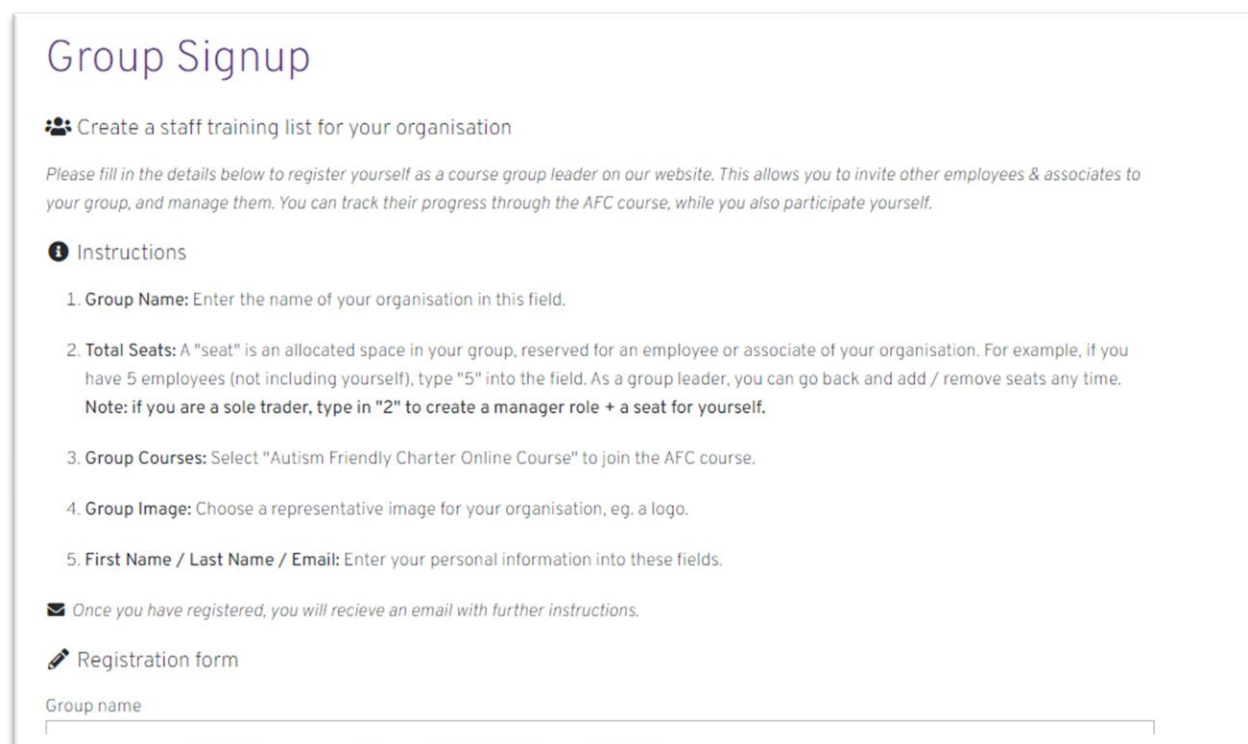
The screenshot shows the 'Your account' page. At the top left is the 'autism friendly' logo with the tagline 'an Autism SA initiative'. To the right are links for 'Download App' and 'Search Directory'. The main heading is 'Your account'. Below it are three columns of options:

- Control panel:**
  - Access the training course
  - Refer a friend
  - Digital assets
  - Create a staff training list
  - Manage your staff training list
  - View staff progress
  - View staff training list
  - Sign out
- AFC Directory listing:**
  - Create a directory listing
  - View / edit directory listings
- Your personal details:**
  - Name: Isabella Collins
  - Login: AutismSA-Marketing
  - Member ID: 1313
  - Joined on: April 19, 2021

Below the personal details is a section for 'Your training progress' showing a progress bar at '100% COMPLETE' and 'Last activity on September 20, 2022 2:03 pm'.

### Step 4: Create a staff training list

If you have signed up as a business, you will need to start by selecting 'create a staff training list' from the menu above and nominate yourself as a group leader. There are instructions on the page to guide you through this. Once created, you will be able to select 'manage your staff training list' to make edits in future.



The screenshot shows the 'Group Signup' page. At the top is the heading 'Group Signup'. Below it is a sub-heading 'Create a staff training list for your organisation'. A paragraph explains the purpose: 'Please fill in the details below to register yourself as a course group leader on our website. This allows you to invite other employees & associates to your group, and manage them. You can track their progress through the AFC course, while you also participate yourself.'

Below this is an 'Instructions' section with five numbered steps:

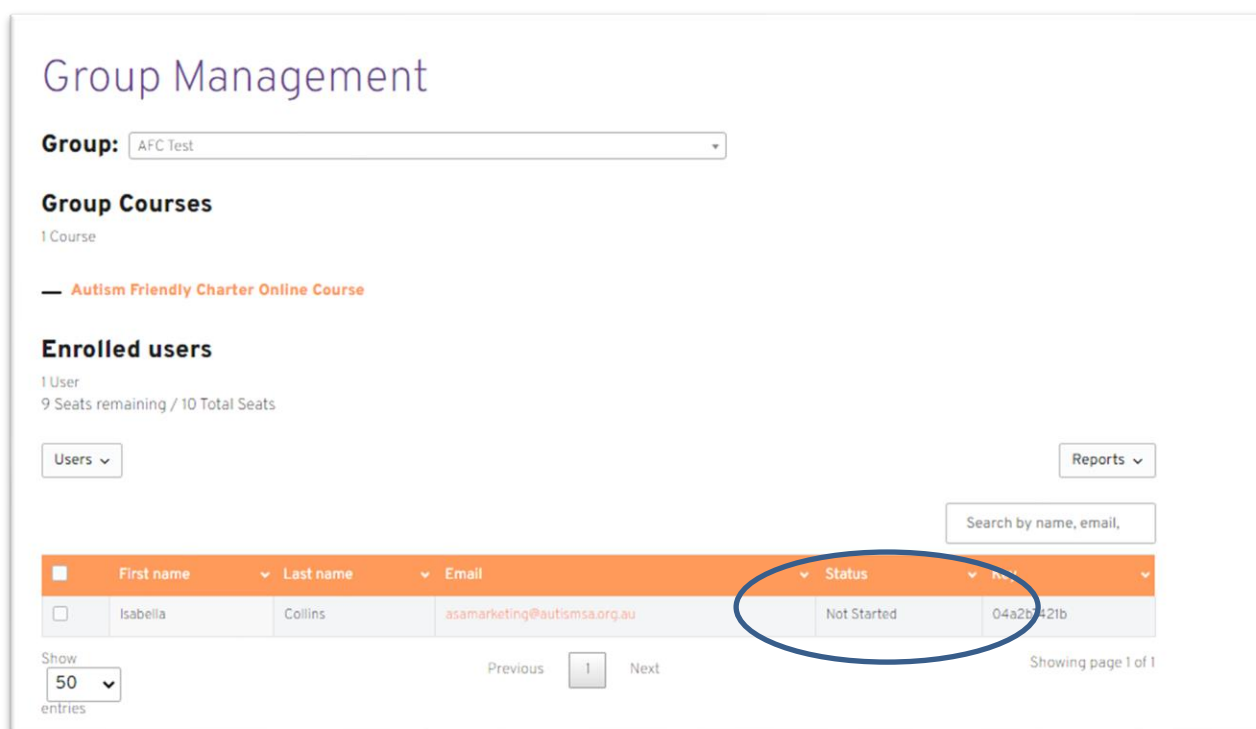
- Group Name:** Enter the name of your organisation in this field.
- Total Seats:** A "seat" is an allocated space in your group, reserved for an employee or associate of your organisation. For example, if you have 5 employees (not including yourself), type "5" into the field. As a group leader, you can go back and add / remove seats any time.  
**Note:** if you are a sole trader, type in "2" to create a manager role + a seat for yourself.
- Group Courses:** Select "Autism Friendly Charter Online Course" to join the AFC course.
- Group Image:** Choose a representative image for your organisation, eg. a logo.
- First Name / Last Name / Email:** Enter your personal information into these fields.

Below the instructions is a note: 'Once you have registered, you will receive an email with further instructions.'

Then is a 'Registration form' section with a 'Group name' label and a text input field.

## Step 5: Monitor staff progress

As a group leader that has uploaded your staff list, you will now be able to check on the progress of your staff.

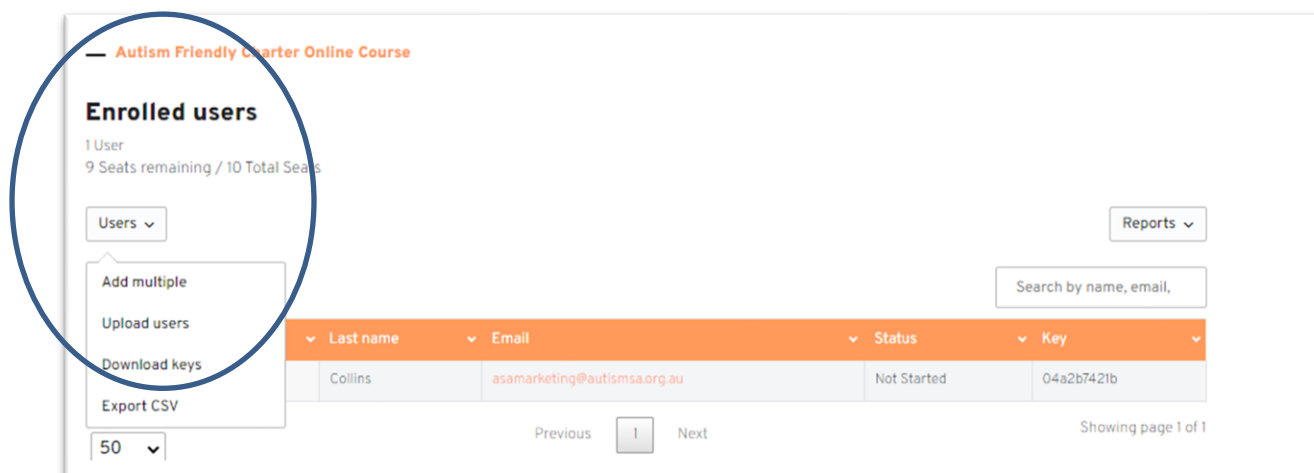


The screenshot shows the 'Group Management' page for the 'AFC Test' group. It displays 'Group Courses' with one course, 'Autism Friendly Charter Online Course'. Under 'Enrolled users', it shows 1 user with 9 seats remaining out of 10 total seats. A table lists the enrolled user, Isabella Collins, with the email 'asamarketing@autismsa.org.au'. The 'Status' column for this user is 'Not Started', which is circled in blue. The table also shows a 'Key' of '04a2b7421b'. At the bottom, there are pagination controls showing 'Showing page 1 of 1'.

First name	Last name	Email	Status	Key
Isabella	Collins	asamarketing@autismsa.org.au	Not Started	04a2b7421b

## Step 6: Adding a new staff member

On the 'Manage your staff training list' page accessed through your control panel, you can add users through the menu accessed below.



The screenshot shows the 'Enrolled users' page for the 'Autism Friendly Charter Online Course'. The 'Users' dropdown menu is open, showing options: 'Add multiple', 'Upload users', 'Download keys', and 'Export CSV'. The table below shows the enrolled user, Isabella Collins, with the email 'asamarketing@autismsa.org.au'. The 'Status' column for this user is 'Not Started'. The table also shows a 'Key' of '04a2b7421b'. At the bottom, there are pagination controls showing 'Showing page 1 of 1'.

Last name	Email	Status	Key
Collins	asamarketing@autismsa.org.au	Not Started	04a2b7421b

If you have run out of seats, you can go back to the create your staff training list page and add additional seats.

## Adding your business to the Autism Friendly Directory

If you have completed the Autism Friendly training together with at least 75% of your workforce, you qualify for a free business profile listing in our Autism Friendly Directory which is used by the community to locate inclusive businesses in their area.

A typical profile will include the below elements. It is best to collect all the information, images and links before you start your profile.

The screenshot shows a business profile for BOUNCE inc Adelaide on the Autism Friendly Directory website. The profile is displayed on a map of Marleston, SA, with a purple pin indicating the location at 166 Richmond Rd. The profile includes the following elements:

- Address pinned on an interactive map:** 166 Richmond Rd, Marleston SA 5033, Australia.
- Business logo, contact number, email and website:** BOUNCE inc Adelaide, 1300 000 540, enquiries@bounceinc.com.au, Visit website.
- Autism Friendly Badges:** Autism aware staff, Calming space available, Low light times, Quiet times, Sensory tools available, Spaces clearly marked.
- Autism Friendly Notes:** BOUNCE offers an 'airborne adrenaline rush with a soft landing' to anyone who wants to jump around. [Book Now](#)
- About BOUNCE inc Adelaide:** UNLEASH YOUR FREE SPIRIT. BOUNCE is a place that creates and celebrates joy, fun and self-powered adrenaline. We are part of a global freestyle movement inspiring self-expression and human connection in physical activity.
- Our Purpose is to:** "Inspire movement, self-expression & human connection".
- Our aim:** to be a loved destination for the families, schools and young people, who come to BOUNCE to learn new skills, awaken confidence and just let go. It's about inspiring everyone to forget the serious stuff for a while and get immersed in an atmosphere of fun.
- Images:** Three photos showing the interior of the BOUNCE facility, featuring trampolines and colorful structures.

Annotations on the right side of the image point to specific elements of the profile:

- Address pinned on an interactive map
- Your business logo, contact number, email and website
- When setting up your profile you can select autism friendly badges as applicable to your
- In this section you will be able to detail your service offerings and use the opportunity to highlight how you are working towards
- You will have an opportunity to upload **3 photos** of your location, they will expand when clicked so make sure
- If you have a promotional video you can also include it in your profile by just pasting your YouTube video link in

Figure 1 – Sample Business Profile

## Step 1: Login to your account

- You can login to your account here: <https://autismfriendlycharter.org.au/login/>
- If you have forgotten your password, click on “Lost your password” link below the login box
- If you already logged in, select “Manage directory entries” option from the drop down as per Figure 2 below

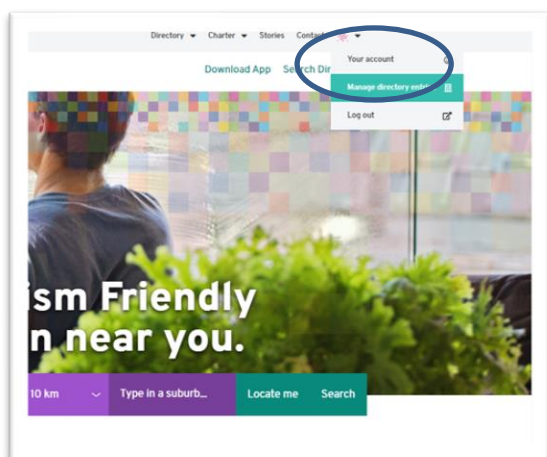


Figure 2 – Account dropdown menu

## Step 2: Add a new listing

Click on the “Add New” button as shown in Figure 3 below. Alternatively, click your previous listing to edit it.

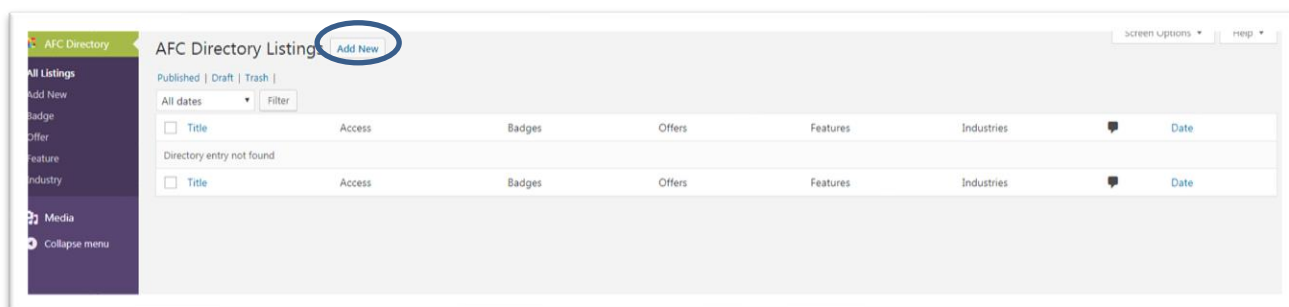


Figure 3 – Add new Directory Listing

### Step 3: Business name and services profile

Follow the steps in Figure 4 below to complete the first part of your business profile

The screenshot shows the 'Add New Listing' form. It includes a yellow header bar with a link to learn how to create a directory listing. Below this are four steps: Step 1 (Add title), Step 2 (Add description), Step 3 (Add other information), and Step 4 (Publish). A text box for 'Add title' is highlighted with a callout box containing the text: '1. Read through the process notes'. A larger text area for the description is highlighted with a callout box containing the text: '2. Enter your business name as you want it shown on your profile'. A third callout box, pointing to the bottom right of the form, contains the text: '3. Add more information about your business and services you offer, you can also include key'. The form also features a 'Publish' button, a 'Preview' button, and a 'Listing Attributes' section.

Figure 4 – Start a new business profile

### Step 4: Your address and contact details

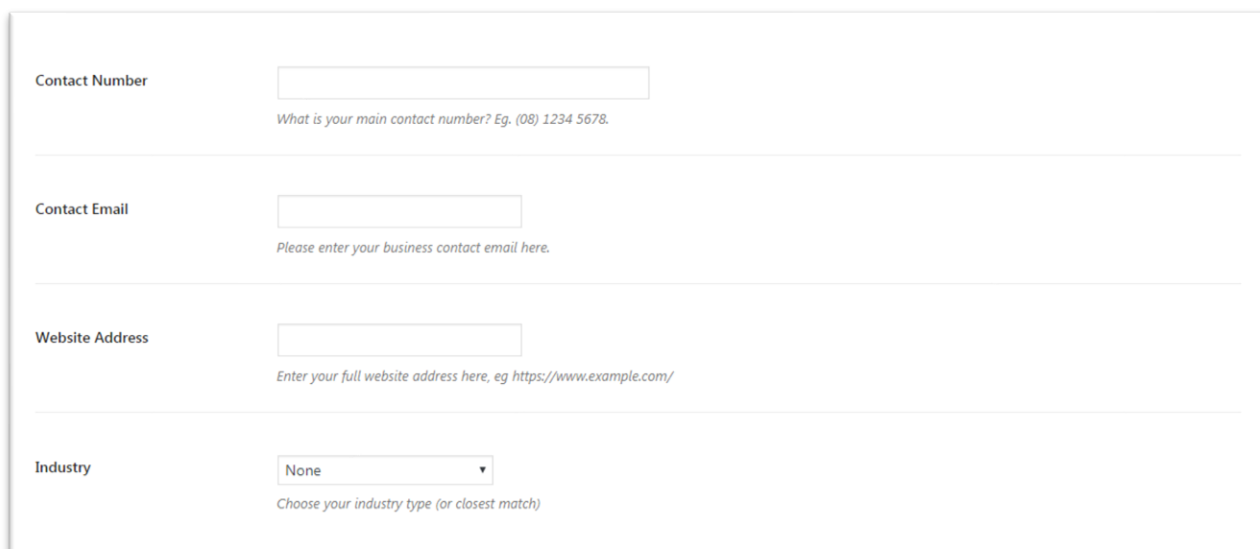
To add your address to the Google maps widget start typing your address in the box provided, you will see a number of address options in the drop down list, select the one that matches your address, state and country.

The screenshot shows the 'Organization details' form. It has a section for 'Location (Please type your exact street address)'. A text box contains the address '6-8 MAB Circuit, T'. Below the text box is a dropdown list of address suggestions: '6-8 MAB Circuit Tonsley SA, Australia', '6-8 MAB Eastern Promenade Clovelly Park SA, Australia', '6-8 Mab Street El Paso, Texas, USA', and '6-8 Mab Road Township Block 3 Sector B 2 Lahore, Pakistan'. Below the dropdown list is a Google Map showing the location of the selected address in Tonsley, South Australia. The map includes labels for Adelaide, Melbourne, Sydney, Canberra, and the Great Australian Bight.

Figure 5 – Confirm your address on Google Maps

Next you can enter your preferred contact details in the fields provided. Note that these are the details the directory users will use to make contact with you. The last option is industry, please select the industry that best matches your business, if none do then simply select personal or professional services.





**Contact Number**   
*What is your main contact number? Eg. (08) 1234 5678.*

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**Contact Email**   
*Please enter your business contact email here.*

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**Website Address**   
*Enter your full website address here, eg https://www.example.com/*

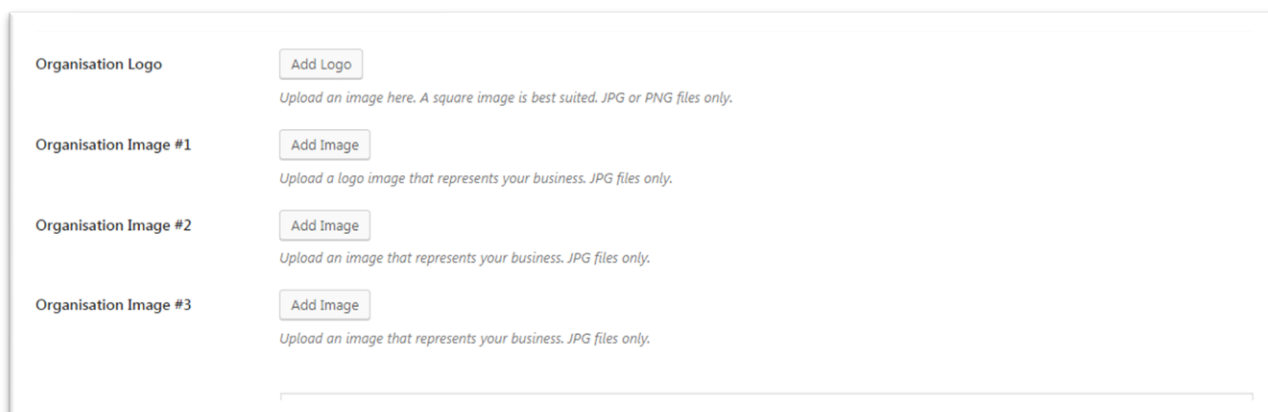
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**Industry**   
*Choose your industry type (or closest match)*

Figure 6 – Add contact details to your profile.

### Step 5: Adding your logo and images

In this section you can upload your logo and 3 images of your business, services and location. As per Figure 7 below.



**Organisation Logo**   
*Upload an image here. A square image is best suited. JPG or PNG files only.*

**Organisation Image #1**   
*Upload a logo image that represents your business. JPG files only.*

**Organisation Image #2**   
*Upload an image that represents your business. JPG files only.*

**Organisation Image #3**   
*Upload an image that represents your business. JPG files only.*

Figure 7 – Upload your business logo and images of your services and premises

Please be selective here and use images which show what a visitor could expect to see and receive when visiting your location. File types should be noted and you should upload a square version of your logo for best results.

Once you click on “Add Image” you will see the below screen, Figure 8 , Follow the 3 step process to “upload files”, “Select Files” from your computer and finally “Insert this file” once loaded.

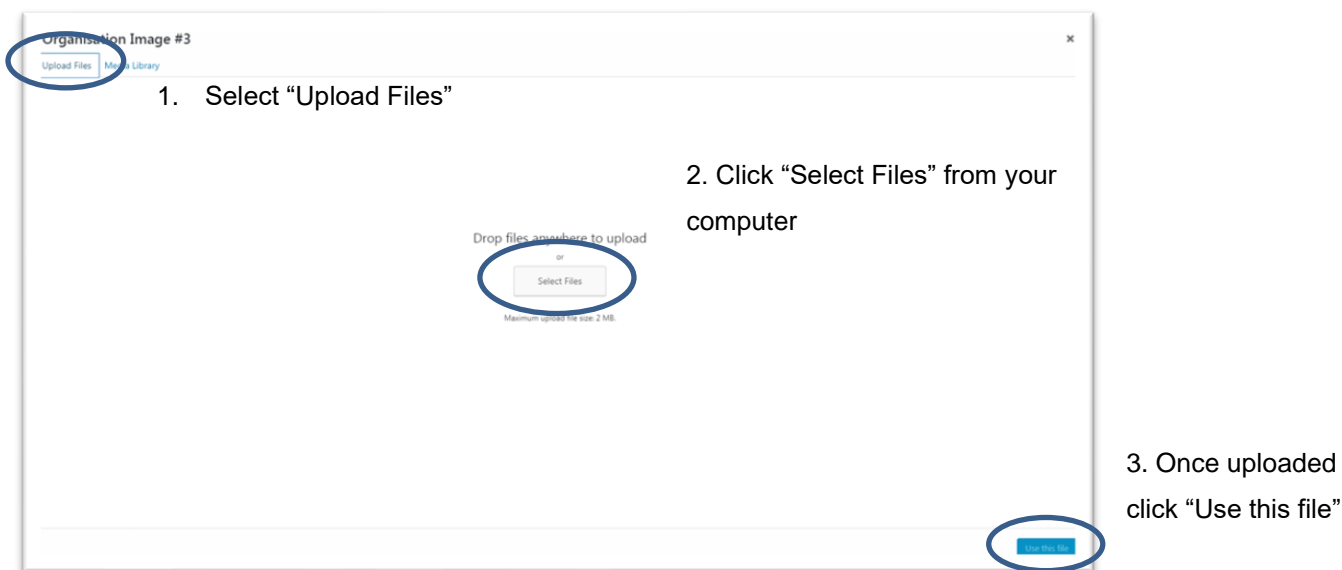


Figure 8 – Image upload screen

If you have a promotional video for your business or service you can paste the link to your video in the “Video Embed” section Figure 9.

Figure 9 – Link a promotional or service video from YouTube account

## Step 6: Autism Friendly Badges

Please select all that apply to your location.

Figure 10 – Autism Friendly Badges

## Step 7: Autism Friendly Notes & Special Offers

**Autism Friendly Notes** is another opportunity to let the community know more about your business, an example of great notes would be to let the community know what your hours are or you could let them know when are the quiet times are, you could even use this area to let them know that they should contact you for an appointment before coming to the office.

**Special Offers:** If you would like to make a special offer available to users of this directory, then select this option and provide some details on the offer and how the community can take advantage of it. Keep in mind you will need to remove and update these offers as date ranges cannot be set.

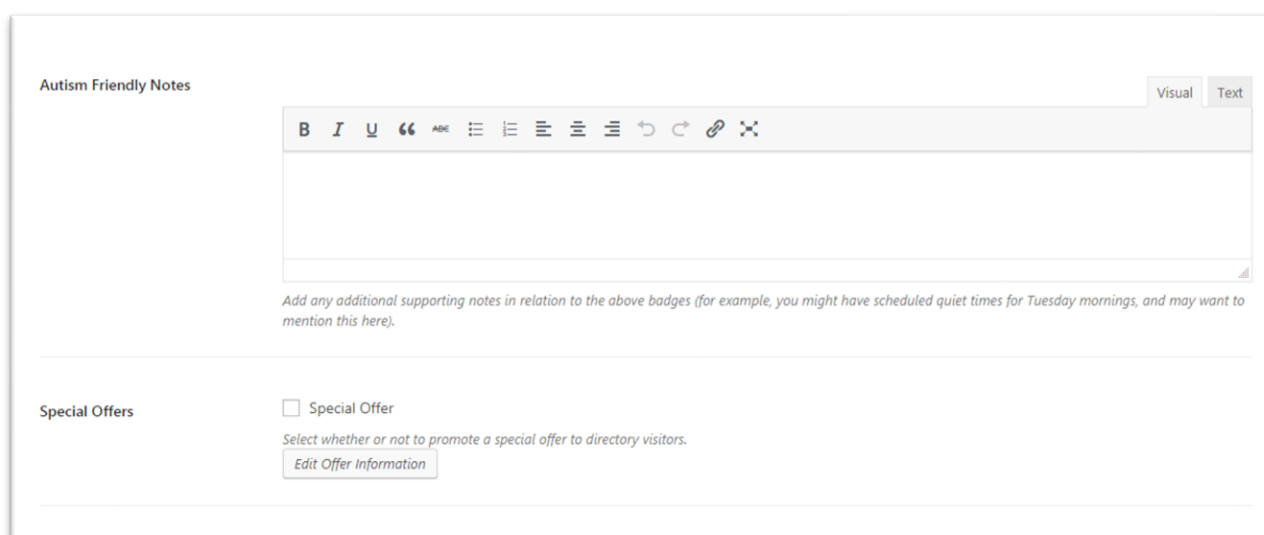


Figure 11 – Autism Friendly Notes & Special Offers

You have reached the end. The next step is scroll back to the top and look at the top right hand corner of the page, you will see the options available as per Figure 12 below. You can click “Save Draft” if you have not managed to complete the profile or you can click “Publish” which will list your profile in the directory right away and you can go and check it out. You may come back and edit as many times as needed until you happy with your listing.

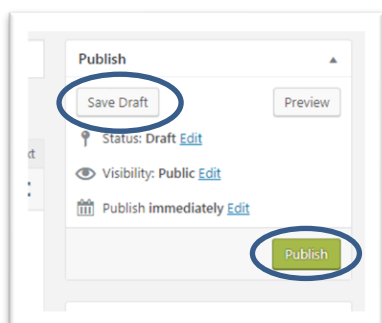


Fig 12 – Save Draft or Publish








## Step 8: Editing your directory profile listing

You can edit your listing as many times as you wish by clicking on “View / edit directory listings” from Your Account control panel as shown in Figure 13 below.



TIP: **Multi-Branch Locations**; you can create a listing for each of your locations by repeating the above steps

## Your account

### Control panel

-  Access the training course
-  Refer a friend
-  Digital assets
-  Create a staff training list
-  Manage your staff training list
-  View staff training list
-  Sign out

### AFC Directory listing

-  Create a directory listing
-  View / edit directory listings

### AFC Directory listing

#### Get your completion rate to 75%

0 enrolled, 0 complete, 0% rating

Your organisation needs to reach 75% or higher overall completion rating, before you can create and manage your directory listing.

### Your per

Name: Robe  
Username: I  
Member ID:

### Your trai

Figure 13 – Access the directory listing from “Your Account” control panel

# Promoting your Autism Friendly commitment

## Step 1: Access your digital assets

You can access a copy of the Autism Friendly Charter logo from your control panel under 'digital assets'.

Please note there are requirements on how the logo can be used; please follow the instructions on this page.

## Digital Assets

### Autism Friendly Charter Branding

As a supporter of the Autism Friendly Charter movement that has completed the required training you are eligible to use our branding in your business and across your digital channels.

Where can the Autism Friendly logo be used?

- Entrance to your business
- Your Website
- Email Signatures
- Social Media Accounts

Where should you **NOT** use the Autism Friendly logo?

- Printer signage
- Printer documentation e.g Menus, brochures
- Anywhere where it would cost significantly to remove or update the branding.

Please note our brand guidelines as detailed below;


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#### Primary Logo


Full Colour

Landscape Version

The Autism Friendly logo must not be



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an Autism SA initiative



## Step 2: Arrange to receive a physical Autism Friendly pack with an Autism Friendly sticker

If you would like to receive a physical welcome pack along with an Autism Friendly window sticker, please request this at [afc@autismsa.org.au](mailto:afc@autismsa.org.au).

