DRAFT AN ATHLETE

SPECIAL OLYMPICS ONTARIO

SPRING GAMES

WATERLOO REGION **2020**

DONATION PLATFORM USER GUIDE

DRAFT AN ATHLETE

This package will walk you through the entire user experience of the Draft an Athlete platform - an online fundraising tool designed to allow companies, organizations, schools and stakeholders easily set up fundraisers to support the 2020 Special Olympics Ontario Spring Games. This guide will highlight the process of making online and offline donations, creating and finding fundraising teams, and managing your fundraising teams. Should you encounter any difficulty, please contact us for assistance at give@specialolympicsontario.com.

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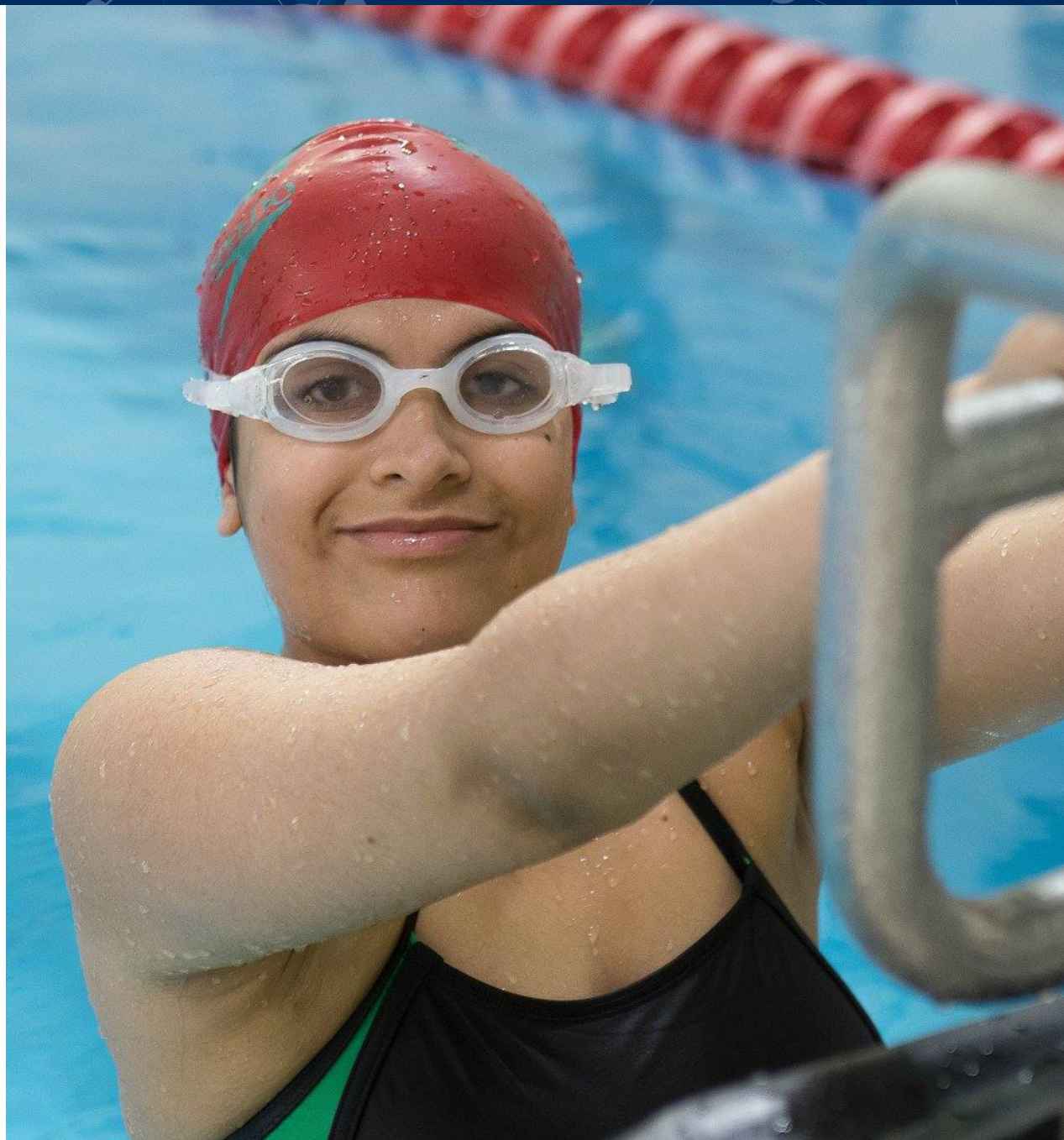


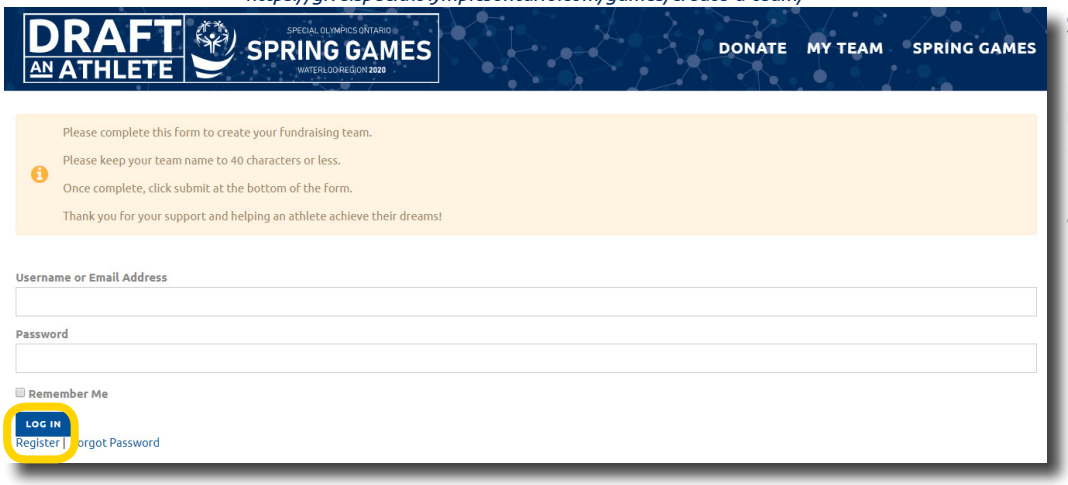
CREATE A FUNDRAISING TEAM

https://give.specialolympicsontario.com/games

STEP 1
Visit *https://give.specialolympicsontario.com/games* to visit the Draft an Athlete site.

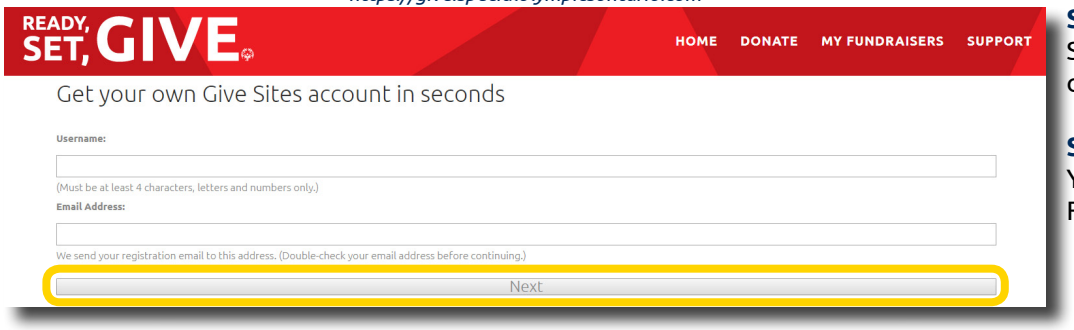
STEP 2
Click **Create a Team**, located on the top right menu below **My Team**.

https://give.specialolympicsontario.com/games/create-a-team/



STEP 3
If this is your first time using a Special Olympics Ontario donation platform (including Become a Fan and Ready, Set, Give), you will need to register a user account by clicking **Register** at the bottom of the page.
If you have created a fundraiser before, enter your username/email address and password and click **Login**. Continue on to Step 5.

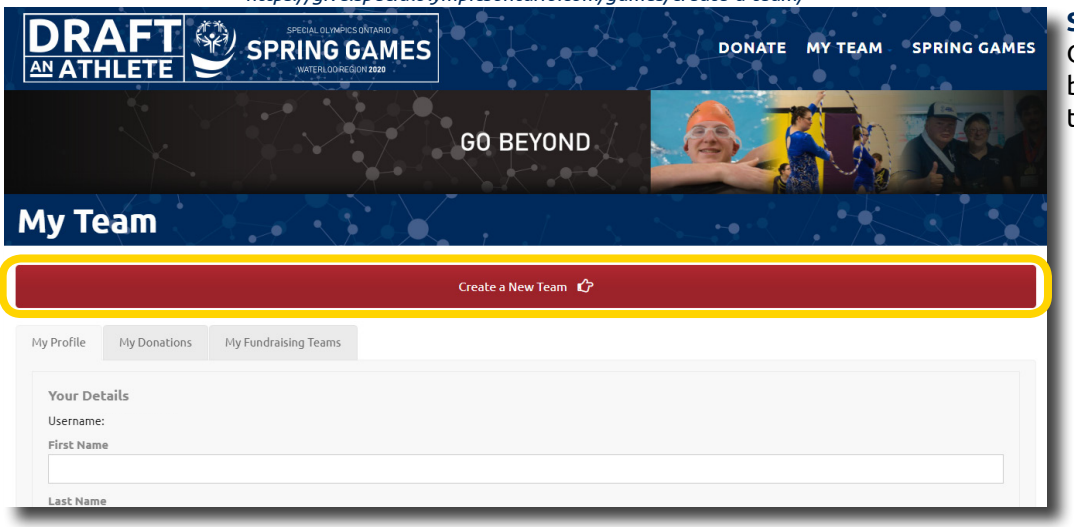
https://give.specialolympicsontario.com



STEP 4a
Select a username (at least four characters, using letters and numbers only) and enter your email address, then click **Next**.

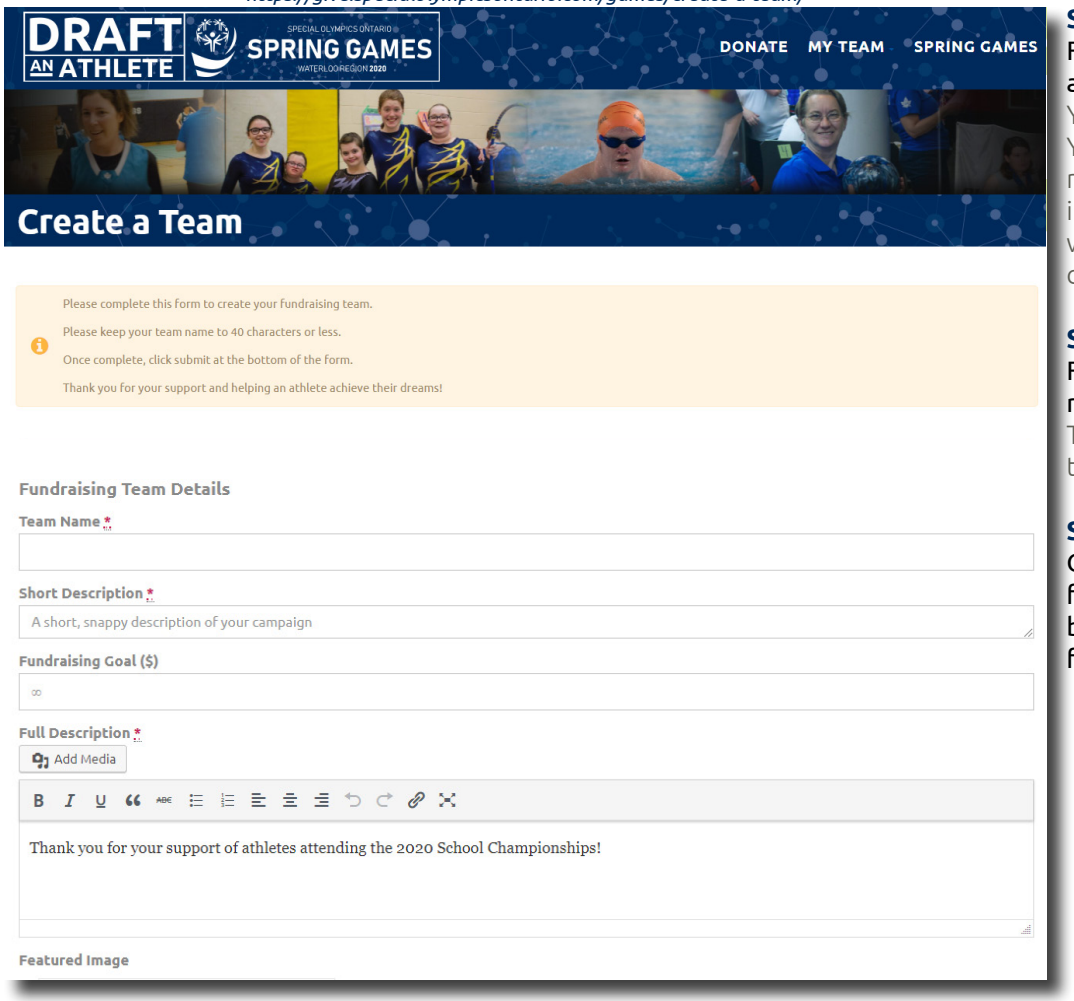
STEP 4b
You will be sent an email with your username and temporary password. Follow the link provided in the email to login using these credentials.

https://give.specialolympicsontario.com/games/create-a-team/



STEP 4c
Once you log in, you will be able to change your password if desired. To begin creating your fundraiser, click **Create a New Team** at the top of the page.

https://give.specialolympicsontario.com/games/create-a-team/



STEP 5

Fill in your fundraising team details (fields marked with an asterisk (*) are required).

You may include optional fields such as a fundraising goal and location. You may also choose to upload your own featured image (for best results, provide a high resolution image with a 1:1 aspect ratio) and include a link to a custom YouTube video - these fields are pre-filled with a default image and video, but can be replaced to offer greater customization.

STEP 6

Fill in your personal information (fields marked with an asterisk (*) are required).

This information is only used to contact you about your fundraising team.

STEP 7

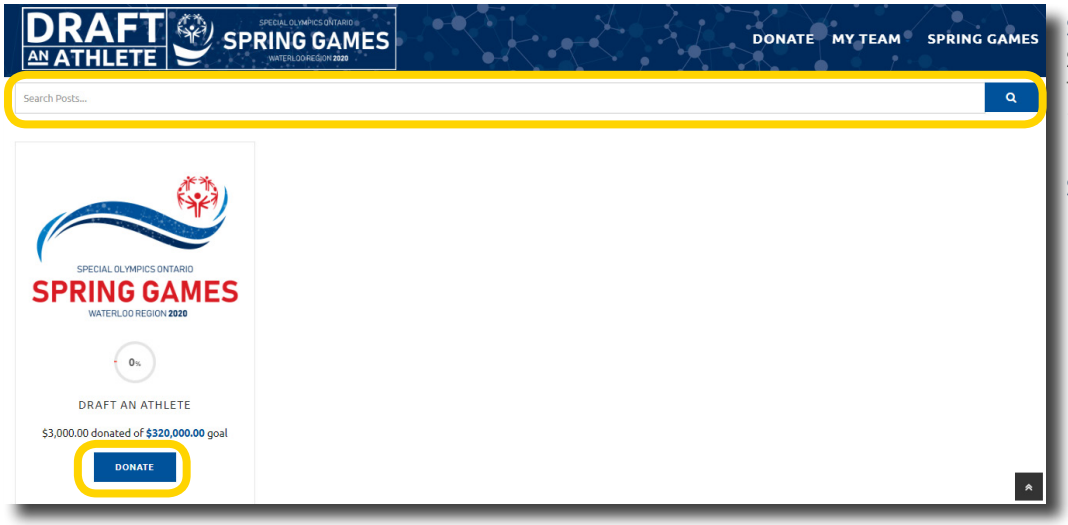
Click **Save Campaign** at the bottom of the page to submit your fundraising team. Your fundraising team will shortly be available to be viewed and donated to on the **Find a Team** page pending approval from Special Olympics Ontario.

FIND A TEAM

https://give.specialolympicsontario.com/games/

STEP 1
Click **Find a Team**, located on the top right menu below **My Team**.

https://give.specialolympicsontario.com/games/campaigns/

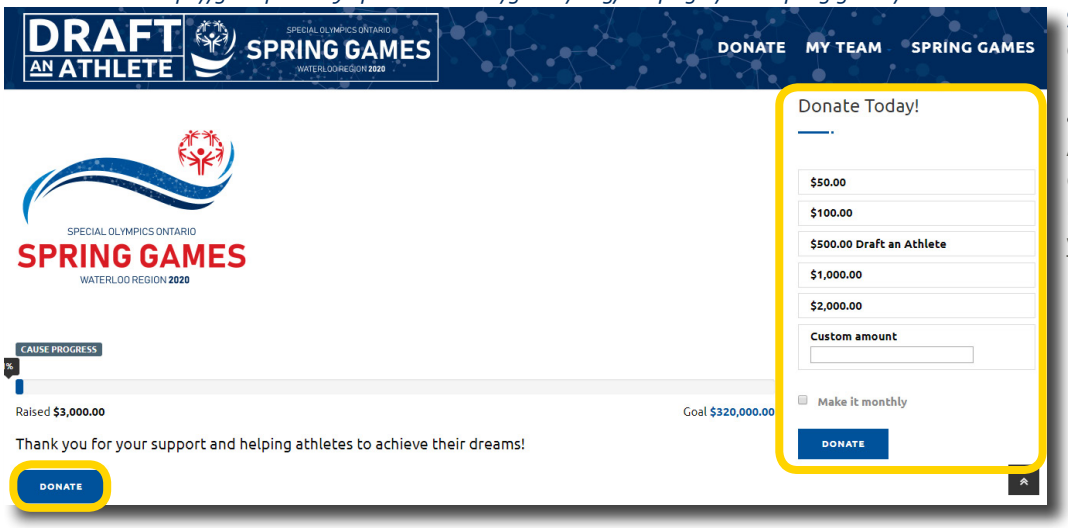


STEP 2a
Select a team from the grid to visit its fundraising page.
To immediately donate to the team, click Donate below the team. There is also the option to donate on the fundraising page as well.

STEP 2b
If you are looking for a specific team, you can enter its name or keywords into the searchbar to search all fundraisers.

MAKE A DONATION

https://give.specialolympicsontario.com/games/blog/campaigns/2020-spring-games/

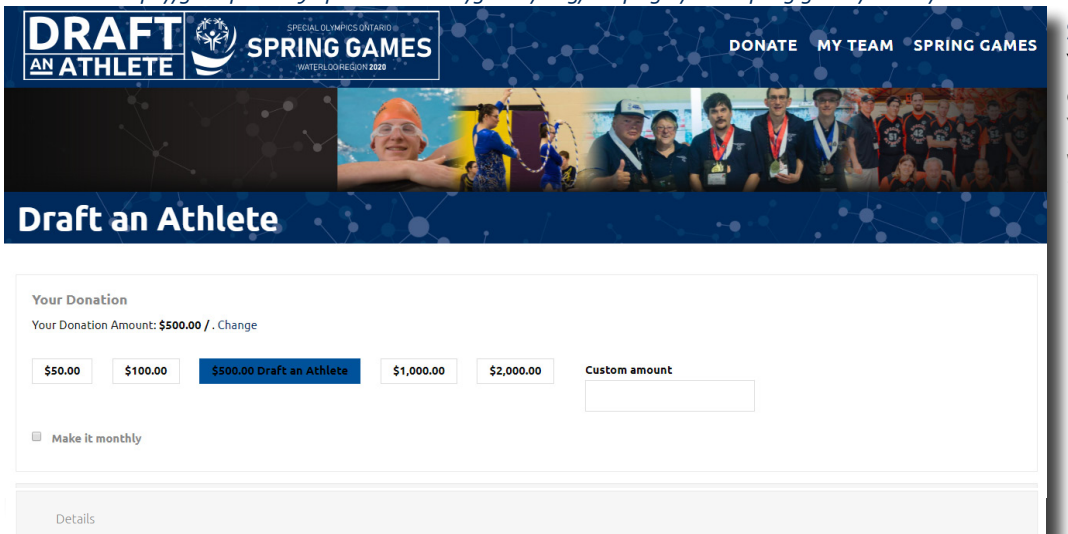


STEP 1

Once you have selected a fundraising team to support, click the **Donate** button on the left to open a pop-up window where you will be able to input your information to complete your donation.

Alternatively, you may select one of the donation amounts (or enter a custom amount) on the right sidebar and click the **Donate** button below to make your donation. Clicking either of the **Donate** buttons will allow you to enter your information to complete your donation.

https://give.specialolympicsontario.com/games/blog/campaigns/2020-spring-games/donate/

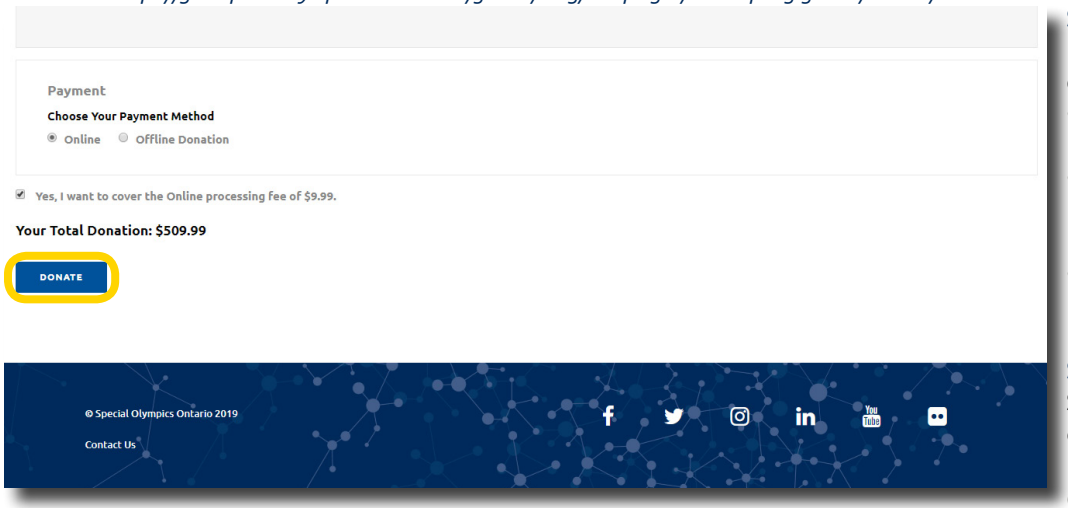


STEP 2

You may select your donation amount or enter a custom value, and choose if you wish to donate on a monthly basis.

You will need to input your personal information. All fields marked with an asterisk (*) are required, such as name, email and address. This information will be used to generate your tax receipt.

https://give.specialolympicsontario.com/games/blog/campaigns/2020-spring-games/donate/



STEP 3

Following your personal information, there are several optional fields depending on the nature of your donation:

- Company/Organization Name - only use this field if you are making a donation on behalf of group.
- Leave a Comment - you may leave a comment or words of encouragement for the athletes. These comments will display below your name and donation amount on the team page.
- Keep my donation anonymous - your name will not display as a donor on the team page or supporters page.

STEP 4

Select whether you will be making your donation online via PayPal or offline and click the **Donate** button.

For online donations: You do not require a PayPal account to donate online. You may choose to opt-in to cover the processing fee on PayPal transactions. You will receive your donation receipt via email.

For offline donations: Your donation receipt will be sent upon receipt of your donation. Please send cheques to:

Special Olympics Ontario
Attention: Draft an Athlete - 2020 Spring Games
65 Overlea Boulevard, Suite 200
Toronto, Ontario
M4H 1P1

Please make all cheques payable to Special Olympics Ontario.

STEP 5

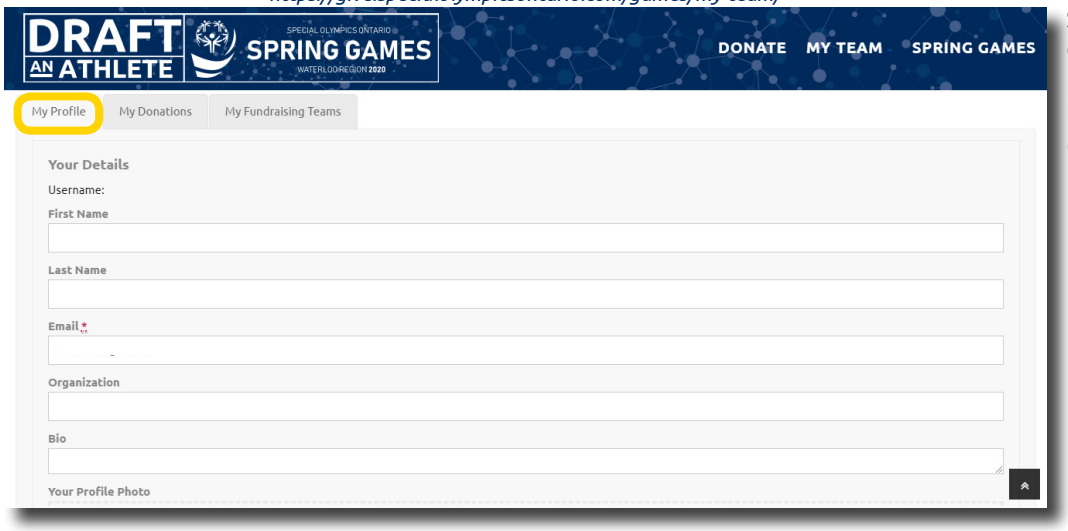
Thank you for your support of the 2020 Spring Games! You will be redirected to a page with your donation summary as well as any additional instructions for offline donations.

MANAGE MY FUNDRAISING TEAMS

https://give.specialolympicsontario.com/games/

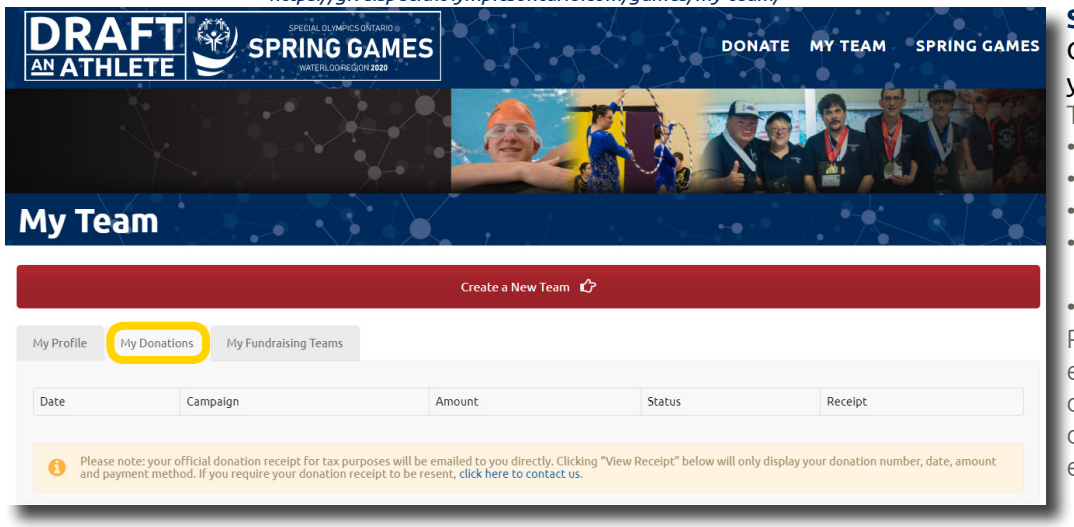
STEP 1
Click **My Team**, located on the top right menu.
If you are not logged in, you will be prompted to enter your username or email address and password.

https://give.specialolympicsontario.com/games/my-team/



STEP 2
On the **My Profile** tab, you will be able to enter and change your personal information, including name, address, password, etc. Click **Update** at the bottom of the page to save any changes.
Only your email is a required field.

https://give.specialolympicsontario.com/games/my-team/



STEP 3

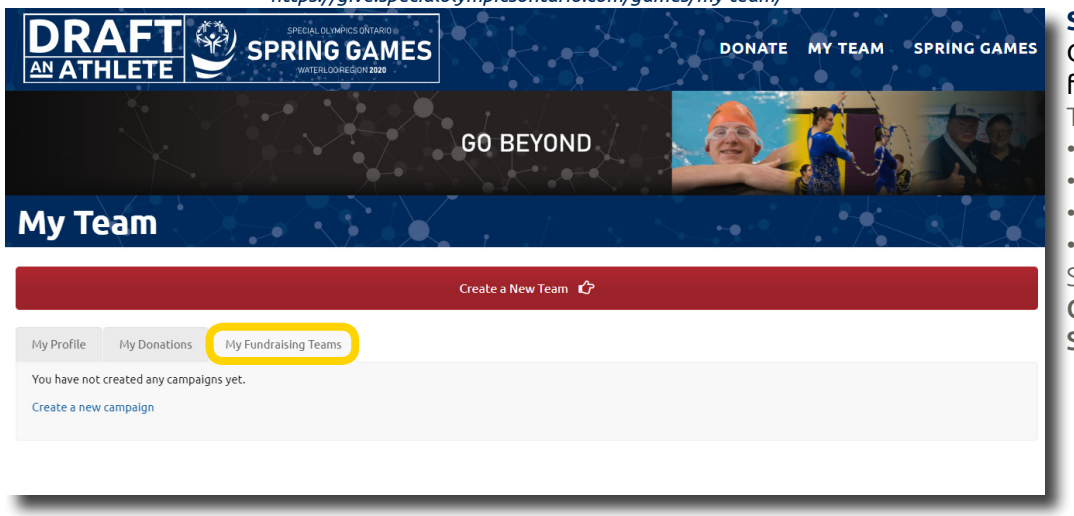
On the **My Donations** tab, you will see a table with all of the donations you have made to any fundraisers.

This will include such details as:

- Date the donation was made
- The campaign (fundraising team) that the donation supported
- Amount of the donation
- Status (offline donations will be marked as pending until your cheque is received and processed by Special Olympics Ontario)
- Confirmation receipt - this is NOT your official donation receipt

Please note: your official donation receipt for tax purposes will be emailed to you directly. Clicking **View Receipt** in the table will only display a summary of your donation details. If you require your official donation receipt to be resent, please contact us at **1-888-333-5515** or email ***give@specialolympicsontario.com***.

https://give.specialolympicsontario.com/games/my-team/



STEP 4

On the **My Fundraising Teams** tab, you will see a list with all of the fundraisers you have created, as well as statistics for each one.

This will include such details as:

- Progress towards the fundraisers goal (if applicable)
- Total amount donated to date
- Number of donors
- Amount of time remaining

Should you need to make any changes to your fundraiser, click **Edit Campaign.** When you are finished making changes, make sure to click **Save Campaign** to apply your edits.

THANK YOU FOR YOUR SUPPORT

The 2020 Provincial Spring Games is a unique opportunity for athletes from across Ontario with intellectual disabilities to showcase their hard work and dedication through sport.

The three-day experience will bring together over 1500 athletes, coaches and spectators to the Waterloo Region for exciting competition across five sports: basketball, bowling, powerlifting, rhythmic gymnastics, and swimming.

Your donation will go directly towards the cost of getting these athletes to the Games, from the training camps in preparation for the Games, transportation to and from Waterloo Region, and meals, accommodations and uniforms during the Games.

Thank you for support of athletes competing in the 2020 Special Olympics Ontario Spring Games.

CONTACT US

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Thank you for your support of Special Olympics Ontario!

Questions?

Please contact us at 1-888-333-5515 ext. 307 or
give@specialolympicsontario.com

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