



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 School Championships. 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.

CONTENTS

Create a Fundraising Team	1
Find a Fundraising Team	5
Make a Donation	6
Manage Your Fundraising Teams	8





CREATE A FUNDRAISING TEAM

<https://give.specialolympicsontario.com/schoolchamps>



STEP 1

Visit <https://give.specialolympicsontario.com/schoolchamps> 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/schoolchamps/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>

READY, SET, GIVE Special Olympics Ontario

HOME DONATE MY FUNDRAISERS SUPPORT

Get your own Give Sites account in seconds

Username:

(Must be at least 4 characters, letters and numbers only.)

Email Address:

We send your registration email to this address. (Double-check your email address before continuing.)

Next

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/schoolchamps/create-a-team/>

DRAFT AN ATHLETE SUPPORTERS MY TEAM SCHOOL CHAMPS

My Team

Create a New Team

My Profile My Donations My Fundraising Teams

Your Details

Username: alexc.

First Name

Last Name

Email

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/schoolchamps/create-a-team/>

DRAFT AN ATHLETE SUPPORTERS MY TEAM SCHOOL CHAMPS



Create a Team

Please complete this form to create your fundraising team.

Please keep your team name to 40 characters or less.

Once complete, click submit at the bottom of the form.

Thank you for your support and helping an athlete achieve their dreams!

Fundraising Team Details

Team Name *

Short Description *

A short, snappy description of your campaign

Fundraising Goal (\$)

Full Description *

Add Media

B *I* U **“** **ABC** **≡** **≡** **≡** **≡** **↶** **↷** **🔗** **✕**

Thank you for your support of athletes attending the 2020 School Championships!

Featured Image



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.

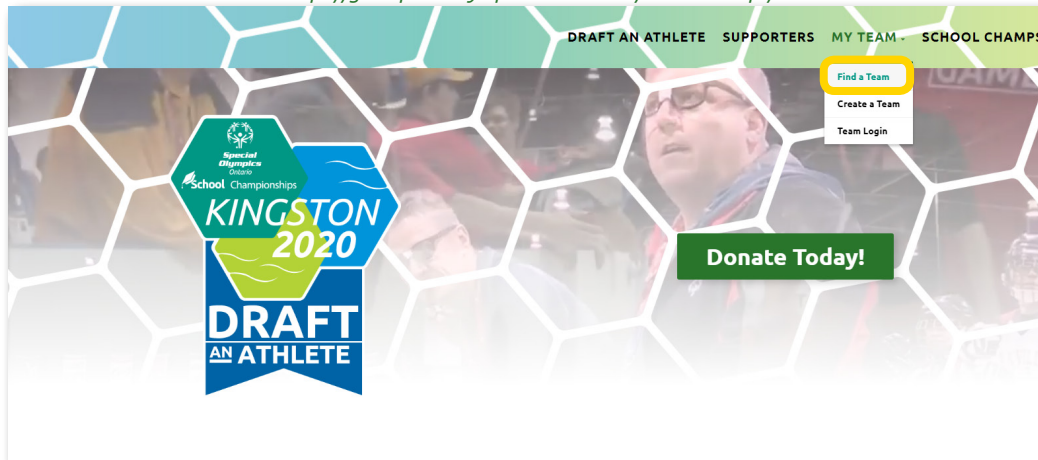
STEP 7

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

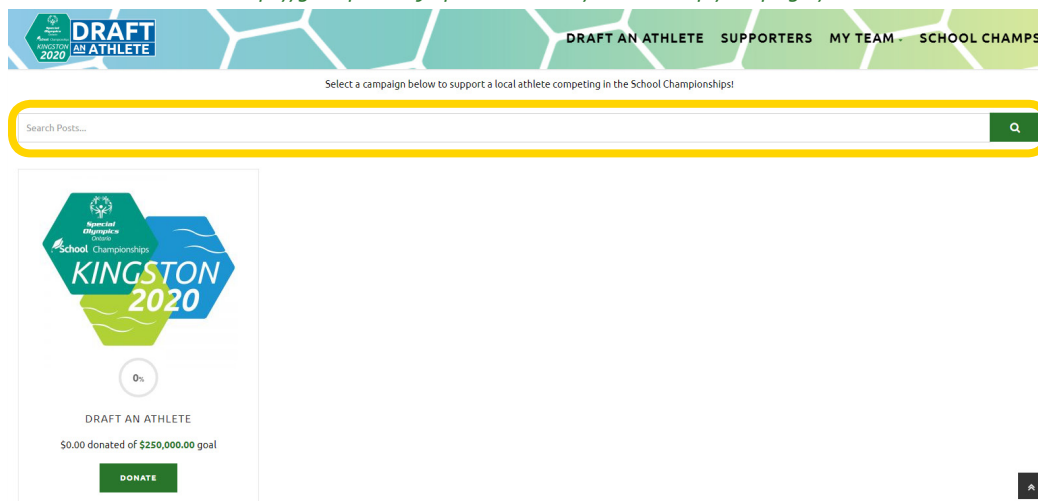
<https://give.specialolympicsontario.com/schoolchamps/>



STEP 1

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

<https://give.specialolympicsontario.com/schoolchamps/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.



6

MAKE A DONATION

<https://give.specialolympicsontario.com/schoolchamps/blog/campaigns/2020-school-champs/>

DRAFT AN ATHLETE SUPPORTERS MY TEAM SCHOOL CHAMPS

Special Olympics Ontario School Championships Kingston 2020

CAUSE PROGRESS

Raised **\$0.00** Goal **\$250,000.00**

DONATE

Thank you for your support and helping athletes to achieve their dreams!

On June 2-4, the 2020 School Championships will welcome over 1,000 student athletes from across Ontario to Kingston. They will be joined by their coaches, and cheered on in-person and at home by their families and friends!

Your donation will go directly towards the cost of getting these athletes to the Championships, from transportation to and from Kingston, meals and accommodations while in Kingston, and competition expenses during the Championships!

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/schoolchamps/blog/campaigns/2020-school-champs/donate/>

DRAFT AN ATHLETE SUPPORTERS MY TEAM SCHOOL CHAMPS

Draft an Athlete

Your Donation

Your Donation Amount: **\$250.00** / [Change](#)

☐ \$20.00 ☐ \$50.00 ☐ \$100.00 ☒ \$250.00 Draft an Athlete

☐ Make it monthly

Details

First Name

Last Name

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/schoolchamps/blog/campaigns/2020-school-champs/donate/>

Address (continued)

Province *

Country *

Canada

Leave a Comment

Share why you are donating, your story, or just a word of encouragement. Your comment will be

City *

Postal Code *

Company / Organization Name (if donating on behalf of a group)

☐ Keep my donation anonymous.

Payment

Choose Your Payment Method

☒ PayPal
 ☐ Offline Donation

☒ Yes, I want to cover the PayPal processing fee of \$5.15.

Your Total Donation: \$255.15

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 community 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 School Champs
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 School Championships! 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/schoolchamps/>



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/schoolchamps/my-team/>

A screenshot of the 'My Profile' page. The top navigation bar is the same as the previous screenshot, with 'MY TEAM' highlighted. Below the navigation bar, there are three tabs: 'My Profile', 'My Donations', and 'My Fundraising Teams'. The 'My Profile' tab is selected and highlighted with a yellow box. The main content area is titled 'Your Details' and contains several form fields: 'Username:', 'First Name', 'Last Name', 'Email *', 'Organization', and 'Bio'. At the bottom of the form is a section for 'Your Profile Photo' with a dashed box and the text 'Drop image here or'.

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/schoolchamps/my-team/>

DRAFT AN ATHLETE SUPPORTERS MY TEAM SCHOOL CHAMPS

My Team

Create a New Team

My Profile **My Donations** My Fundraising Teams

Please note: your official donation receipt for tax purposes will be emailed to you directly. Clicking "View Receipt" below will only display your donation number, date, amount and payment method. If you require your donation receipt to be resent, click here to contact us.

Date	Campaign	Amount	Status	Receipt
------	----------	--------	--------	---------

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/schoolchamps/my-team/>

DRAFT AN ATHLETE SUPPORTERS MY TEAM SCHOOL CHAMPS

My Team

Create a New Team

My Profile My Donations **My Fundraising Teams**

Draft an Athlete

0.00% Raised
\$0.00 donated of \$250,000.00 goal
0 Donors
285 Days Left

Edit Campaign

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
of Special Olympics Ontario
and the 2020 School
Championships!**

FOLLOW THE CHAMPIONSHIPS ONLINE

Stay up-to-date on all the School Championships news and learn about the exciting activities taking place!



@SOOSchoolChamps



#SOOSchoolChamps

SHARE YOUR CONTRIBUTION

Let your followers know that you are proud to be supporting Special Olympics and the School Championships, and encourage them to join you!



Questions?

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

Special Olympics Ontario ©2019
Registered Canadian Charitable Number: 11906 8435 RR0001