



READY,  
SET, **GIVE** 



**Special  
Olympics**  
Ontario

***DONATION PLATFORM  
USER GUIDE***



## READY, SET, GIVE.

This package will walk you through the entire user experience of the Special Olympics Ontario Give Platform - an online fundraising tool designed to allow clubs, teams, communities, and other stakeholders of Special Olympics Ontario to easily set up fundraisers to support Special Olympics programming across the province. This guide will highlight the process of making online and offline donations, creating and finding fundraisers, and managing your fundraisers. Should you encounter any difficulty, please contact us at [give@specialolympicsontario.com](mailto:give@specialolympicsontario.com) for assistance.

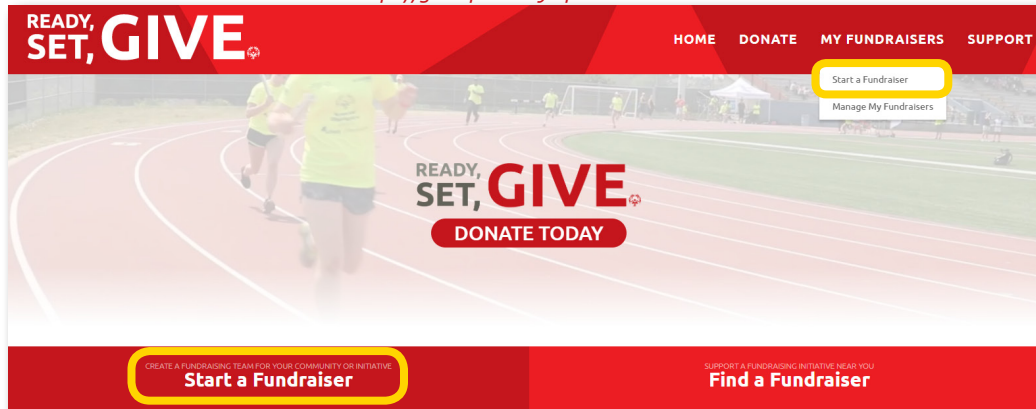
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## START A FUNDRAISER

<https://give.specialolympicsontario.com>



### STEP 1

Visit <https://give.specialolympicsontario.com> to visit the Ready, Set, Give site.

### STEP 2

Click **Start a Fundraiser**, located on the top right menu below **My Fundraisers**.

You can also start a fundraiser by clicking **Start a Fundraiser** on the left side of the page below the header.

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

### STEP 3

If this is your first time using any of the Special Olympics Ontario Give sites (including Become a Fan and Draft an Athlete), 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,  
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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/manage>

READY,  
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HOME DONATE MY FUNDRAISERS SUPPORT



## My Fundraisers

Start a New Fundraiser

My Profile My Donations My Fundraising Teams

Your Details

Username:

First Name

Last Name

Change Your Password

Current Password (leave blank to leave unchanged)

New Password (leave blank to leave unchanged)

New Password (again)

#### STEP 4c

Once you log in, you will be able to change your password if desired. To begin creating your fundraiser, click **Start New Fundraiser** at the top of the page.

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

## READY, SET, GIVE.

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### Fundraising Team Details

**Team Name \***

**Short Description \***  
A short, snappy description of your campaign

**Fundraising Goal (\$)**

**End Date \***

**Categories**

- ☐ Club Fundraisers
- ☐ Events
- ☐ Polar Plunge

**Full Description \***

**Featured Image**

**Video**  
<https://www.youtube.com/watch?v=Ok-H7fPA2yM>

**Location**  
Enter a location

**Donation Options**

When people make a donation to your campaign, they will be able to donate any amount they choose. You can also provide suggested donation amounts in the table below.

[Add a suggested amount](#)

☐ Allow your donors to give with monthly recurring donations.

**Your Details**

**First name \***

**Last name \***

**Email \***

[SAVE CAMPAIGN](#)

### 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 the end date of your fundraiser. 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. Additionally, you may choose a category for your fundraiser (such as Polar Plunge or Club Fundraisers) to help donors and supporters find your fundraiser more easily.

### STEP 6

Select any suggested donation amounts.

Donors will be presented with these options on your fundraising page, and will also be given the option to enter a custom amount.

### STEP 7

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

This information is only used to contact you about your fundraiser.

### STEP 8

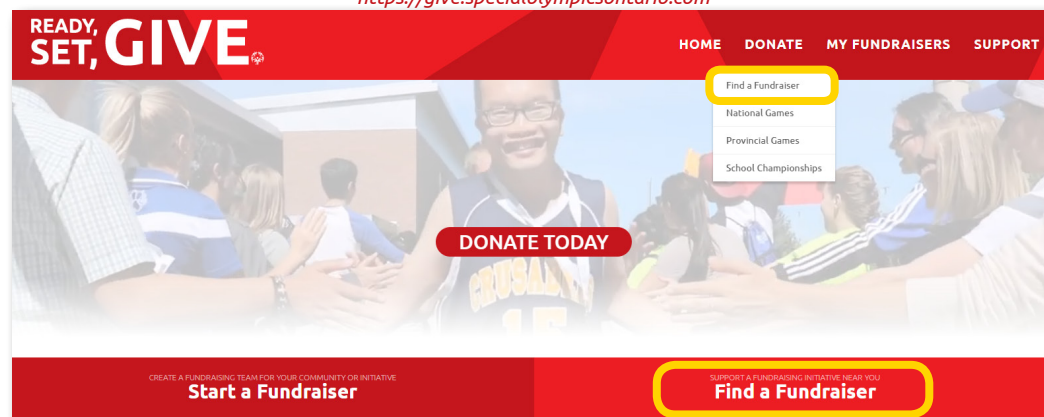
Click **Save Campaign** to submit your fundraiser. Your fundraiser will shortly be available to be viewed and donated to on the **Find a Fundraiser** page pending approval from Special Olympics Ontario.





## FIND A FUNDRAISER

<https://give.specialolympicsontario.com>



### STEP 1

Click **Find a Fundraiser**, located on the top right menu below **Donate**.

You can also start a fundraiser by clicking **Find a Fundraiser** on the right side of the page below the header.

Note: if you are looking for a specific fundraiser or community team related to any Major Games (i.e. Become a Fan for National Games, Draft an Athlete for Provincial Games and School Championships), select those from the dropdown list below **Donate**.

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



### STEP 2a

Select a fundraiser from the grid to visit its fundraising page.

To immediately donate to the fundraiser, click Donate below the fundraiser. There is also the option to donate on the fundraising page as well.

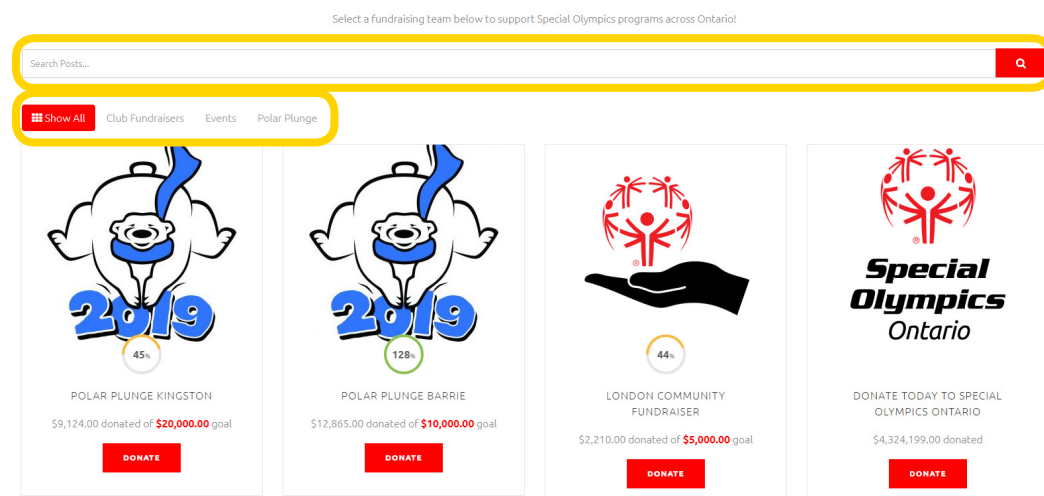
### STEP 2b

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

### STEP 2c

By default the grid will display all fundraisers. You can filter the grid by selecting the category tags below the search bar - such as *Club Fundraisers* or *Polar Plunge* - to show only those fundraisers.

Note: fundraisers and donation amounts displayed in this user guide are only used as samples. Currently active fundraisers are subject to change. For an accurate listing of current fundraisers and their donation amounts, visit <https://give.specialolympicsontario.com/find>



# READY, SET, GIVE.



## MAKE A DONATION

<https://give.specialolympicsontario.com/blogs/campaign/donate>

# READY, SET, GIVE.

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**Special Olympics Ontario**

Individuals with an intellectual disability deserve respect and acceptance. Their involvement with Special Olympics programs is more than just sport training and competition: it is a lifeline to friendship and a healthy, active lifestyle.

Working towards a common goal of achievement and accomplishment allows Special Olympics athletes to feel confident about setting goals in other areas of their lives: as students, employees, in their families and as community members.

By giving to Special Olympics Ontario, you ensure ALL athletes have an opportunity to prove they are NO different than their peers. Supporting Special Olympics will help athletes see their abilities, not their disability.

Donate Today!

☐ \$20.00  
☐ \$50.00  
☐ \$100.00  
☐ \$250.00  
☐ \$500.00  
☐ \$1,000.00  
 Custom amount

Donation Frequency <sup>\*</sup>  
☒ One-time   ☐ Monthly   ☐ Quarterly  
☐ Semiannually   ☐ Annually

**DONATE**

### STEP 1

Once you have selected a fundraiser 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/blogs/campaign/donate/donate>

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**Donate today to Special Olympics Ontario**

Your Donation

Your Donation Amount: **\$1,000.00** / [Change](#)

☐ \$20.00   ☐ \$50.00   ☐ \$100.00   ☐ \$250.00   ☐ \$500.00   ☒ **\$1,000.00**    Custom amount

Donation Frequency <sup>\*</sup>  
☒ One-time   ☐ Monthly   ☐ Quarterly   ☐ Semiannually   ☐ Annually

Details

**First Name <sup>\*</sup>**  
 Your first name

**Last Name**  
 Your surname / last name

**Email <sup>\*</sup>**

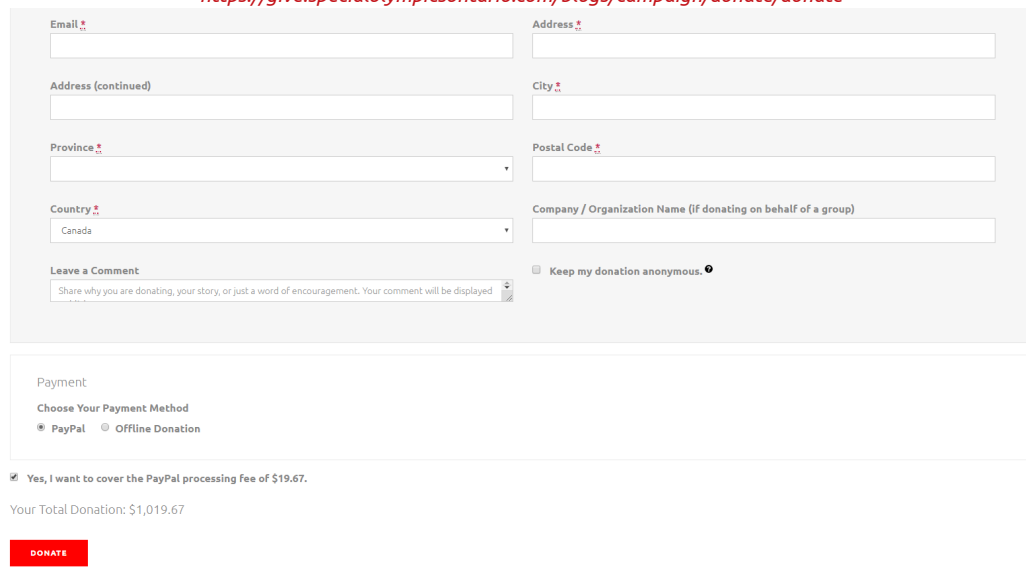
**Address <sup>\*</sup>**

### 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/blogs/campaign/donate/donate>



The screenshot shows a donation form with the following fields and options:

- Email \***: Text input field.
- Address \***: Text input field.
- Address (continued)**: Text input field.
- City \***: Text input field.
- Province \***: Dropdown menu.
- Postal Code \***: Text input field.
- Country \***: Dropdown menu (currently set to Canada).
- Company / Organization Name (if donating on behalf of a group)**: Text input field.
- Leave a Comment**: Text area with a placeholder: "Share why you are donating, your story, or just a word of encouragement. Your comment will be displayed".
- Keep my donation anonymous.**: Checkbox.
- Payment**: Section with the heading "Choose Your Payment Method".
  - ☒ PayPal
  - ☐ Offline Donation
- ☒ Yes, I want to cover the PayPal processing fee of \$19.67.
- Your Total Donation: \$1,019.67
- DONATE**: Red button.

## 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 community page or supporters page.
- Depending on which fundraiser you are supporting, there may be additional fields

## 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: \*fundraiser name here\*  
65 Overlea Boulevard, Suite 200  
Toronto, Ontario  
M4H 1P1

Please make all cheques payable to Special Olympics Ontario.

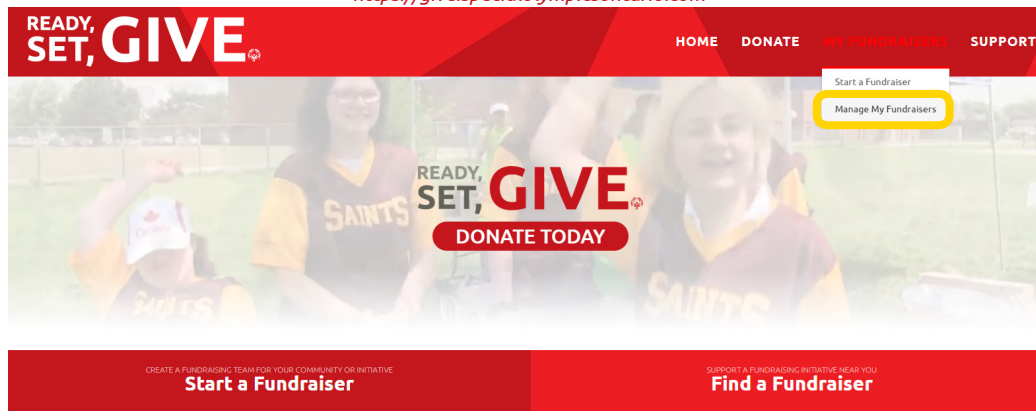
## STEP 5

Thank you for your support of Special Olympics Ontario! You will be redirected to a page with your donation summary as well as any additional instructions for offline donations.



## MANAGE MY FUNDRAISERS

<https://give.specialolympicsontario.com>



### STEP 1

Click **Manage My Fundraisers**, located on the top right menu below **My Fundraisers**.

If you are not logged in, you will be prompted to enter your username or email address and password.


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



### 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.

Start a New Fundraiser 

My Profile My Donations My Fundraising Teams

Your Details

Username:

First Name

Last Name

Email \*


Organization

Bio

Your Profile Photo


Drop image here  
or  
[Select Files](#)

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

**READY, SET, GIVE.** 

HOME DONATE MY FUNDRAISERS SUPPORT

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
October 23, 2019	Donate today to Special Olympics Ontario	\$1,000.00	Pending	<a href="#">View Receipt</a>
October 22, 2019	Donate today to Special Olympics Ontario	\$4,300,000.00	Paid	<a href="#">View Receipt</a>
October 22, 2019	Polar Plunge Kingston	\$9,024.00	Paid	<a href="#">View Receipt</a>
October 22, 2019	London Community Fundraiser	\$2,210.00	Paid	<a href="#">View Receipt</a>
October 22, 2019	Polar Plunge Barrie	\$12,865.00	Paid	<a href="#">View Receipt</a>
October 7, 2019	Draft an Athlete	\$509.99	Pending	<a href="#">View Receipt</a>
October 7, 2019	Draft an Athlete	\$100.00	Paid	<a href="#">View Receipt</a>
October 7, 2019	Draft an Athlete	\$50.00	Pending	<a href="#">View Receipt</a>

### STEP 3


On the **My Donations** tab, you will see a table with all of the donations you have made to any fundraisers on any Special Olympics Ontario Give sites (including Become a Fan and Draft an Athlete).

This will include such details as:

- Date the donation was made
- The campaign (fundraiser) 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](mailto:give@specialolympicsontario.com).

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

**READY, SET, GIVE.** 

HOME DONATE MY FUNDRAISERS SUPPORT


My Profile My Donations **My Fundraising Teams**



**Paris Truck Convoy**

\$0.00 Donated  
0 Donors

[Edit Campaign](#)



**Polar Plunge Barrie**

128.65% Raised  
\$12,865.00 donated of **\$10,000.00** goal  
1 Donors  
274 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.

# READY, SET, GIVE.


<https://give.specialolympicsontario.com/blogs/campaign/donate>

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### Donate today to Special Olympics Ontario



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Olympics  
Ontario**

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Share with your network!

Donate Today!

Donation Frequency \*

☒ One-time
 ☐ Monthly
 ☐ Quarterly
 ☐ Semiannually
 ☐ Annually

**DONATE**

Proud Supporters

## SUPPORT

Click **Support** in the top right menu to access the User Guide and for contact information to get in touch with Special Olympics Ontario.

## SHARE MY FUNDRAISER

Help spread the word and gain support for your fundraiser! On every fundraising page, you will find social sharing buttons below the fundraiser description. Use them to write your own message and share your fundraiser with your network!

## FOLLOW SPECIAL OLYMPICS ONTARIO ON SOCIAL MEDIA

For news and updates about Special Olympics Ontario, including ways to get involved in your community and upcoming events, follow us online:

Facebook: [@SpecialOlympicsOntario](#)  
 Instagram: [@SpecialOlympicsOntario](#)  
 YouTube: [@SpecialOlympicsON](#)

Twitter: [@SOOntario](#)  
 LinkedIn: [Special Olympics Ontario](#)  
 Flickr: [Special Olympics Ontario](#)



READY,  
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**Thank you for your support  
of Special Olympics Ontario!**

**Questions?**

Please contact us at 1-888-333-5515 or  
[give@specialolympicsontario.com](mailto:give@specialolympicsontario.com)

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