



## SETTING UP YOUR COMMUNITY FUNDRAISING PAGE INSTRUCTIONS FOR “FUNDRAISERS”

Follow the instructions below to set up your club and/or fundraising page. Your page should contain general information on your club, and can also contain details on any events. For example, if you have a bowl-a-thon, run, walk or bike event – you would then customize your page with relevant details, such as date, time, location, perhaps images from last year’s event. Once your fundraiser is complete, you can then edit your page, post general information, or advertise your next event. Below you will find step by step instructions to help you through this process.

1. From the main Welcome Page, click on “Sign Up” button under “New Clubs/Events”. You may join also by using your Facebook account.
2. Click on “create new account”. You will be asked to register for an account. Click on “Join a Community” and search the Fundraising Community that your Club/Event belongs to. Type in the first few letters of the Community name and click “search”. Choose the Fundraising Community you wish to join and click “Next”.
3. Contact information is now required. You will be asked to name your club/event (**i.e. Newmarket Ringers**) – **do not precede your Club name with “Special Olympics Ontario” – just the club name is required.** Please note \*If you are not fundraising on behalf of a club/event, please enter in your first and last name. Continue with contact information, username and password set-up and fundraising goal (if applicable). Complete your registration by confirming your information and click “Register Me”. At this point you can preview your **club/event fundraising page**. Please click on “Continue Registration” in order to complete the registration process.
4. The next step will begin the fundraising process. You can either choose to upload your sponsor contact information now, or skip this step and come back to it later on.
5. Congratulations! You are now registered and ready to start fundraising! You will receive a confirmation email where you will find a quick link to sign in to your account where you can edit, update and maintain your club/event page. It will also include your username and a quick link to your fundraising page that you can forward to sponsors.
6. **Club/Fundraising event Page:** Here you will see details of your fundraising goal. This goal can be edited by you at any time. You will see two profiles complete with two separate URL links (Personal

Fundraising Profile, i.e. Club Profile, and Community Fundraising Profile). These are what you will use to e-mail to your constituents and potential donors to either request that they “join your team” and help you fundraise (Community link), or to simply make a donation to your Club/fundraising event.

7. **Customizing/editing your club/fundraising page:** You will see 5 tabs (Home/Fundraising/Fundraising Team/Profile/Registration). You will be able to upload images and/or videos. Your page will already consist of 1 general images/logos in which Special Olympics Ontario has pre-loaded for your convenience. Should you choose not to use these, you may upload up to 2 additional images. You will also have the option of uploading video links (max. of 2) from YouTube. A pie chart widget is available. You must first set a fundraising goal to activate the pie chart.

**The Community Fundraising page is for year round fundraising purposes. You have the ability to register additional pages for clubs and specific fundraising events (walkathon, etc).**

**The Fundraising Goals can be set and edited for every fundraising page you create.**

**Pages created for fundraising events can and should be reused for other upcoming events.**

**Please remember to keep track of all usernames and passwords you create. \*Note – Usernames cannot be changed but passwords can be reset.**

If you require technical assistance, please contact us 416-447-8326 ext. 233 or toll free at 1-888-333-5515 ext. 233 or by email at [support@specialolympicsontario.com](mailto:support@specialolympicsontario.com).