

SECURE UPLOAD – MANUAL DONATION FORMS AND DONOR DATA

DOWNLOADING A MANUAL DONATION FORM TEMPLATE

When your project has been approved, a manual donation form template should be automatically generated. You can download this form as a PDF document in your portal, whilst in the project record. However, if you cannot see a URL in your Donation Forms list, please contact us and we'll create a template for you to download.

SECURE UPLOAD

To help protect donor information, in your portal there is a secure upload function for manual donations and any other document with donor details. This means that you can upload a document in the portal, and it will be encrypted and sent to our Finance team for processing.

To give you a head-start, we've outlined the steps below:

STEP 1: LOG IN TO THE PORTAL

Select 'Log in' from the top right-hand corner of the [Sports Foundation website](#).



Your username is your email address and your password is the one chosen when you first logged in. If you have forgotten your password, click on 'forgot password' on the login page.

STEP 2: GO TO THE "PROGRAMS" TAB

STEP 3: SELECT A PROJECT

Click “Manage” beneath Fundraising for Sport and select the project name to which the donation/s relate to.

INDIVIDUAL FUNDRAISING

Launch a Fundraising Campaign

CURRENT BALANCE **\$0.00** TOTAL GRANTS **\$0.00** LARGEST DONATION **\$0.00**

Projects Payments Acquittals Audits

PROJECT NAME	START DATE	END DATE	MONEY RAISED	GOAL	CURRENT BALANCE	STATUS
Test Athlete	Feb 15, 2020	Jun 1, 2020	\$0.00	\$1500.00	\$	Approved

STEP 4: SCROLL HALF-WAY DOWN THE PAGE

On the righthand side, beneath the project URL's, you will find this section for securely uploading documents.

Upload Manual Donation Form

1. Select manual donation form to upload (maximum 10Mb) No file chosen

2. Upload form

STEP 5: SELECT FILE AND CLICK THE “UPLOAD” BUTTON

Please note – only one document can be uploaded at a time. After you have uploaded a document you can ‘upload another file’.

i The manual donation form has been uploaded successfully

TIP – If you have multiple documents, we suggest scanning or combining them into one PDF document before uploading.