

SECURE UPLOADS

MANUAL DONATION FORMS AND DONOR DATA

DOWNLOADING A MANUAL DONATION FORM TEMPLATE

When your project has been approved, a manual donation form template will automatically generate. 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.

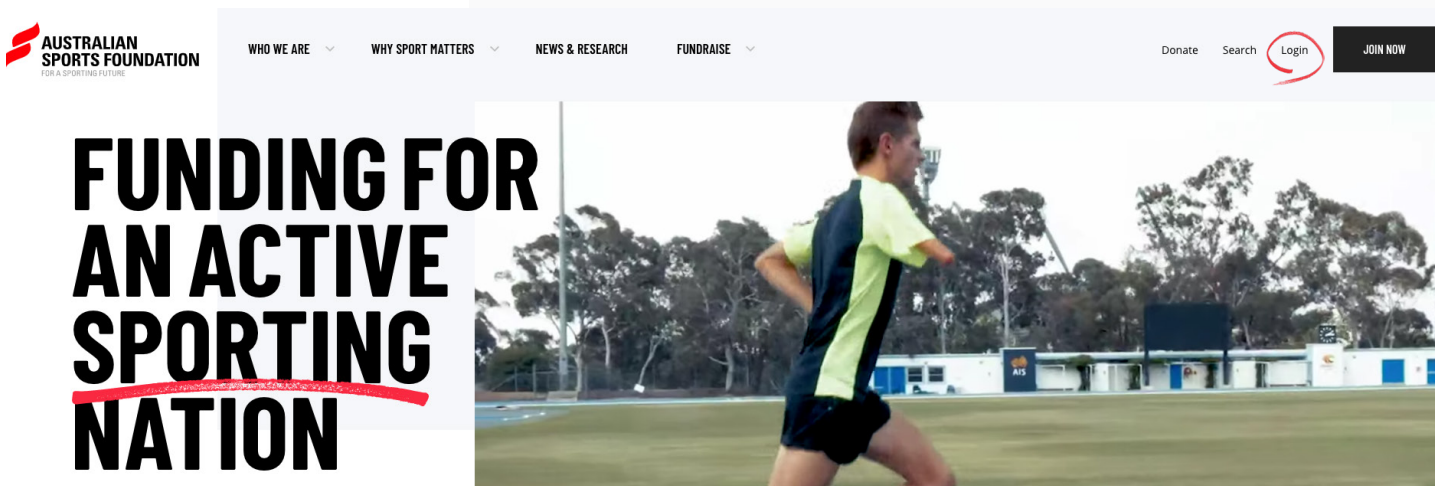
SECURE UPLOAD

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:

1. LOG IN TO THE PORTAL

Select 'Login' from the top right-hand corner of the [ASF website](#).



1. GO TO THE PROGRAMS TABS

3. SELECT A PROJECT

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

The screenshot shows the Australian Sports Foundation website. At the top, there is a navigation bar with links for HOME, PROGRAMS, REPORTS, and ACCOUNT. A user profile for ASF SPM (ASF038654) is visible in the top right. Below the navigation bar is a blue banner for "FUNDRAISING FOR SPORT". Underneath, there are three key statistics: "CURRENT BALANCE" at \$910,613.48, "TOTAL DONATIONS" at \$9,090,225.84, and "TOTAL GRANT PAYMENT" at \$8,179,612.36. A button labeled "Launch a Fundraising Campaign" is also present. Below these statistics is a tabbed interface with "Projects" selected. A table of projects is displayed with the following columns: PROJECT NAME, START DATE, END DATE, MONEY RAISED, GOAL, CURRENT BALANCE, and STATUS. The first row in the table is circled in red and labeled "EXAMPLE".

PROJECT NAME	START DATE	END DATE	MONEY RAISED	GOAL	CURRENT BALANCE	STATUS
EXAMPLE	01/05/2019		\$875,000.00	\$500,000.00	\$0.00	Approved

4. SCROLL HALF-WAY DOWN THE PAGE

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

The screenshot shows the "Upload Manual Donation Form" section. It contains two steps: "1. Select manual donation form to upload (maximum 10Mb)" with a "Choose file" button and "No file chosen" text, and "2. Upload form" with an "Upload" button.

5. SELECT FILE AND CLICK "UPLOAD" BUTTON

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

The screenshot shows a yellow success message box with an information icon and the text "The manual donation form has been uploaded successfully". Below the message box is a button labeled "Upload another file".

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