


# 2017 Torch Run Online Fundraising Instructions



Illinois Law Enforcement Torch Run is excited to offer an online fundraising platform for law enforcement departments to utilize in their efforts to raise funds and awareness for the athletes of Special Olympics Illinois. This site should be utilized to raise funds around our annual intrastate relay taking place June 5 – 10.

- Visit our 2016 Torch Run Donor Drive page at <http://soill.donordrive.com/event/torch-run-2017> and select the  button.



## Online Registration: Step 1 of 5

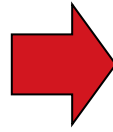
- During Step 1, you will enter your Registration Type
- Select "Torch Runner" for your participant type

Participant Type \*  Torch Runner



Role \*  Join a Team

Create a Team



Team \*



Find a Team to join

Search

## Join or Create a Team

- All Torch Runners must be part of a team. If your department has not yet registered, create a team. Please use your Department's name (i.e. Tinley Park PD) as your team.
- If your department has already registered, please select Join a Team and locate your Department name in the drop down.
- Proceed to Step 2 of 5

**CONTINUE TO NEXT STEP**

## Online Registration: Step 2 of 5

- During Step 2, you will enter your Registration Details
- Torch Runners are encouraged to raise a minimum of \$100.
- Once entered, click

**CONTINUE TO NEXT STEP**

## Online Registration: Step 3 of 5

- During step 3, you will enter your Contact Details and create an account.
  - o If you already have a DonorDrive account, click Login to your account.

Been here before?



[Login to your account](#) to prefill the fields below with your information.

- Confirm your information and click,

**CONTINUE TO NEXT STEP**

## Online Registration: Step 4 of 5

- During this step you will have the opportunity to make a donation towards your own fundraising efforts.
- If you would like to make a donation select **Yes, I would like to make a donation** and enter your credit card information. If not, select **no thanks** and click

**CONTINUE TO NEXT STEP**

## Online Registration: Step 5 of 5

- During the last step of registration, you will be asked to review the details entered
- If you need to edit any information, select “Make Changes” for the appropriate section
- Once confirmed, click “Complete Registration!”



Please review your details below and click the Complete Registration! button.

**COMPLETE REGISTRATION!**

[Cancel](#)

## Online Registration: Confirmation

- You will receive an email (from fundraising@donordrive.com) titled “Thank you for registering!” to confirm your registration
- At this time you may also share your registration through social media, register another participant or personalize your fundraising page – all options are displayed on the right-hand toolbar
- Navigate to different areas within your account by utilizing the options displayed within the header



Dashboard



Donations



Messages



Resources

- If you have any additional questions on the registration process, please contact your local Leg Leader or the Special Olympics Illinois State Headquarters at 1-800-394-0562 or [snash@soill.org](mailto:snash@soill.org).