

2018 Torch Run Online Registration 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 10 – 15.

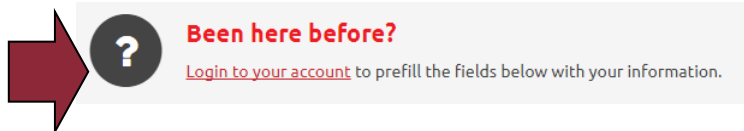
- Visit our 2018 Torch Run Donor Drive page at <http://soill.donordrive.com/event/torch-run-2018>



- Click the  button.

Get Started

- Individuals who have previously created a Donor Drive account should select



- If this is your first time utilizing Donor Drive please complete the below fields and select



Name*

Email Address*

Create Password* [Show](#)

Please enter a password between 6 and 25 characters in length. Spaces are not permitted.

Online Registration: Step 1 of 3

- During Step 1, Participant Type “Torch Runner” should be pre-selected

Creating a Team – Team Captains

- Team Captains should be the first to sign up for your team. During your registration you will need “Create a Team”.
- You will be promoted to create a Team Name and enter your team Fundraising Goal. Please be sure to include your LETR agency/department name in the team name.
- Once entered, click **CONTINUE TO NEXT STEP** and proceed to Step 2 of 5

Joining a Team – Team Members

As a team member, joining your team is easy!

- Select “Join a Team”
- Click Search and use search for your team name.
- Once you have selected your team, click **CONTINUE TO NEXT STEP**

The screenshot shows a registration form for a 'Polar Plunger' participant. At the top, it says 'Participant Type * Polar Plunger'. Below that, there are two main sections. The first section is labeled 'Role *' and contains a button that says 'Join a Team' with a red 'Change' link to its right. A red arrow points from the text 'Select “Join a Team”' in the instructions to this button. The second section is labeled 'Team *' and contains the text 'Find a Team to join' above a blue 'SEARCH' button. A red arrow points from the text 'Click Search and use search for your team name.' in the instructions to this search button.

Online Registration: Step 2 of 3

- During Step 2, you will enter your Registration Details
- Torch Run participants are encouraged to set a fundraising goal of at least \$100.00
- Once entered, click **CONTINUE TO NEXT STEP**

Save & Add Another Participant

- You are able to add another participant to your registration by clicking **+ Save & Add Another Participant**. Here you are given two options:
 - Previous Participant – choose this option if you are registering someone that you managed their account previously (i.e. 2017 Polar Plunge)
 - Create a New Participant – select this option if you are registering someone for the first time

The screenshot shows a form titled 'Participant *'. It has two main options. The first option is 'Previous Participant' with the subtext 'Choose a participant that you've registered for a previous event.' The second option is 'Create a New Participant' with a checkmark icon and the subtext 'Create a participant that you've registered for a previous event.' Below this second option are two input fields labeled 'First Name' and 'Last Name'.

- If you select “Create a New Participant” you will need to follow the steps to enter this plunger’s Registration Details.
- For individuals who will manage their own page, you will need a unique email address for this plunger. If you will manage their account please select:

I will manage this participant’s fundraising page and receive email about their fundraising progress.

Online Registration: Step 3 of 3

- 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!”

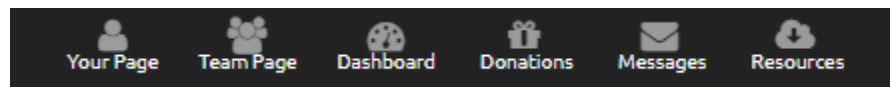


Please review your details and complete your registration below.

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



- 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 torchrun@soill.org.

