


# 2020 Truck Convoy Online Registration Instructions

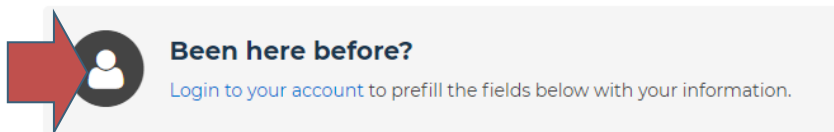


- Visit our official Truck Convoy website at [www.IllinoisTruckConvoy.com](http://www.IllinoisTruckConvoy.com). Scroll to the bottom of the page and click on the Truck Convoy event/location where you would like to participate. For this example, we will use the Troy Truck Convoy.
- You will be directed to that event's overview page. Take note of any useful information, such as the event contact person (the person to whom you should direct any event specific inquiries).
- Click the  button.



## Get Started

- Individuals who have participated in the past or 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, If not pre-selected, you will want to select your Participant type.

## Convoy Participant

- If you will NOT be participating as part of a team, select "Individual" as your role and click 
- Proceed to Step 2 of 5

## Truck Convoy - Creating a Team – Team Captains

- If you are the team captain, you are responsible for creating your team. Select "Create a Team"
- When creating a team you will be prompted to select a "Team Type." To clarify, there are two different team types available:
  - o **Public Safety:** Law Enforcement, Fire Departments, EMS or Military Vehicles
  - o **Trucking Industry:** All other vehicles
- After selecting your Team Type you will be promoted to create a Team Name and enter your team Fundraising Goal
- Once entered, click  and proceed to Step 2 of 3

Participant Type\* **Convoy Participant**

Includes one truck entry into Convoy. Driver will receive goody bag (while supplies last) and boxed meal.  
Registration Fee: \$100.00

**Virtual Convoy Participant**

Not able to join us this year? Register as a Virtual Convoy Participant and pick your own route and time to hit the road for Special Olympics Illinois. As a token of our thanks, Special Olympics Illinois will mail you a goody bag!  
Registration Fee: \$50.00

Participant Type\* **Convoy Participant** [Change](#)

Includes one truck entry into Convoy. Driver will receive goody bag (while supplies last) and boxed meal.  
Registration Fee: \$100.00

Role\* **Individual**

[Join a Team](#)

[Create a Team](#)

Participant Type\* **Convoy Participant** [Change](#)

Includes one truck entry into Convoy. Driver will receive goody bag (while supplies last) and boxed meal.  
Registration Fee: \$100.00

Role\* **Create a Team** [Change](#)

Team Type\* **Trucking Industry** [Change](#)

Team Name\* Test Team

Team Fundraising Goal\* \$ 1000


## 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

Role\* Join a Team [Change](#)

Team\*   
Find a Team to join

## Online Registration: Step 2 of 3

- During Step 2, you will enter your Registration Details
- Once entered, click

CONTINUE TO NEXT STEP

## Save & Add Another Participant

- You are able to add another participant to your registration by clicking
- Here you are given two options:
  - Previous Participant – choose this option if you are registering someone that you managed their account previously (i.e. 2019 Truck Convoy)
  - Create a New Participant – select this option if you are registering someone for the first time
- If you select “Create a New Participant” you will need to follow the steps to enter this 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.

+ Save & Add Another Participant

Participant\* **Previous Participant**  
Choose a participant that you've registered for a previous event.

**Create a New Participant**

## 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!”



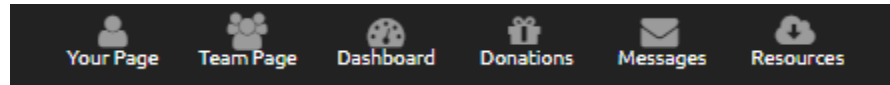
Please review your details and complete your registration below.

COMPLETE REGISTRATION!

Cancel

## Online Registration: Confirmation

- You will receive an email (from [fundraising@donordrive.com](mailto:fundraising@donordrive.com)) titled “Thank you for registering!” to confirm your registration
- At this time you will be prompted to customize your personal fundraising page. Once updated, be sure to share your efforts with family and friends via email or social media.
- 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 [Sandy Nash](#) (Troy Convoy) or [Katie Risley](#) (Tinley Convoy).