

GETTING STARTED WITH THE AUSTRALIAN SPORTS FOUNDATION



HOW TO SIGN UP

You can sign up online [HERE](#).

HOW LONG DOES IT TAKE TO SIGN UP?

The sign up process takes about 5 minutes to complete; all we need are the team member and parent details. Watch this handy [VIDEO](#) that steps you through the form.

HOW DO I ACCESS THE ASF PLATFORM TO CREATE A FUNDRAISING PROJECT?

For individual fundraisers who are under 18, we require a parent or guardian to sign the [TERMS AND CONDITIONS](#). These will be sent via email once sign up is complete and login details for the ASF platform will be provided.

HOW LONG DOES IT TAKE TO CREATE A FUNDRAISING PROJECT PAGE?

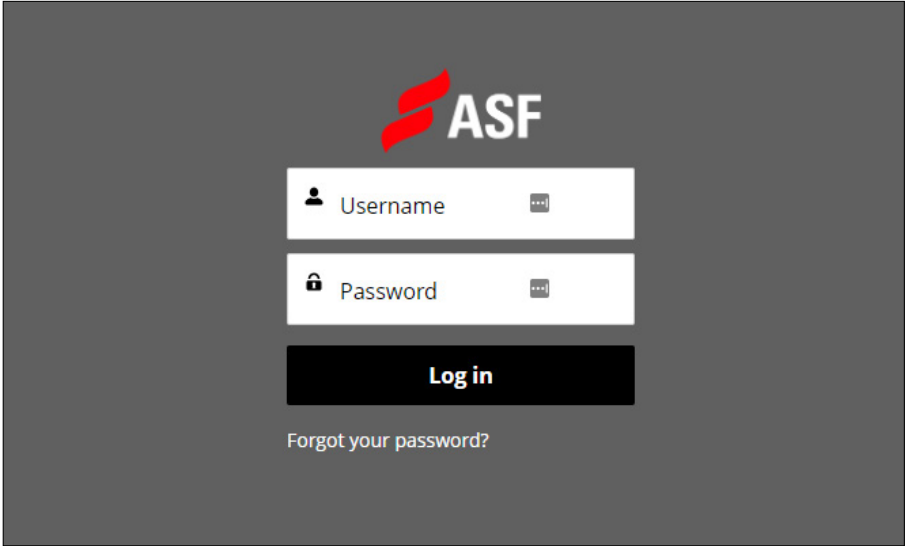
Once you have signed up, you will be sent login details for the [ASF PLATFORM](#) where you can create your fundraising project. Using the story template we've provided, this may take you 5-10 minutes.

WHAT YOUR PAGE WILL LOOK LIKE

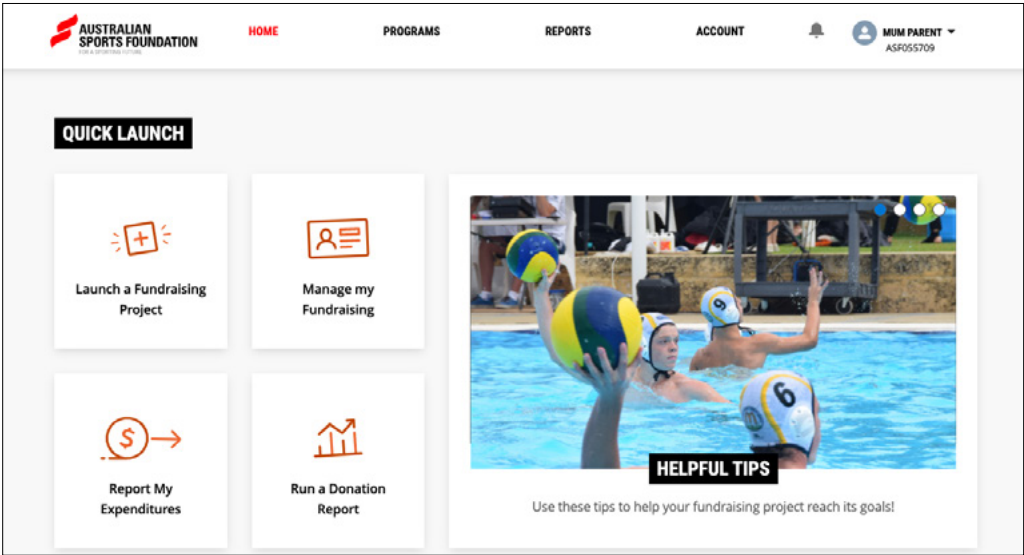
The screenshot shows a fundraising project page on the Australian Sports Foundation website. The page features a navigation bar with the ASF logo and menu items: WHO WE ARE, WHY SPORT MATTERS, NEWS & RESEARCH, and FUNDRAISE. There are also links for Donate, Search, Login, and a prominent red button for START FUNDRAISING. The main content area includes a photo of a swimmer, a progress bar showing \$0.00 raised towards a \$1,000 goal, and a 'Donate now' button. Below this is a 'HELP BY SHARING THIS PROJECT:' section with a URL and social media sharing options for LinkedIn and Email. A 'SUPPORT' section includes a 'Team VIC' logo and text stating 'Your donation is supporting Athlete Name- Team Vic 2022'. An 'ABOUT THE PROJECT' section contains a personal message from the athlete and information about the crowdfunding page's tax deductibility. The page concludes with 'Thanks for your support!' and a small recycling icon in the bottom right corner.

HOW TO SET UP YOUR FUNDRAISING PROJECT PAGE

STEP 1 - LOGIN TO THE ASF PLATFORM BY ENTERING YOUR USERNAME AND PASSWORD



STEP 2 - ONCE ON THE HOME PAGE, SELECT LAUNCH A FUNDRAISING PROJECT.



STEP 3 - ENTER THE BASIC DETAILS OF YOUR FUNDRAISING PROJECT AND CLICK ON 'CREATE PROJECT'.

- The project name should include the team member's name and a reference to Team Vic. For example "John Smith- Team Vic 2022"
- Fundraising target should reflect your Team Vic levy (i.e. what School Sport Victoria have invoiced you)
- Launch of project will be the day you set up the project
- Number of participants benefiting will be 1 (the individual fundraiser).

CREATE NEW PROJECT

*** NAME OF NEW PROJECT**

*** FUNDRAISING TARGET FOR THIS PROJECT**

*** LAUNCH OF PROJECT**

*** HOW MANY PARTICIPANTS WILL BENEFIT FROM THIS PROJECT?**

*** SPORT TYPE FOR THIS PROJECT**

Create Project

STEP 4 - SELECT EDIT IN THE TOP RIGHT-HAND CORNER TO ADD PROJECT DETAILS AND IMAGES. SEE BELOW FOR MORE INFORMATION ON EACH FIELD.

← BACK TO INDIVIDUAL FUNDRAISING

PROJECT DETAILS

Project: John Smith Team Vic 2022 Edit | Request eligibility for PAF distributions

Organisation	Approval Status	Fundraising Target	Eligibility Status	Charitable Status	Record Type
Jane Example	Draft	\$1,000.00	Eligible		Athlete

Draft | Pending Approval | Approved | Closed | Ineligible

Edit and Submit
 Please provide these images in order to submit your project (Project logo; Thumbnail) and edit the project to complete required fields. Submit for Approval

Project Instructions

Project & Donation Page Links
Project URL: https://asf.org.au/projects/john-smith-team-vic-2022
Donation URL: https://asf.org.au/donate/john-smith-team-vic-2022
Preview URL: https://asf.org.au/projects/john-smith-team-vic-2022?Token=a1H5j000011Ww5&Status=preview

Organisation	Approval Status
Jane Example	Draft

OTHER INFORMATION YOU'LL NEED TO PROVIDE

ESTIMATED TARGET ACHIEVED DATE

The date you hope to have reached your donation target. You may like to select the end of the month of the Championships.

PROJECT TYPE TAGS

Select Team Travel.

FUNDRAISING PLANS

How will you achieve your fundraising target? You can note ways that you intend on promoting your fundraising project here. For example:

"We will approach friends of the family, local businesses and the school network for donations."

SHORT DESCRIPTION

Use the following:

"Please help me with the cost of representing Team Vic at the 2022 School Sport Australia Championships in <<City>> during <<Month>>."

SUPPORT

Your donation is supporting **Athlete Name- Team Vic 2022**.
 Please help me with the cost of representing Team Vic at the 2022 School Sport Australia Championships in <<City>> during <<Month>>

Your Donation

How often would you like to donate?

How much would you like to donate?

\$

LONG DESCRIPTION

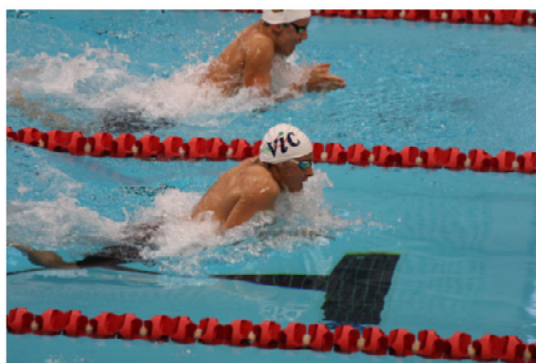
This is your case for support and best written from the athlete's perspective. Here's an example of what you could write; Simply plug in the details of the Championships you're attending and the amount you need to raise.

"I've just been selected in the Team Vic <<sport>> State Team, which means I'm heading to <<City>> to compete in the School Sport Australia Championships from << tournament dates>>.

While I'm so excited to be representing Victoria and playing against the best school aged athletes in Australia, it's going to cost my parents and I <<Levy\$>> to attend so I need your help!

We've set up this crowd funding page with the Australian Sports Foundation so that your donation can be tax deductible. Any contribution you can make to support me in this fantastic development opportunity will be appreciated.

Thanks for the support!"



SUPPORT

Your donation is supporting **Athlete Name- Team Vic 2022**

ABOUT THE PROJECT

I've just been selected in Team Vic's <<Sport>> Team, which means I'm heading to <<City>> to compete in the School Sport Australia Championships from <<tournament dates>>.

While I'm so excited to be representing Victoria and playing against the best school aged athletes in the country, it's going to cost my parents and I <<levy>> to attend so I need your help!

We've set up this crowdfunding page with the Australian Sports Foundation so that your donation can be tax deductible. Any contribution you can make to support me in this fantastic development opportunity will be appreciated.

Thanks for your support!

Raised
\$0.00

Goal
\$1,000

Donate now

HELP BY SHARING THIS PROJECT:

<https://asf.org.au/projects/athl...>

Copy link

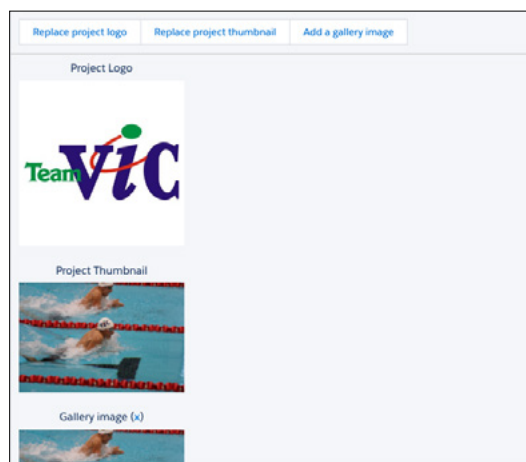


LinkedIn

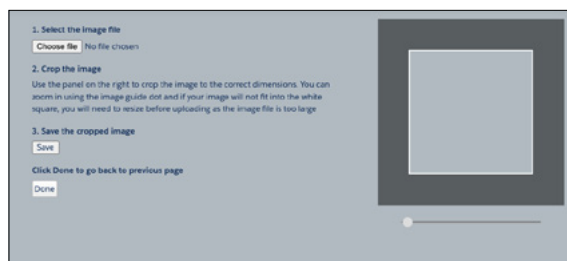


Email

STEP 5 - ONCE YOU'VE CREATED YOUR PROJECT AND ADDED DETAILS, SCROLL TO THE BOTTOM OF THE PAGE TO UPLOAD THE TEAM VIC LOGO (AS LOGO) AND OTHER IMAGE/S YOU WANT TO ADD TO YOUR PROJECT PAGE.



TIP: Do not click the (x) to remove a logo if there is already one loaded.



- Click choose file.
- Use the circle at the bottom of the box to resize your image. Please resize so your whole image fits within the grey box as this is what will be displayed.
- Click Save.
- Click Done. This will upload your logo or image.

Repeat for additional images. NB: at a minimum you will need to upload a logo and thumbnail image to activate your project page. If you don't provide a gallery image, your thumbnail image will be used.

NOTE - The follow are the ideal sizes for images to be uploaded to your project page.

Project Logo 400 x 400

Thumbnail and Gallery 900 x 600

You may need to resize your image before it will fit in the light grey box of the cropping function.

STEP 6 - ONCE ALL REQUIRED CONTENT AND IMAGES HAVE BEEN ADDED, YOU'LL BE ABLE TO ACTIVATE YOUR PROJECT PAGE BY CLICKING ON 'SUBMIT FOR APPROVAL'.

Project
Athlete Name- Team Vic 2022

Edit | Request eligibility for PAF distributions

Organisation	Approval Status	Fundraising Target	Eligibility Status	Charitable Status	Record Type
Jane Example	Draft	\$1,000.00	Ineligible bank details required		Athlete

Draft

Pending Approval

Approved

Closed

Ineligible

∨ Edit and Submit

This project is ready to be submitted.

Submit for Approval

Project & Donation Page Links

Project URL
<https://asf.org.au/projects/athlete-name--team-vic-2022>

Donation URL

> Project Instructions

PROJECT URLS

PROJECT AND DONATION PAGE URL

You will find links to both your fundraising project page and online donation form in the top right-hand corner of the project record. We suggest that you include these when promoting your project to make it as easy as possible for your donors to donate.

Project & Donation Page Links

Project URL
<https://asf.org.au/projects/athlete-name--team-vic-2022>

Donation URL
<https://asf.org.au/donate/athlete-name--team-vic-2022>

Our Fundraising Support Team will get in touch to confirm approval and remember that there are some handy resources [HERE](#) to help you kickstart your Team Vic fundraising.

SCHOOL SPORT VICTORIA DISCLAIMER:

While School Sport Victoria (SSV) has partnered with the Australian Sports Foundation (ASF) to provide this fundraising option to Team Vic athletes, SSV is not a party to any Agreement between the ASF and the student and subsequently, has no liability or obligation to students who enter into an Agreement with the ASF.