



# Online Toolkit

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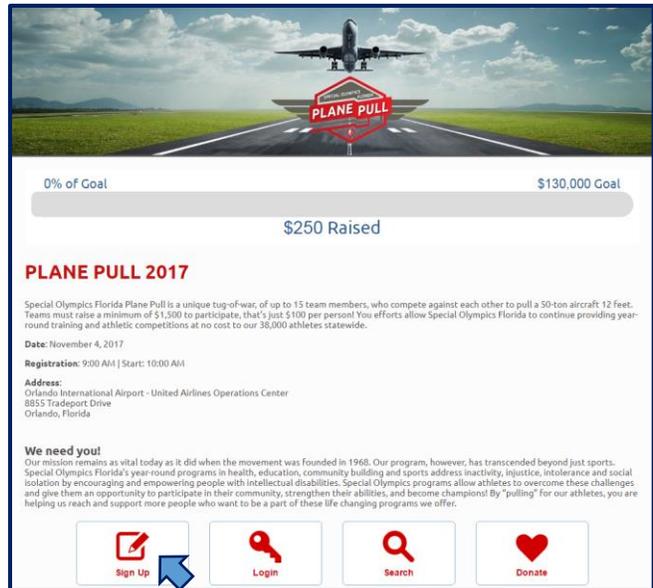
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# How to Register for Plane Pull

Step 1: Visit [www.specialolympicsflorida.org/planepull](http://www.specialolympicsflorida.org/planepull)

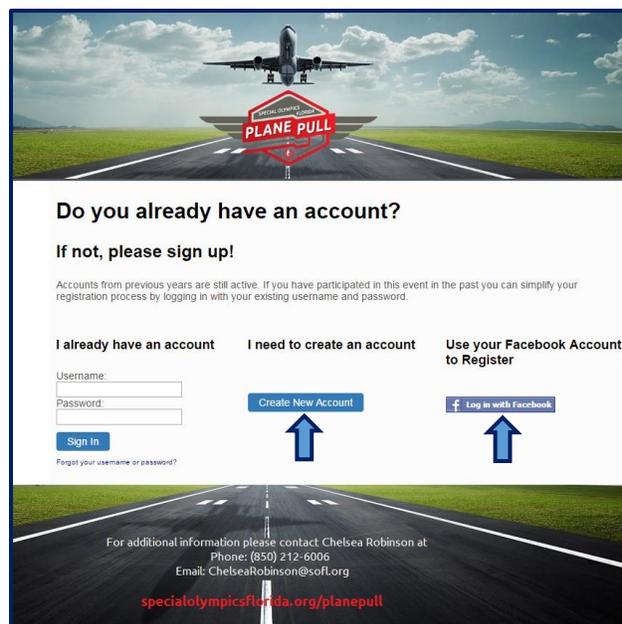
Click the **Sign Up** button to register.

*\*Accounts from previous years are still active. If you have participated in this event in the past, you can simplify your registration process by logging in with your existing username and password.*



Step 2: Create an account

Click on the **Create New Account** button or the **Log in with Facebook** button to sign up with your Facebook account.



Step 3: Waiver

Please read and then click on the check box where it says **I accept the waiver** and then click **Next**.

**1** Waiver → **2** Registration Type → **3** Contact Information → **4** Additional Information → **5** Register

### Waiver

Please accept the waiver.

**PARTICIPANT AGREEMENT (For Adult Participants)**  
**ALL MINORS WILL NEED TO OBTAIN AND SUBMIT A SEPARATE WAIVER FROM SOFL STAFF BEFORE PULLING ON NOVEMBER 4, 2017**

**RELEASE OF LIABILITY, VOLUNTARY ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT**

I, a person being over the age of eighteen, hereby enter this RELEASE OF LIABILITY, VOLUNTARY ASSUMPTION OF RISK AND INDEMNITY AGREEMENT (hereinafter, the "Release") with Greater Orlando Aviation Authority (GOAA), United Airlines, Osceola County Sheriff's Office, Special Olympics Florida, Inc., Special Olympics, Inc. and their parents, subsidiaries, related and affiliated entities, officers, directors, partners, members, employees, volunteers, consultants, agents, successors and assigns (collectively, the "Released Parties"), in connection with my attendance at and participation in Special Olympics Florida, Inc.'s Plane Pull in Orlando, Florida on November 4, 2017, and all activities preceding and following such event (collectively, the "Event").

I recognize that my attendance at and participation in the Event involves known and unknown RISKS associated with such activities. Such RISKS include, but are not limited to, physical trauma, strains, bruises, sprains, muscle tears, broken bones, sunburn, and other serious personal injury, including cardiac injuries and heart attacks, permanent disability, paralysis and death, as well as damage to or loss of real or personal property, all of which may be caused by my own actions or inactions or the acts or inactions of others participating in the Event, the conditions in which the Event takes place, or the negligence of the Released Parties, whether passive or active; and that there may be other risks either not known to me or not readily foreseeable at this time. I fully accept and assume all such risks and all responsibility for losses, costs and damages I incur as a result of my attendance at and participation in the Event. I am voluntarily participating in the Event, despite the known and unknown risks presented by my attendance at and participation in the Event. I know my capabilities and limitations and I will not attempt to exceed those capabilities in attending and participating in the Event.

THEREFORE, in consideration of my being permitted to attend and participate in the Event, I expressly and freely agree:

1. To ASSUME ALL RISK of serious personal injury, including death, and/or damage to or loss of real or personal property and to assume all responsibility for losses, costs and damages I may incur, where such risks or losses arise from or are in any way connected with my attendance at or participation in the Event.
2. To RELEASE, WAIVE and FOREVER DISCHARGE any and all claims, loss, liabilities, demands, damages, costs, expenses, lawsuits, causes of action and judgments that I now or hereafter may have or claim to have against the Released Parties resulting from, arising out of or in any way connected with my attendance at, preparation for or participation in the Event or any related event, including but not limited to, any claims or damages for personal injuries, including death, and/or damage to or loss of real or personal property, whether caused in whole or in part by the NEGLIGENCE of the Released Parties, whether passive or active or any entity or person(s) performing any function with respect to the Event.
3. To INDEMNIFY, DEFEND, and HOLD HARMLESS the Released Parties, from any and all claims, liabilities, loss, demands, damages, costs, expenses (including attorneys' fees), lawsuits, causes of action and judgments for personal injuries, including death, and damage to or loss of real or personal property, whether foreseen or unforeseen, present or future, known or unknown, resulting from, arising out of or in any way connected with my attendance at, preparation for or participation in the Event, whether caused in whole or in part by the NEGLIGENCE of the Released Parties, whether passive or active (excluding gross negligence or intentional torts) or any entity or person(s) performing any function with respect to the Event.
4. That I am in good health and there are no physical conditions that would or should prevent me from attending, preparing for or participating in the Event.
5. That I hereby grant the Released Parties the irrevocable right and permission to photograph or otherwise record me in connection with the Event, and to use the photograph or recording ("Photograph") for all purposes, including advertising and promotional purposes, in any manner in any and all media now or hereafter known, in perpetuity throughout the world, without restriction as to alteration. I waive any right to inspect and approve the use of the Photograph, and acknowledge and agree that the rights granted by this Release are without compensation of any kind. I acknowledge and agree that I have no right, title or interest in the Photographs and agree that such Photographs and the copyright therein are the exclusive property of the Released Parties. I agree to release and discharge the Released Parties from any claims, actions, damages, demands, costs, expenses (including attorneys' fees) or lawsuits of any kind (excluding gross negligence or intentional torts) by reason of the sale, distribution or use of such photographs or recordings.
6. That this Release is intended to be as broad and inclusive as permitted by law, and that if any term or provision of this Release shall to any extent be held invalid or unenforceable, the remaining terms of the Release shall not be affected thereby, but shall be valid and enforceable to the fullest extent permitted by law. The invalid provision shall automatically be replaced by a substitute provision which is valid and as nearly as possible maintains the same economic purposes and intention of the valid provision. This Release shall be interpreted in accordance with the laws of the State of Florida. I agree that any dispute regarding the enforceability of this Release shall be filed in the courts of the State of Florida, and shall not be transferred to any other state.
7. That the terms and conditions contained in this Release shall be binding upon me and my family members, legal representatives, executors, heirs, next of kin, successors, beneficiaries and assigns.
8. That I am eighteen years of age or older and have the authority to contract in my own name.

I HAVE READ AND UNDERSTAND THE FOREGOING RELEASE AND ACCEPT AND AGREE TO ITS TERMS AND SIGN IT VOLUNTARILY.

I accept the waiver

**Next** →

**Step 4: Select your Registration Type**

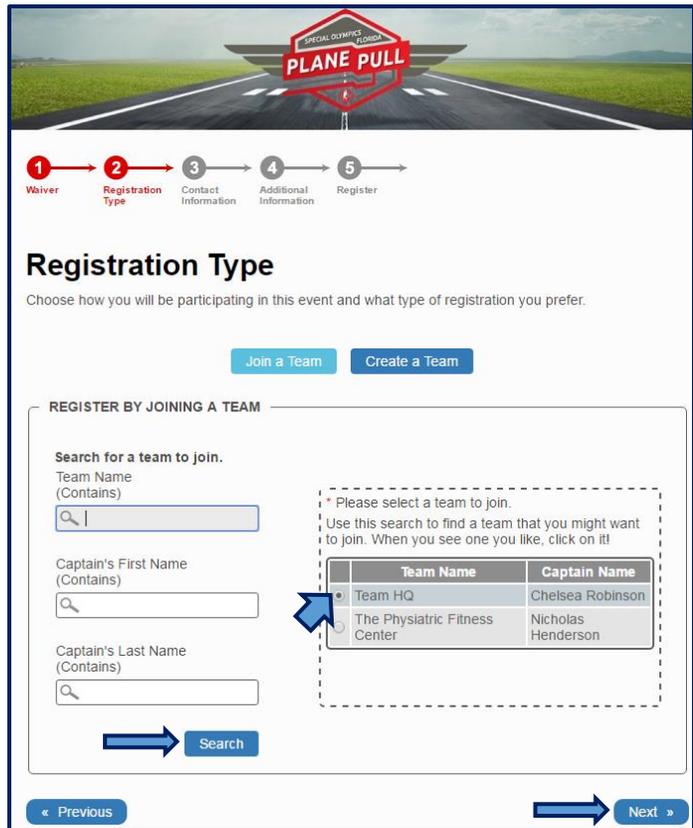
- a) If you are a **Team Member**, select **Join a Team**.
- b) If you are a **Team Captain**, select **Create a Team**.

Then click the **Next** button.



**4a) Team Member**

Search and select the team you are joining and then click **Next**.



### 4b) Team Captain

Select your team type based on the description that fits your team. Enter your **Team Name** and the **Team Fundraising Goal**. Verify **Permission Questions** and then click **Next**.

*\*If you are part of LETR, in the Corporate Team Affiliation section select LETR from the drop down.*

## Registration Type

Choose how you will be participating in this event and what type of registration you prefer.

Join a Team
Create a Team

**REGISTER BY CREATING A TEAM**

\* Select your team type

Team Type	Fee	Description	Full Description
<input checked="" type="radio"/> Community		Family/Friends/Civic and Faith Based/Youth	
<input type="radio"/> Company		Company/Business	
<input type="radio"/> SOFL Athletes		SOFL Athlete Teams	
<input type="radio"/> Law Enforcement		Law Enforcement Teams	

\* Team Name  
SOFL

Team Description  
Special Olympics Florida

\* Team Fundraising Goal  
\$1,500.00

**Create Your Team**

You will become the team captain and will be able to recruit others to join your team.

\* Denotes required information.

**CORPORATE TEAM AFFILIATION**

If you are affiliated with a corporate team, select the corporate team from list below

Select a Corporate Team ▼

Select a Corporate Team

LETR

**PERMISSION QUESTIONS**

Allow the general public to search my team and view fundraising results.

I give permission for my team to appear on the top team scoreboard.

« Previous
Next »

**Step 5: Enter your contact information**

Please provide your **Contact Information** so we can thank and recognize you for your efforts! Then click **Next**.

### Contact Information

\* Denotes required information.

#### Log in with Facebook

Sign up using Facebook

Signing up using your Facebook Account will allow you to login with Facebook the next time you return. Your Facebook account data will never be used, distributed or stored without your consent.

 Log In with Facebook

Please enter any additional information.

#### NAME

\* First Name

\* Last Name

#### ADDRESS

Home  Work

\* Country

\* Address

\* City

\* State

\* Postal Code/Zip Code

Phone number  
(  )

\* Email Address

#### ACCOUNT INFORMATION

Your account username and password will allow you to login following registration.

\* Username

\* Password

\* Confirm Password

**Step 6: Verify additional information**

Set a personal fundraising goal, review permission questions, and select a t-shirt size. Then click **Next**.

\*Selecting the permission questions allows us to update you on event details.

**1** → **2** → **3** → **4** → **5**  
 Waiver Registration Type Contact Information Additional Information Register

**Please answer the following questions:**

\* Denotes required information.

**FUNDRAISING GOAL**  
 What is your personal fundraising goal?  
 \$250.00

**PERMISSION QUESTIONS**

- I allow Special Olympics Florida to contact me by mail (post).
- I allow Special Olympics Florida to contact me by email.
- I allow the general public to donate on my page.
- I give permission to appear on the top fundraiser scoreboard.

**ADDITIONAL QUESTIONS**

\* What is your t-shirt size?  
 Please select one  
 Please select one  
 Small  
 Medium  
 Large  
 XL  
 2XL

Next »

**Step 7: Confirm your registration information**

Review your information and click **Register Me**.

**1** → **2** → **3** → **4** → **5**  
 Waiver Registration Type Contact Information Additional Information Register

**Ready to Register**

Ready to sign up? Select "Register me"!

**REGISTER**

Name: Special Olympics Florida  
 Address: 1915 Don Wickham Drive  
 Clermont  
 Florida  
 34711  
 UNITED STATES  
 Email: submit@sofl.org

« Previous Register me

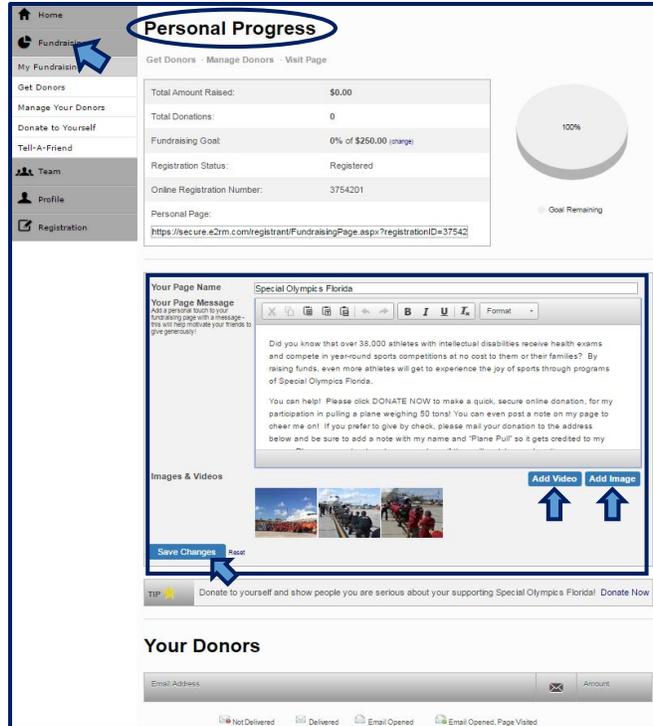
Now you are ready to start fundraising!

## How to Navigate the Participant Center

This is your participant center, and here you can access the different tools that will enhance your fundraising experience.

### Step 1: Track personal fundraising

Click on the **Fundraising** tab on the left-hand side. Here you will be able to track your **personal progress** and also view all of your supporters.



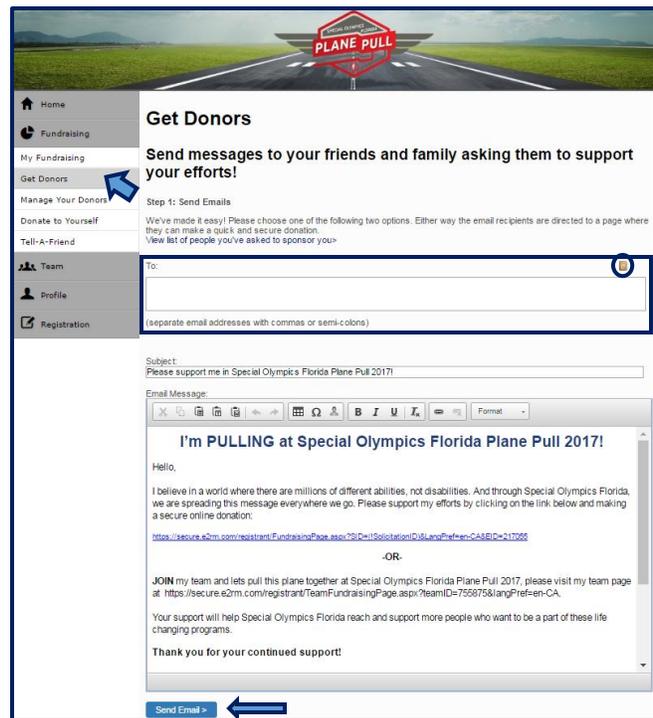
### Step 2: Customize personal page

Edit your personal page content by clicking into the **Text Box**. **Add Video** or **Images** by clicking on the buttons below the text box and upload team pictures. Click **Save Changes** once you've finished customizing.

## How to Get Donors

### Step 1: Reach out to potential donors

On the tabs on the left-hand side or on the homepage, click on the **Get Donors** button.



### Step 2: Send messages to get donors

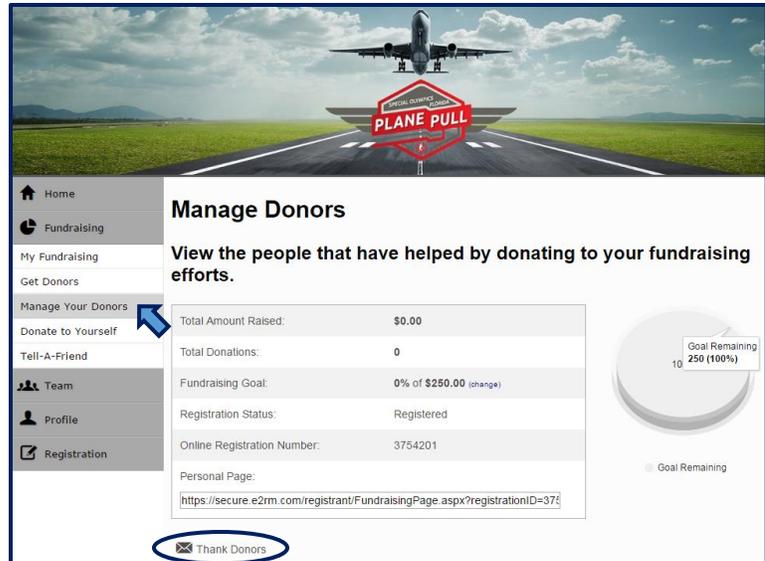
In the **"To:"** text box, type in the email addresses or click on the **address book icon** to select a contact list. Then click **Send Email**.

*\* Emails are customizable.*

## How to Manage and Thank Donors

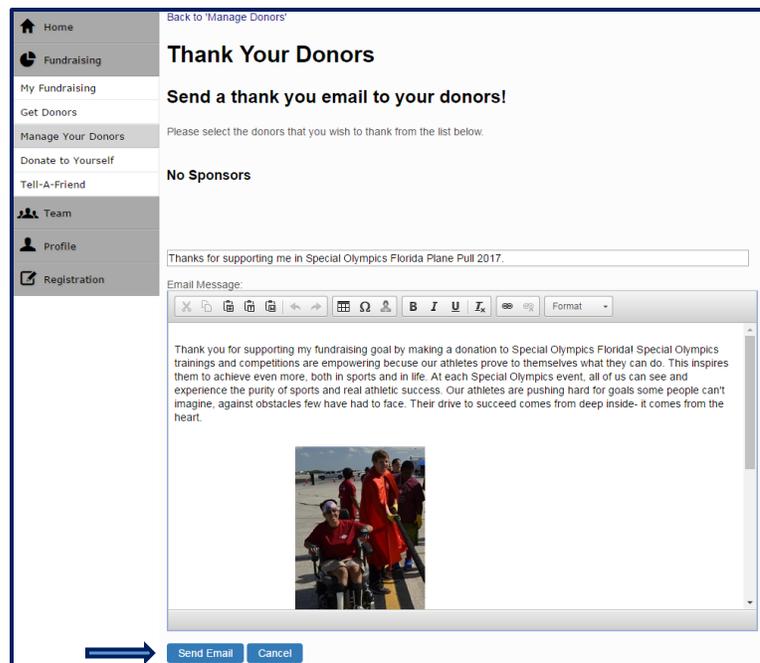
### Step 1: View donors

Click on the **Manage Donors** button. This page will list donors, and at the bottom you have the option to send your donors a **Thank You email**.



### Step 2: Thank Donors

After clicking the **Thank You email** button, this page will show with an auto-populated thank you email that you may customize. After you've selected the donors, click **Send Email**.



## How to Make a Self-Donation

### Step 1: Donate to yourself and set the example

Click on the **Donate to Yourself** tab on the left-hand side. Fill out payment information and then click **Continue**.

## How to Tell-A-Friend

### Step 1: Tell-A-Friend about Plane Pull

Click on the **Tell-A-Friend** tab. In the "To:" text box, type in the email addresses or click on the **address book icon** to select a contact list. Then click **Send Email**.

## How to Set Up Your Team Page and View Team Results (Team Captain Only)

### Step 1: View team results

Click on the **Team** tab on the left-hand side. The Team Results page will appear. On this page you can view your team's fundraising efforts in the top section.

The screenshot displays the 'Team Progress (SOFL)' page. On the left-hand side, a navigation menu includes 'Home', 'Fundraising', 'Team', 'Recruit Team Members', 'Email Team', 'Edit Team Info', 'Manage Team Donors', 'View Recruitment List', 'Team Captain Report', 'Profile', and 'Registration'. The 'Team' tab is selected and highlighted with a blue arrow. The main content area shows a 'Team Progress (SOFL)' summary with a circular progress indicator at 100%. Below this is a table of fundraising statistics:

Team Name:	SOFL
Team Captain:	Special Olympics Florida
Total Amount Raised:	\$0.00
Team Donors:	0
Direct Team Donations Amount:	\$0.00
Direct Team Donors:	0
Fundraising Goal:	0% of \$1,600.00 (change)
Registration Status:	Registered
Number of Members:	1
Corporate Team Affiliation:	Set Corporate Team Affiliation
Team Page:	<a href="https://secure.e2im.com/registrant/TeamFundraisingPage.aspx?TeamID=75">https://secure.e2im.com/registrant/TeamFundraisingPage.aspx?TeamID=75</a>

Below the statistics is a promotional message: 'Are you going to pull a 50 ton jumbo jet by yourself? Recruit team members today!' with a 'Recruit Now' button. A table shows the team's fundraising progress:

Name	Cost	Amount
Special Olympics Florida	0	\$250.00

The 'Team Page Message' section is highlighted with a blue circle. It contains a text editor with the following message:

Did you know that over 35,000 athletes with intellectual disabilities receive health exams and compete in year-round sports competitions at no cost to them or their families? By raising funds, even more athletes will get to experience the joy of sports through programs of Special Olympics Florida.

You can help. By joining my team, click JOIN THE TEAM to register now or click DONATE NOW to make a quick, secure online donation for my participation in pulling a plane weighing 50 tons! You can even post a note on my page to cheer me on. If you prefer to give by check, please mail your donation to the address below.

Below the message editor are 'Add Video' and 'Add Image' buttons, both highlighted with blue arrows. At the bottom left, a 'Save Changes' button is also highlighted with a blue arrow.

The bottom section of the page is titled 'Invited To Join Team' and contains a table for tracking invitations:

Email Address	Cost	Amount

At the very bottom, there are status indicators for 'Not Delivered', 'Delivered', 'Email Opened', and 'Email Opened, Page Visited'.

### Step 2: Edit your team page info

Edit info by typing into the text box on this page. **Add Video** or **Images** by clicking on the buttons below the text box and uploading team pictures. Be sure to click **Save Changes**.

## How to Recruit Team Members

(Team Captain Only)

### Step 1: Send out team member recruitment emails

Click on the **Recruit Team Members** tab or link. In the **"To:"** text box, type in the emails to the people you'd like to recruit or click on the **address book icon** to select a contact list. Then click **Send Email**.

*\* Emails are customizable.*

## How to Email Team Members

(Team Captain Only)

### Step 1: Send an email to your team

Click on the **drop down box** to select who you'd like to email. Then enter the subject and body of the email and click on the **Send Email** button.

## How to Edit Team Info

(Team Captain Only)

### Step 1: Update/edit team information

Select the **Edit Team Info** tab on the left-hand side. This page is similar to one that was presented during your registration process. Here you can make updates and changes to selected prompts.

## How to Manage Team Donors

(Team Captain Only)

### Step 1: View and thank team donors

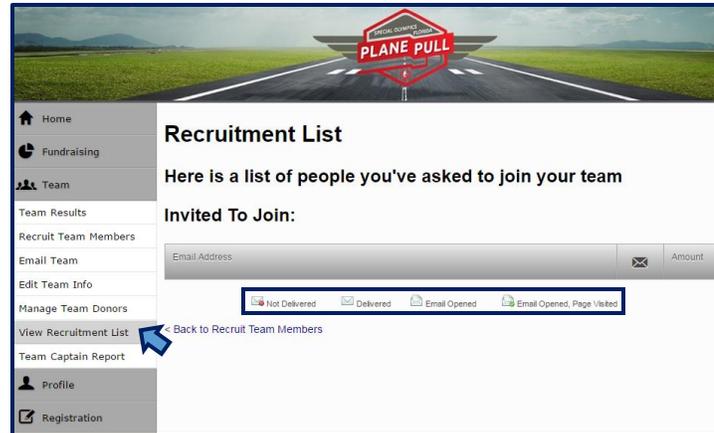
Click the **Manage Team Donors** tab. This page will list team donors, and at the bottom you have the option to send your supporters a **Thank You email**.

## How to View Recruitment List

(Team Captain Only)

### Step 1: View recruitment

Click on the **View Recruitment List** tab on the left-hand side. On this page you can review the emails you have sent to those you want to recruit for your team. Below the list of those you've invited to join is a *key* that states what each **icon** means.



## How to Generate Team Reports

(Team Captain Only)

### Step 1: Team captain report

Click on the **Team Captain Report** tab on the left-hand side. Then select **Generate CSV Report**.



### Step 2: Open report

The icon to the right will appear at the bottom of your page. Click on it, and the report will open.



## How to Edit Profile

### Step 1: Edit/update contact information

Click on the **Profile** tab on the left-hand side. The **Edit Contact Information** page will show. Update and change contact information on this page and then click **Submit** to save changes.

**Edit Your Contact Information**

You can edit any of the fields below.  
\* Denotes required information.

Title: -- ▾

\* First Name: Special Olympics

Middle Name:

\* Last Name: Florida

Home  Work

\* Address: 1915 Don Wickham Drive

\* City/Town: Clermont

\* Country: UNITED STATES ▾

\* Province/State: Florida ▾

\* Postal/Zip Code: 34711

Phone Number: (352) 243-9536 Ext.

Cell Phone Number: ( )

\* Email Address: submit@sofl.org

Allow Special Olympics Florida to contact you by email.  
 I give Special Olympics Florida permission to contact me by mail (post).  
 Allow the general public to support you.  
 I give permission to appear on the top fundraiser scoreboard.

**Submit >**

### Step 2: Edit answers to participant questions

Click on the **Edit User Survey Questions** tab. Make updates or changes as needed and then click the **Submit** button.

**Edit Answers to Participant Questions**

If you need to make any adjustments to the following questions, please do so to keep us informed.

\* Denotes required information.

\* What is your t-shirt size?  
Medium ▾

**Submit >**

## How to Change Password

### Step 1: Changing your password

Click on the **Change Password** tab under Profile. Follow steps to change password. Click **Submit** to save changes.

## How to Verify Registration Status

### Step 1: Registration status

Click on the **Registration** tab on the left-hand side. On this page you can find a summary of your event information, amount raised, and registration status.