

QUICK GUIDE TO THE ASF FUNDRAISING PLATFORM





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INTRODUCTION

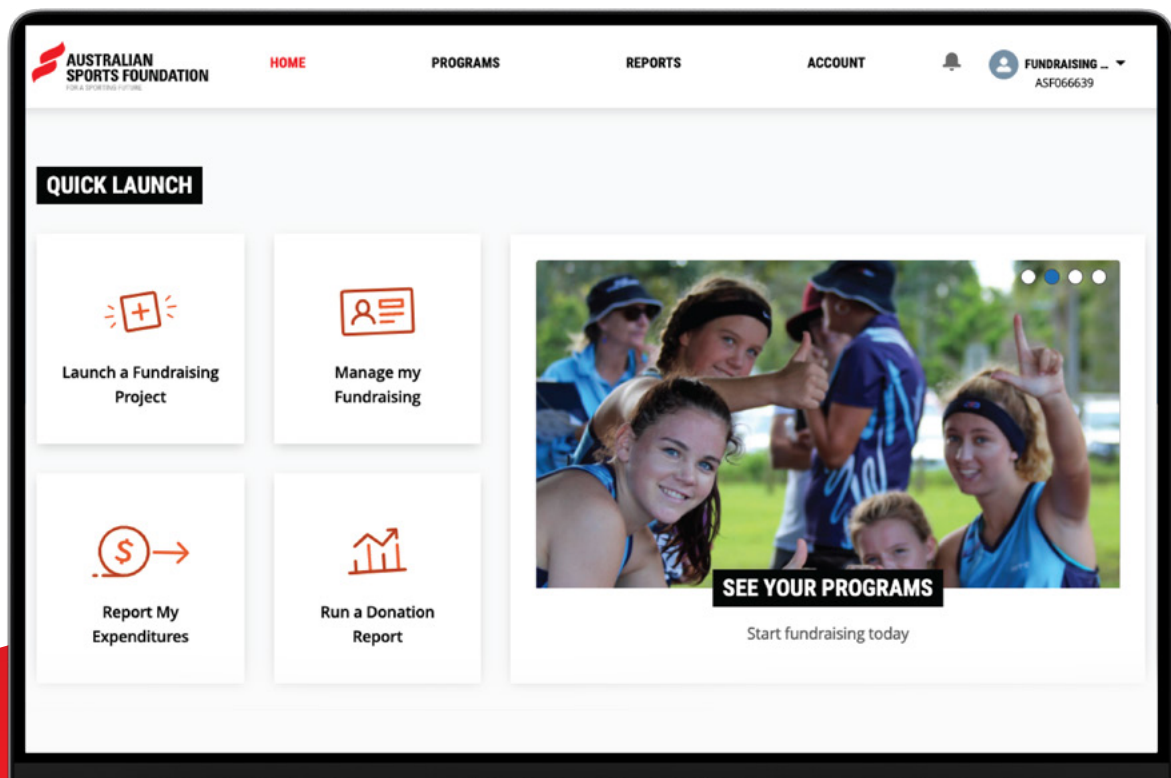
After signing up with the Australian Sports Foundation, authorised contacts are provided with a login to the ASF platform. This provides a self-service fundraising management tool that has many exciting features, including;

- Real-time reporting to help keep track of your donations as they are received,
- Easy online processes for you to reconcile payments and manage expenditure reports.

THE ASF PLATFORM WILL ALSO ENABLE YOU TO:

- Create new projects (including an online donation facility),
- Make changes to your existing projects, including the content and images on your fundraising pages
- Securely upload completed manual donation forms and donor information for processing by the ASF.

If you have any further questions after reading this guide, check out the [FAQs](#) on the ASF website, or contact the Fundraising Support Team at info@sportsfoundation.org.au



GETTING STARTED

You can login to the ASF platform 24 hours a day, 365 days a year.

Please note that for security reasons we do not store your password details. If you forget your password at any time, please click on the 'Forgot your password' link on the login page to receive a reset email.

Keep reading to see how to get the most out of the [ASF platform](#) and of course, the Fundraising Support Team are always happy to answer any questions you may have.

FST CONTACT DETAILS

OPERATING HOURS 9am – 5pm, AEST Monday - Friday

RECEPTION PHONE 02 5112 0990

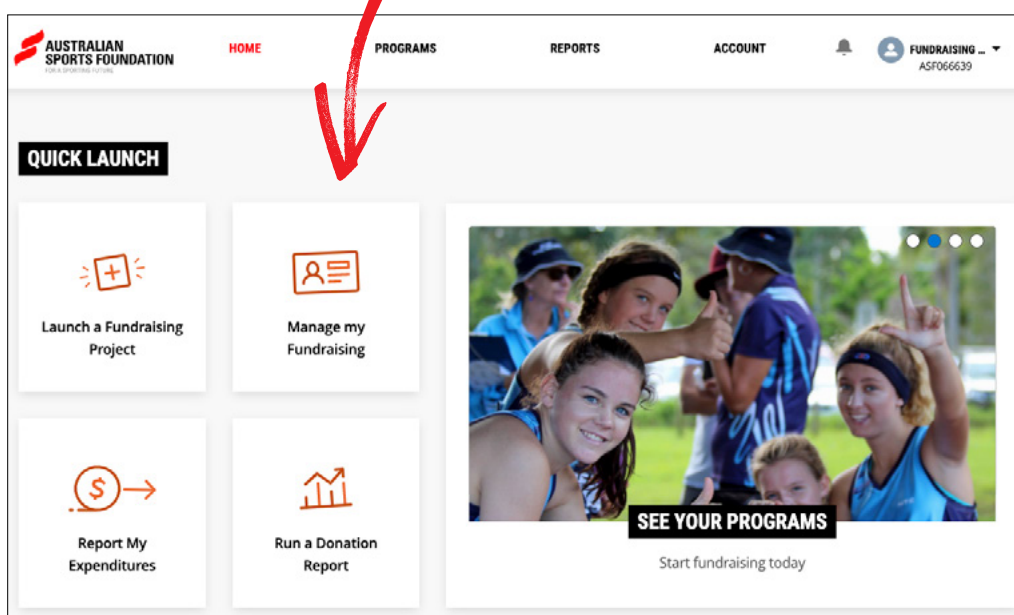
ADDRESS Australian Sports Foundation Leverrier St, Bruce, ACT 2617
PO Box 167 Belconnen ACT 2616

HOME PAGE

This is the landing page to the ASF platform. The Home page provides you with some useful information, including:

- Your ASF member number
- Your most recent donations
- Tracking against your fundraising target
- Next due date for expenditure reporting

The Home page also has quick links to the most useful functions in the ASF platform.



PROGRAMS

Use the Programs tab in the header to access the various ways you can raise funds with the ASF, including your fundraising projects.

If you have applied and been approved for a program it will show as ACTIVATED and you'll see a MANAGE button.

In the Programs section you can;

- See which ASF programs you've activated, as well as other opportunities to generate revenue and source funding.
- Create new fundraising projects,
- Update the content and images for your fundraising pages,
- View your payments/grants for each program,
- Submit your expenditure/acquittal reports.

AUSTRALIAN SPORTS FOUNDATION HOME **PROGRAMS** REPORTS ACCOUNT FUNDRAISING ... ASF066639

PROGRAMS TO KICK START YOUR FUNDRAISING

FUNDRAISING FOR SPORT
Run and manage crowdfunding campaigns ([more info](#))
MANAGE →

REBATES FOR SPORT
A range of offerings for your club ([more info](#))
ACTIVATE +

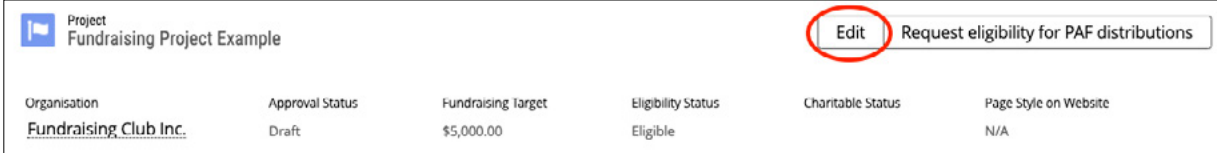
SPORT FOR EVERYONE
Apply for a funding grant ([more info](#))
ACTIVATE +

PLAY FOR PURPOSE
[Take part in the sport charity raffle \(more](#)

CREATING/EDITING PROJECTS

Once signed up with the ASF, you can set up as many fundraising projects as you like and each will have its own online donations page.

To create a new project click LAUNCH A FUNDRAISING CAMPAIGN. Alternatively, you can edit existing projects by selecting the PROJECT NAME then the EDIT button.



Organisation	Approval Status	Fundraising Target	Eligibility Status	Charitable Status	Page Style on Website
Fundraising Club Inc.	Draft	\$5,000.00	Eligible		N/A

For a detailed look at Creating A Project Click [here](#) for Clubs and Organisations and [here](#) for Individuals.

FIELD DEFINITIONS

PROJECT NAME

This will be the name that is displayed on your project page and URL link. Please ensure the name of your project includes only valid characters (a to z, 0 to 9, - ? . and ').

SPORT TYPE

Ensure your sport type is accurate. This may impact a potential donor's ability to easily search for your project on the ASF website.

PROJECT START DATE

Starting date of the fundraising project (ballpark date is fine).

ESTIMATED TARGET ACHIEVED DATE

The date you hope to have reached your donation target.

PROJECT TYPE TAGS

Select the areas within your organisation or community that your fundraising will support.

CAUSE AREA TAG

Optional – select only if applicable to your project.

FUNDRAISING OBJECTIVES

FUNDRAISING PLANS

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

Consider the following:

- How will you approach your fundraising?
- Who will you aim your fundraising at?
- What communication method/s will you use?
- What events will you host (if any)?

FUNDRAISING TARGET

The total amount you'd like to raise for your project.

PROJECT SETTINGS

DISPLAY THERMOMETER

You can choose to display how your project is tracking against your fundraising target by ticking the display thermometer box.

YOUTUBE ID


To embed a video on your project page you can include your YouTube ID which are the characters between = and &. This is the highlighted section on the below URL and appears on the page as seen below. https://www.youtube.com/watch?time_continue=3&v=0mquMqbclZU&feature=emb_title

PROJECT CONTENT

SHORT DESCRIPTION

This brief description of your project is your fundraising “tagline” and will display on the online donation form. Here is an example. Tip: Ensure that you are using no more than 255 characters.

“Help us build a batting cage and purchase a pitching machine so we can offer our players, particularly juniors, access to one of the best training facilities in the region!”



CLUBS & ORGANISATIONS

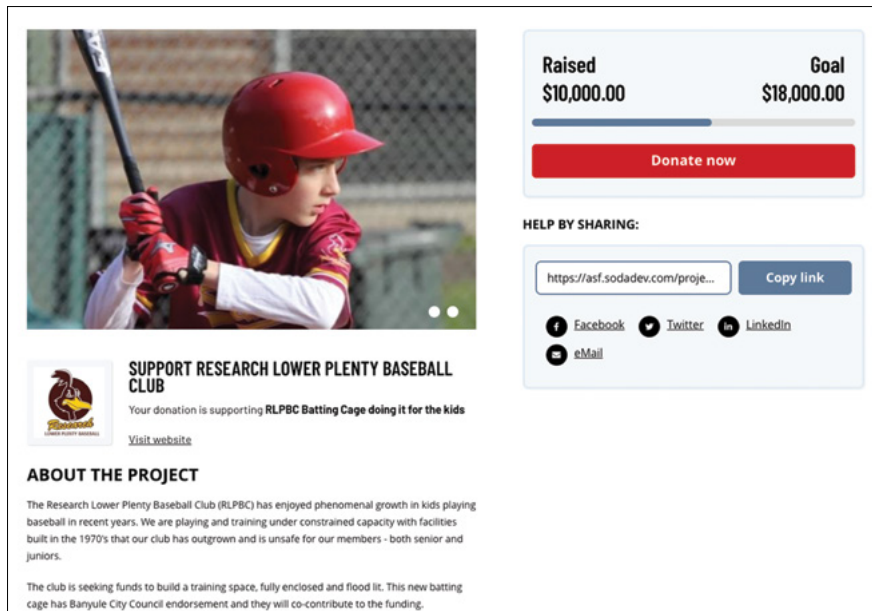
RESEARCH LOWER PLENTY BASEBALL CLUB

Help us build a batting cage and purchase a pitching machine so we can offer our players, particularly juniors, access to one of the best training facilities in the region!

[DONATE NOW](#) >

LONG DESCRIPTION

This appears as ABOUT THE PROJECT fundraising page and should tell your fundraising story; use emotive language to convey what you are trying to achieve with the project and the positive impact donors can make.



RAISED
\$10,000.00

GOAL
\$18,000.00

[Donate now](#)

HELP BY SHARING:

<https://asf.sodadev.com/proje...> [Copy link](#)

[Facebook](#) [Twitter](#) [LinkedIn](#)
[eMail](#)

SUPPORT RESEARCH LOWER PLENTY BASEBALL CLUB
Your donation is supporting **RLPBC Batting Cage doing it for the kids**
[Visit website](#)

ABOUT THE PROJECT
The Research Lower Plenty Baseball Club (RLPBC) has enjoyed phenomenal growth in kids playing baseball in recent years. We are playing and training under constrained capacity with facilities built in the 1970's that our club has outgrown and is unsafe for our members - both senior and juniors.
The club is seeking funds to build a training space, fully enclosed and flood lit. This new batting cage has Banyule City Council endorsement and they will co-contribute to the funding.

LOGOS AND IMAGES

Once you have created your project, scroll to the bottom of the page to upload your logo AND gallery images.

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

1. Click choose file.
2. Use the circle at the bottom of the box to resize your image. Please resize so your whole logo/image fits within the grey box as this is what will be displayed.
3. Click save.
4. Click Done. This will upload your logo.

NOTE – The following 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.

OPTIONAL PROJECT CUSTOMISATIONS

DONATION OPTIONS

Enter three donation amounts that you would like to display to prompt your donors. They will also have the option to choose their own amount. If you leave these options blank, the default amounts of \$25, \$50, \$100 will appear on your online donation form.

How much would you like to donate?		
\$25	\$50	\$100
\$	or enter another amount here (min. \$2)	

CUSTOM THANK YOU

After a supporter has made a donation, they will receive a general thank you message that mentions your project and their donation details. If you would like to include an additional customised thank you message to be displayed, please add it here.

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, as you want to make it as easy as possible for your donors to donate.

PREVIEW URL

Before activating your project page, you can see what it will look like using this link.

DONATION FORM TEMPLATE URL

When your project has been approved, a manual donation form template will be automatically generated. You can download this form as a PDF document and update editable fields and logo as needed (TIP: you will need the appropriate version of Adobe Acrobat to do this, not Reader).

Donation Forms (1)	 
DONATION FORM TEMPLATE URL	
https://asf-community.force.com/asfportal/servlet/servlet.File	

UPLOAD COMPLETED DONATION FORM OR SPREADSHEET

This section is where you can securely upload completed manual donation forms or other documents with donor details for processing by the ASF. This helps protect sensitive donor information, like credit card details and contact details.

Upload Completed Donation Form or Spreadsheet

1. Select completed form or spreadsheet to upload (maximum 10Mb) No file chosen

2. Select 'upload'

TIP: If you have multiple forms, we suggest scanning them into one PDF document before uploading.

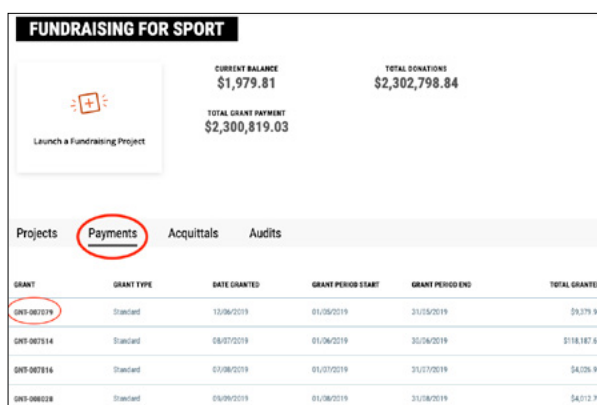
PAYMENTS

We remit the funds you have raised twice-monthly. These payments are referred to as Grants.

All authorised contacts with an ASF platform login will receive email notification for each grant payment. Keep an eye out for the subject title The Fundraising for Sport grant for {Fundraiser Name} has been approved!

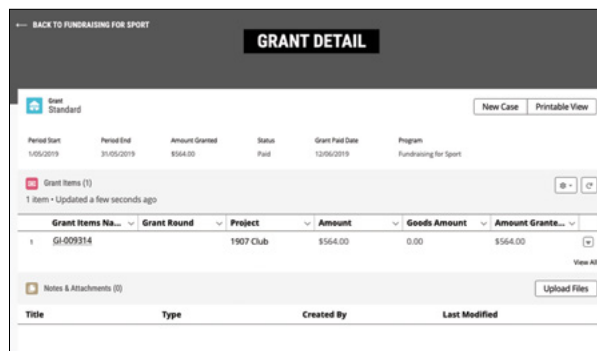
This is a prompt for you to login to the ASF platform and check that we have your correct bank account details (refer to Account section of this guide if you would like to know how to provide/edit bank account details).

To view ASF payments for your fundraising projects, select the PAYMENTS tab once in your Program view.



GRANT	GRANT TYPE	DATE GRANTED	GRANT PERIOD START	GRANT PERIOD END	TOTAL GRANTED
GRS-007079	Standard	13/06/2019	01/06/2019	31/05/2019	\$9,379.96
GRS-007514	Standard	08/07/2019	01/06/2019	30/06/2019	\$18,187.87
GRS-007516	Standard	03/08/2019	01/07/2019	31/07/2019	\$4,026.96
GRS-008028	Standard	05/09/2019	01/08/2019	31/08/2019	\$4,012.79

Click the relevant Grant for more details.



Grant Items No.	Grant Round	Project	Amount	Goods Amount	Amount Grante...
1	GI-009314	1907 Club	\$564.00	0.00	\$564.00

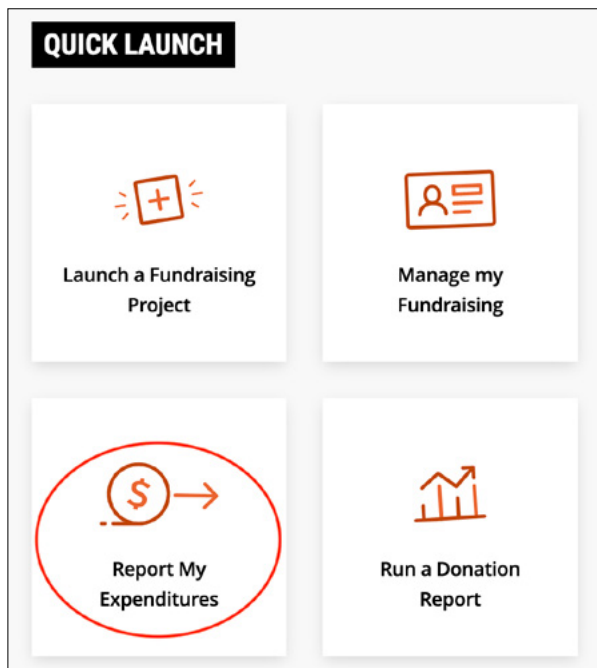
Within the grant record you will be able to see how much was paid for each project. If your organisation is registered for GST, you can view a Recipient Created Tax Invoice (RCTI) for each grant in the Notes & Attachments section of each grant record.

TIP: If your organisation is registered for GST, we will add 10% to your grant payments when remitting the funds.

ACQUITTALS

For each grant payment made to an organisation or individual fundraiser, we require that you declare your expenditure every 90 days. This ensures that funds raised through the ASF are used for the development of sport in Australia. This process includes a statutory declaration confirming that the funds have been or will be spent on the intended purpose. You will be sent regular reminders via email if you have an expenditure declaration due.

To submit your acquittal, click on the Acquittals tab within your Program view, or select Report My Expenditure from the Home page.



You'll be required to submit a separate acquittal declaration for each grant payment you receive from the ASF.

Your acquittal/s that require action will appear in the OUTSTANDING list.

FUNDRAISING FOR SPORT						
<p>Launch a Fundraising Project</p>		<p>CURRENT BALANCE \$1,979.81</p> <p>TOTAL GRANT PAYMENT \$2,300,819.03</p>	<p>TOTAL DONATIONS \$2,302,798.84</p>			
Projects	Payments	Acquittals	Audits			
ACQUITTAL NUMBER	TYPE	AMOUNT	DATE CREATED	ACQUITTAL PERIOD	STATUS	
OUTSTANDING						
ACQ-019330	Standard	\$2,023.40	11/11/2021	16/10/2021 - 31/10/2021	Pending Approval	Declare
ACQ-019202	Standard	\$16,158.30	27/10/2021	01/10/2021 - 15/10/2021	Pending Approval	Declare
COMPLETED						
ACQ-018943	Standard	\$25,773.40	13/10/2021	16/09/2021 - 30/09/2021	Approved	
ACQ-018772	Standard	\$2,017.80	28/09/2021	01/09/2021 - 15/09/2021	Approved	

To complete, click DECLARE and read the declaration carefully before submitting.

DECLARATION CONFIRMATION

By submitting this Acquittal, I declare that:

1. These funds have been or will be used for the development of sport in Australia and in accordance with the scope of the relevant project;
2. The organisation will hold (and continue to hold) original documentary substantiation of any expenses that are included in this acquittal submission;
3. I understand that the organisation is required to retain these records for a period of seven years and I warrant that it will do so; and
4. I agree to indemnify the Sports Foundation against any liability that arises including, without limiting, where the organisation is not able to produce the said documentary substantiation when requested by an authorising body (e.g. Australian Tax Office or Australian Charities and Not for Profits Commission).

← CLOSECONFIRM

TIP: We suggest retaining receipts and other expenditure records in case you are asked to complete an Audit at some stage (refer below).

Visit this detailed [How To Guide](#) for more information on Acquittals.

AUDITS

As a deductible gift recipient (DGR), the ASF has an obligation to ensure funds raised are used for the development of sport in Australia. Fundraisers that raise significant amounts may be randomly selected to complete an Audit; which is simply a “spot check” to substantiate expenditures.

If you happen to be selected for a spot check, we will contact you with clear instructions to complete this online in the ASF platform.

Access your audits from the Programs tab; if there is anything outstanding it will appear in bold at the top of the list. Click ACTION NOW to create an audit report.

The audit consists of adding individual line items for 30% of your expenditures, as well as uploading supporting documents (receipts or invoices). If you have not spent at least 30% of your funds, you'll just need to upload a bank statement showing the funds are still in your bank account. Subsequently, you may be required to show expenditure details if/when you do spend the funds in the future.

Failure to complete an audit on time may result in your next grant payment being delayed, so we encourage you to get in touch with us if you have any questions or concerns.

Visit this detailed [How To Guide](#) for more information on Audits.

REPORTS

Want to know who has donated to your project/s? In the Reports section of the ASF platform, you can run donation reports to see who has donated, when they donated and how much. Unless a donor has opted to remain anonymous, we also provide you with their contact details so you can thank them and keep them up to date on the progress of the project they've so generously donated to.

We have developed a number of reports that we think you'll find useful:

- Donations Report (one for all statuses and one for just reconciled donations)
- Regular Giving (i.e. those donors who have set up a recurring donation to your project/s)
- Supporter messages (so you can keep track of donor messages)
- Payments (Grants) so you can export/download a complete list of payments the ASF has made to you.

To view donation data, simply select the report you want to view from the list. You can do this by clicking on either the report name or "Run Report".

REPORT LIST		
REPORT NAME	DESCRIPTION	
1a. Donations Report (Reconciled)	Donations where Status=Reconciled (i.e. donations that have been finalised for your project)	Run Report
1b. Donations Report (all statuses)	Donations where Status = Paid (i.e pending payment), Reconciled (i.e. finalised), Failed or Cancelled	Run Report
1c. Donations Report (Regular Donors)	REGULAR donations where Status = Reconciled (i.e. donations that have been finalised for your project) OR Paid	Run Report
2a. My Active Regular Donors	Details of my active regular givers (including donor name & email address)	Run Report
2b. My Cancelled/Expired Regular Donors	Details of my cancelled or expired regular givers (including donor name & email address)	Run Report
3. Payments (Grants) Report	Details of ASF payments received	Run Report
4. Supporter Messages w donor details	Messages of support from your donors (NB. includes if donor doesn't want to publicly acknowledged)	Run Report

The Donations Reports (1a and 1b) will provide you with the following information;

- **DONATION DATE**
- **DONOR NAME**
- **DONATION AMOUNT** The total amount donated.
- **FEE AMOUNT** Any credit card fees that apply to processing the donation
- **RETENTION AMOUNT** The amount the ASF retains; (5% for online donations and 6% for offline/manual donations).
- **PROJECT AMOUNT** The amount you will be receiving in a grant payment.
- **PROJECT NAME** Name of project the donation has been made to
- **PAYMENT METHOD EFT/CREDIT CARD**
- **FREQUENCY** One off or recurring/regular
- **DONOR EMAIL** This is where the donation receipt is sent to
- **ORGANISATION** (Corporate Donor) Business/Company name
- **STATUS** Refer below
- **ORGANISATION NAME** Name of the fundraising organisation or individual
- **DONATION NAME** Reference for the donation

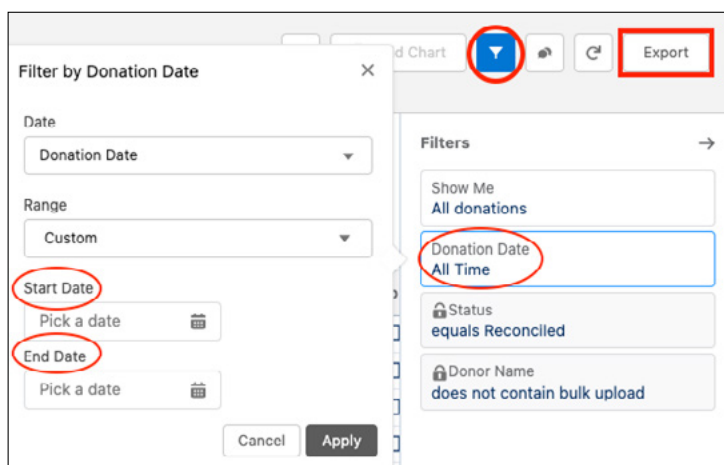
Please note the following status descriptions:

- Reconciled = Completed (i.e. the transaction has been processed through our payment gateway and the donor has received their receipt).
- Paid = Pending (i.e. the transaction is not complete, and the donation requires reconciliation. The donor has not received a receipt.) You do not need to do anything here- our finance team will follow up with the donor if the payment is not received to finalise the donation.

TIP: You can sort a report by clicking on the field heading.

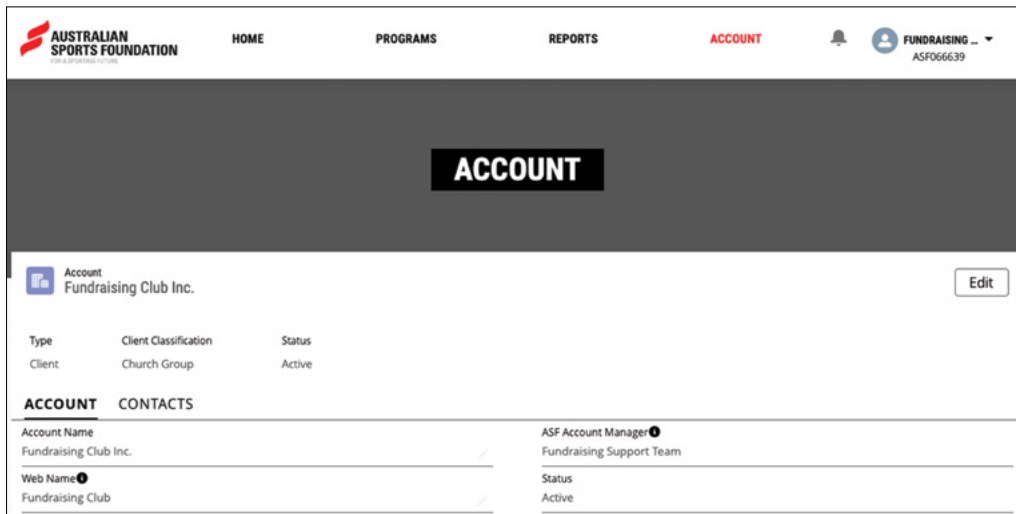
FILTERING AND EXPORTING DONATION DATA

You can use the funnel icon to filter the dates that your report displays. Simply select a range or enter custom “start” and “end” dates and click on Apply to view the customised data. Select Export if you would like to download the donations report as an Excel spreadsheet.



ACCOUNT

To view or update your details, click on the ACCOUNT section of the ASF platform.



EDITABLE FIELDS INCLUDE

ACCOUNT INFORMATION

- Web Name
- Sport Type
- General Email Address
- Bank Details
- Mailing and Postal Address
- Social Media Links

NB: Important legal information is not editable on the ASF platform, this includes Account Name, ABN and INC/ACN.

PERSONAL CONTACT INFORMATION

- Title (role/position)
- First and Last Name
- Title (role/position)
- Phone Numbers
- Mailing/Physical Address

Please note that you can only edit your own contact information on the ASF platform.

Contact the Fundraising Support Team as soon as possible if any of these details change.

For security reasons, bank account details MUST be changed in the ASF platform.

Website and social media links will appear on your fundraising page, so donors can find out more about you if they want to.

Note – You will not be able to add/remove contacts for the Account for security reasons, for these changes please contact our Fundraising Support Team on info@sportsfoundation.org.au or 02 5112 0990.