



**Community Partner**  
**Registration and Submission Procedures**

***Parasport Jumpstart Fund***

# General Guidelines

## Becoming an Online Community Partner

A Jumpstart Community Partner is an organization that works with Canadian Tire Jumpstart to identify children in need of financial support to participate in organized sport and recreational activities. These organizations provide a variety of services for their communities.

Canadian Tire Jumpstart is continually interested in partnering with like-minded organizations to assist in-need children. To become a Community Partner, you must be invited by a Regional Manager or Chapter Member. If you are interested in becoming a Community Partner, send an email with your organization's name and address to [jumpstart.admin@cantire.com](mailto:jumpstart.admin@cantire.com).

When you register online as a Community Partner, you will receive an online account where you can create, submit and review past and pending funding requests.

The screenshot shows the Jumpstart Community Partner online portal. Key components are labeled as follows:

- Link to Profile Page:** Points to the user's profile information at the top right, including the date (13 October 2011), name (Profile: Dan H.), and language (Français).
- Chapter Information:** Points to the chapter details: Chapter Name: Chapter 0-Test, Chapter Number: 0-Test, and Regional Manager: Freida Rubietz.
- Alert and Action Box:** Points to a box containing "News and Alerts" with instructions: "Please submit a story." and "Please submit a photo."
- Message Box:** Points to an empty box below the alert box.
- Submission Toolbar:** Points to a navigation bar with buttons for "New Submission", "All (81)", "Approved (10)", "Pending (20)", and "Draft (51)".
- Submission Centre:** Points to a table listing submissions with columns for Submission #, Type of Submission, Date Created, and Status.
- Community Partner Discussion Forum:** Points to a forum section with a "New Post" button and a list of topics like "Age requirements", "Knowing the amount requested", "Cheques", and "How to get a print out copy of our request".
- Interactive Community Events Calendar:** Points to a calendar for October 2011 showing the 13th.
- Real-Time Updated Kids Helped Panel:** Points to a table showing the number of kids helped at different levels.
- Media Centre:** Points to a section with links for "Jumpstart Resource Centre" and "Kids Activity Kit Resource Booklet".
- Story Picture Upload Function:** Points to the "Add Story or Photo" button.

Level	Count
National	375,115
Regional	55,158
Chapter	1,010
Community Partner	10

Submission #	Type of Submission	Date Created	Status
TEST-XX1121015	Child Submission	2011-10-13	Draft
TEST-XX1120781-KIT	Kids Activity Kit	2011-10-11	Draft
TEST-XX1120138	Child Submission	2011-10-03	Draft
TEST-XX1119603-KIT	Kids Activity Kit	2011-09-27	Draft
TEST-XX1119467	Child Submission	2011-09-26	Draft
TEST-XX1119661-CDP	Community Development Program	2011-09-16	Draft
TEST-XX1116694	Child Submission	2011-09-24	Draft
TEST-XX1116472-CDP	Community Development Program	2011-09-18	Draft
TEST-XX1116471-KIT	Kids Activity Kit	2011-09-18	Submitted
TEST-XX1116470	Child Submission	2011-09-18	Draft
TEST-XX1116469-CDP	Community Development Program	2011-09-18	Draft

### Special Features:

- **Submission Centre and Toolbar** – Create new requests for funding and manage pending and approved requests. Note: statuses include **Approved**, **Pending** (submission under review) and **Draft** (work in progress);
- **Link to Profile Page** – Provide your organization's most current information;
- **Media Centre** – Source Canadian Tire Jumpstart audio and visual materials;
- **Story / Picture Upload** – Share your stories and pictures of our partnership;
- **Events Calendar** – Post events related to Canadian Tire Jumpstart to share your great work;

- **Kids Helped** – See results in real time of the total number of kids helped through the Canadian Tire Jumpstart program by Chapter, regionally and nationally.

## Registration

### Register as an Online Community Partner

1. Login at [www.canadiantire.ca/jumpstart](http://www.canadiantire.ca/jumpstart) and click on Community Partner Login.
2. Select the **Click Here to Register** button. Read the Members Agreement Terms and select Agree to continue.
3. Select your Province/Territory.
4. Enter your Postal Code.
5. Complete the Community Registration Form.
6. Click **Submit** to complete.
7. The Regional Manager assigned to your Chapter will review your application.



**Approved Registration Application:** If your application is approved, you will receive an email confirming your approval as a Jumpstart Community Partner. The email will also contain a temporary password to Login to your Community Partner account.

**Declined Registration Application:** If your application is not approved, you will receive a notification by email.

### Login as an Online Community Partner

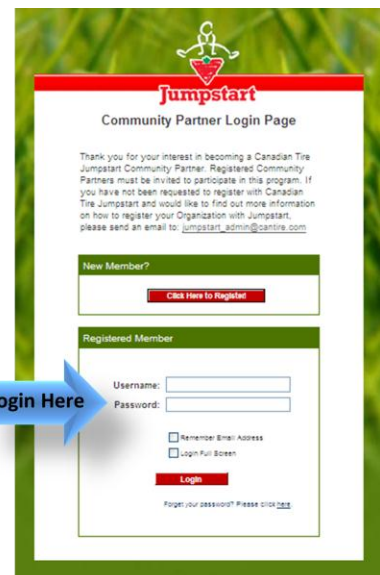
1. Login at [www.canadiantire.ca/jumpstart](http://www.canadiantire.ca/jumpstart).
2. Enter your Username and Password in the Registered Member section of the Community Partner Login page.

**Username:** The email address used to register as a Community Partner.

**Password:** Enter the temporary password provided to you in your welcome email. After you have successfully logged in, you will be prompted to change your temporary password. Use your new password in all subsequent logins.

#### Forgotten Password:

If you have forgotten your username, contact your Regional Manager. If you have forgotten your password, select “forgot your password” link under the login box. You will be asked to enter an email address and a temporary password will be sent to the email address entered.



Only registered Community Partners who have been approved by a Regional

Manager can access the Jumpstart Online Community Centre. Jumpstart does not permit the sharing of user IDs or passwords.

## Questions

### Frequently Asked Questions

- 1. How Long Does the Submission Approval Process Take?**  
The approval process takes approximately one to two weeks. If you have not received a response after two weeks, contact your Regional Manager.
- 2. How Long Does it Take to Receive Payment?**  
Payment for a sport or recreational program is received approximately two to four weeks after the submission approval. If payment is not received after two to four weeks, contact your Regional Manager.
- 3. Can I Edit or Delete a Submitted Application?**  
Applications that have been submitted for review cannot be edited or deleted. If you would like to delete or edit a submitted application, contact your Regional Manger.

### Contacts

- For technical assistance, send us an email at [jumpstart\\_admin@cantire.com](mailto:jumpstart_admin@cantire.com).  
For questions regarding criteria, program details or decision timelines, contact your Regional Manager

# Applying for Parasport Jumpstart Funding

## Process

The process for this funding request is outlined below:

1. Open and complete a funding application.
2. Submit your application for review. Once the application is submitted it cannot be modified.
3. Your application will be reviewed by a Canadian Paralympics Committee analyst to ensure all CPC requirements are met.
4. Your application will then be reviewed by a Canadian Tire Jumpstart. You will see your application status as:
  - Submitted/Pending (under review);
  - Approved;
  - Declined.
5. Once approved, all child data associated to your program must be uploaded.
6. The applicant must designate a payee for each funding type (Transportation, Registration, Equipment) they are requesting and Submit.
7. The Regional Manager will review the child data and Approve or Decline.
8. Once approved payment will be sent to the designated payee.

## How to Create a Parasport Jumpstart Fund Request

1. Select the **New Submission** button located on the **Submissions Toolbar**.
2. Select **Parasport Jumpstart Fund** as the type of submission, then select **Next**.
3. Fill in the program details and targets. The information you enter on this form will determine the eligibility of your application. Enter as much information as possible to assist in the evaluation of your application.
4. Select Save and upload the Endorsement Letters. **All applicants must submit two letters of endorsement from a Provincial Sport Organization or National Sport Organization per Parasport fund they apply to. This is required by the Canadian Paralympic Committee's funding guidelines.**
5. Select **Next** to create a budget for the program.

The screenshot shows a web form titled "Step 2 - Canadian Paralympic Development Program" with a red header and a white body. The form is divided into several sections:

- Organization Details:** Contains three text input fields: "Organizational Mandate", "Typical activity offered by your organization", and "Who Participates in your organizations activities or programs (club membership, ages, numbers) ?".
- Type of Funding Request:** Contains two dropdown menus: "Is this an immediate Request" and "Is this an annual program?".
- Community Program Details:** Contains three input fields: "Program Name", "Anticipated Program Start Date", and "Anticipated Program Completion Date".

The screenshot shows a web form titled "Step 3 - Budget" with a red header and a white body. The form contains the following elements:

- A blue instruction bar: "Click on 'Open Budget' to create/modify the budget for this program:"
- A red button labeled "Open Budget".
- At the bottom, two buttons: "Save Draft" and "Submit".

- a) Click on **Open Budget** to create/modify the budget for the program.
- b) Enter the number of children participating in the program.
- c) Enter the full program budget (revenues and expenses), including your request from Jumpstart.
- d) Check off “Do you require an advance” if required, and enter the amounts and details.
- e) Select **Save** to complete. Before saving, review all entries to ensure that they are recorded correctly. Close the form.

6. **Submit** your application.

Once you have completed the budget, you can submit the Parasport Jumpstart Fund application, which will be reviewed by your Regional Manager. You can also save the application as a **Draft** and submit it at a later date.

You will see a unique submission number associated with your application. Use this number for tracking purposes.

After you have submitted the application you will not be able to open the Budget form. The budget form can only be opened if the application has been set to Draft status. You should contact your Regional Manager after the Budget has been submitted to discuss any amendments that need to be made.

To view a budget of a submission that is in **Draft** status:

- Select the submission number and choose **Edit**

- Choose **Next** and **Open Budget**

7. Your submission will be approved, declined, or you may be asked to revise the application. Once your submission has been approved, you must enter the child. If you requested an advance payment and your request was approved, you will receive a cheque for the approved amount, but the remaining funds will not be provided until you have submitted details on all of the children who will be participating in the program. The mandatory details are:

- First name
- Last name
- Birth date (between the age of 4 and 18)
- Gender
- Postal code
- Advise Jumpstart if permission has been granted contact the child

8. To upload the required Child Data to your Parasport Jumpstart Fund please select the desired approved submission and follow the steps listed below.

New Submission			
All (75) Approved (10) Pending (21) Draft (44)			
Approved Submissions			
Submission #	Type of Submission	Date Approved	Status
<a href="#">TEST-XX1110492-KIT</a>	Kids Activity Kit	2011-05-02	Approved By Regional Manager
<a href="#">TEST-XX115686-CDP</a>	Community Development Program	2011-04-18	Approved By Regional Manager
<a href="#">ON1234567-CPC</a>	Parasport Jumpstart Fund	2011-01-31	Approved By Regional Manager
<a href="#">TEST-XX114764-CDP</a>	Community Development Program	2011-01-31	Approved By Regional Manager
<a href="#">TEST-XX114464</a>	Child Submission	2011-02-14	Approved By Regional Manager
<a href="#">TEST-XX114404</a>	Child Submission	2011-01-13	Approved By Regional Manager
<a href="#">TEST-XX103361</a>	Child Submission	2010-11-11	Approved By Regional Manager
<a href="#">TEST-XX103325</a>	Child Submission	2011-04-18	Approved By Regional Manager
<a href="#">TEST-XX103190</a>	Child Submission	2010-11-10	Approved By Regional Manager
<a href="#">TEST-XX103174</a>	Child Submission	2010-11-08	Approved By Regional Manager

1. Select **Import Children**.

Add Story or Photo Home Logout

**News and Alerts**

- Please submit a story.
- Please submit a photo.

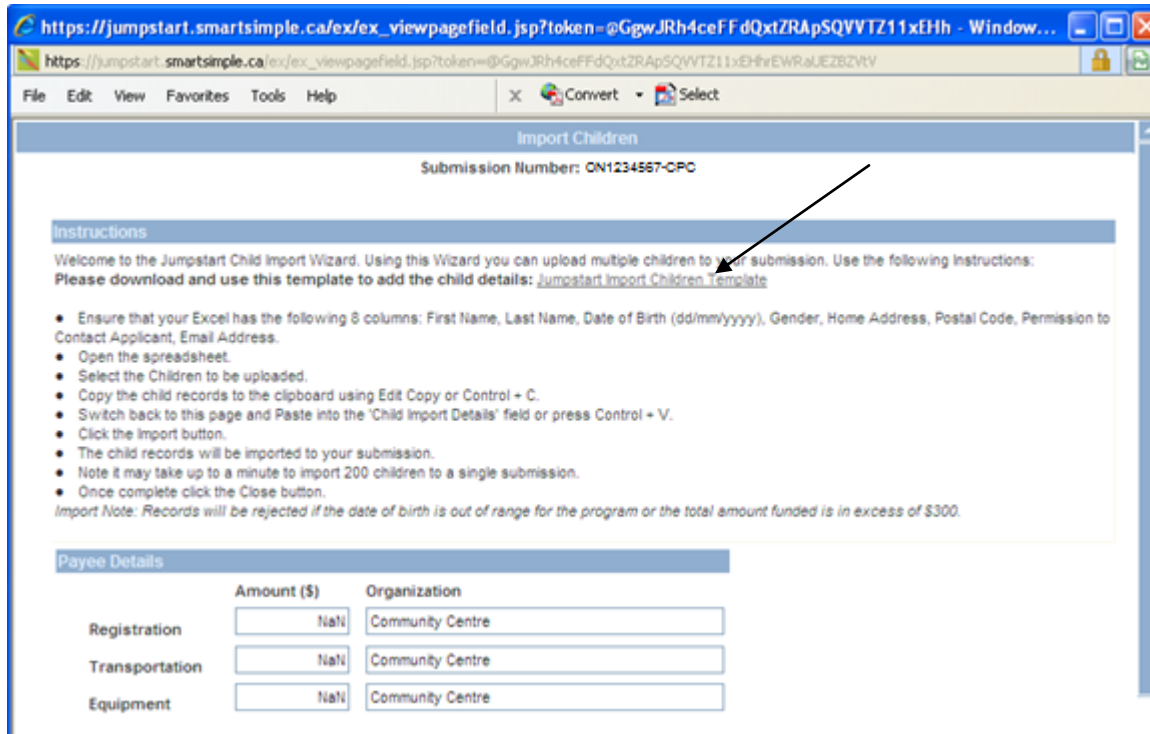
New Submission All (75) Approved (10) Pending (21) Draft (44)

Type of Submission: Parasport Jumpstart Fund  
 Submission Number: ON1234567-CPC

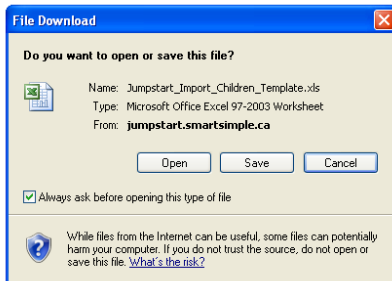
[View Details](#) [Print](#) [Back](#)  
[Add a Child](#) [Import Children](#)

First Name	Last Name	Status	Amounts

2. Select the **Jumpstart Import Children Template** link.



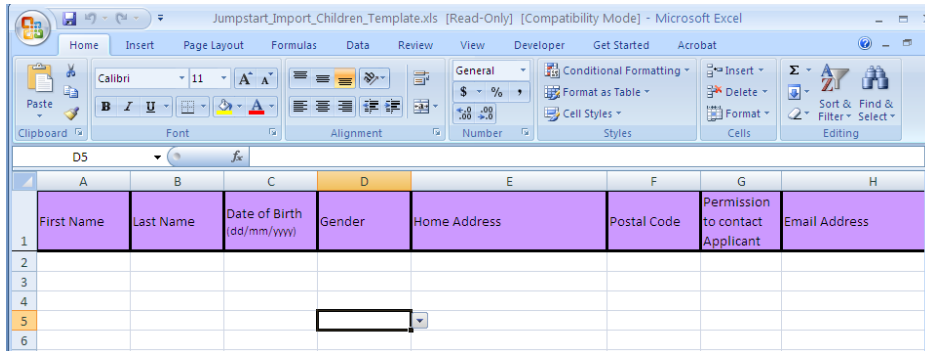
3. Select **Open**.





4. Complete the fields for each entry. The following fields are mandatory:

- First name
- Last name
- Birth date (between the age of 4 and 18)
- Gender
- Postal code
- Advise Jumpstart if permission has been granted contact the child



5. Select and copy all of the information that you have typed into the spreadsheet.

First-Name	Last-Name	Date-of-Birth (dd/mm/yyyy)	Gender	Home-Address	Postal-Code	Permission-to contact Applicant	Email-Address
John	Test	12/13/2002	Male	7-Test-St., Toronto, Ontario	L3T2T5	Yes	test@test.com

6. Paste the information into the **Child Import Details** field. Also ensure that the **Payee Details** section is correct and that the desired activity under the **Activity** field has been chosen. **Do not copy the first header row.**

Complete payee details

Payee Details	
	Organization
Registration	500.00 Community Centre
Equipment	0.00 Community Centre
Transportation	0.00 Community Centre
<b>Total</b>	<b>\$500.00</b>

Select activity

Paste Excel spreadsheet information

Child Import Details							
First Name	Last Name	Date of Birth (dd/mm/yyyy)	Gender	Home Address	Postal Code	Permission to contact Applicant	
John	Test	12/13/2002	Male	7 Test St., Toronto, Ontario	L3T2T5	Yes	test@test.com

7. Click the **Import** button. The child records will be imported to your submission. It may take up to a minute to import 200 children to a single submission. Click the **Close** button once complete. Important note: Records will be rejected if the date of birth is out of range for the program.

