



WALK *for* LIFE

RECORDING A DONATION *GUIDELINES*

1. If someone wants to make a donation with their CREDIT CARD, they should be able to do that fully online by visiting your page. If they don't have access to the internet, you can record it for them. Here's how:

- a. Visit your own page.
- b. On the right side, hit the green "ONLINE GIFT" button.
- c. You will be redirected to a new page where you will enter the donor's personal information.
- d. Once all the "Gift" info is entered, hit the "Payment" button at the bottom to continue.
- e. Fill out the fields under "Payment" and then hit the "Next Step" button to continue.
- f. Confirm that all the donor's information and preferences are correct.
- g. Check the box at the bottom to confirm the donor understands that their contact information will be sent to LifeSpring Pregnancy Centers and they may contact the donor regarding their gift.
- h. Hit "Process Gift" and you're done!

2. If someone wants to make a donation through VENMO, they have a few options:

a. They can visit the event home page in FundEasy.

- i. Next to the Charlottesville event date on the banner towards the top of the page there should be a QR code.
- ii. Have the donor scan the code with their phone camera or directly in their Venmo app.
- iii. After they enter in their desired donation amount, make sure they type "Walk for Life" in the memo line along with their first and last name.

b. If the donor wants to enter in LifeSpring's Venmo manually, have them open the Venmo app on their phone:

- i. Tap the "search" icon in the top left corner.
- ii. Search for "@LifeSpring-Va"
- iii. After they enter in their desired donation amount, make sure they type "Walk for Life" in the memo line along with their first and last name.

c. Once the gift has been donated through Venmo, you (the fundraiser) will need to record it in FundEasy or it won't be counted towards your total.

- i. On your peer-to-peer fundraising page in FundEasy, hit the green "RECORD OFFLINE GIFT" button on the right side of the screen.
- ii. You will need to enter the personal information of the donor who gave through Venmo.
- iii. When asked to select the form of payment, select "Cash."
- iv. Once all the required form fields are filled, hit "Record" at the bottom of the pop-up box.

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RECORDING A DONATION *GUIDELINES CONT.*

3. If someone wants to donate with CASH or a CHECK

- a. Make sure that you have the donation in hand before recording the gift on your peer-to-peer page.
- b. Go to your page and hit "RECORD OFFLINE GIFT".
- c. Enter in the personal information of the donor.
- d. When selecting the payment option, you will choose "Cash" or "Check".
- e. Once all the required form fields are filled, hit "Record" at the bottom of the pop-up box.
- f. With CHECK, please make sure that "Walk for Life" is written in the memo line.
- g. We highly encourage fundraisers to bring in their collected cash/check donations to one of our centers before the day of the Walk.
- h. If you'd prefer to mail your collected cash/checks, please have them in the mail no later than 2 business days beforehand with a note that includes the fundraiser's first and last name and a "Walk for Life" designation so our team can record those donations as "paid" in our system.

Thank you for walking for life!