

Jenness Park Online Donor Instructions

1. Select, *Click Here to Enter Online Donation Program*
2. Create Log in
 - a. New Online Users - create a user name / password. Keep this information for your records. This will be how you re-enter the system. Click *Submit*.
 - b. Your name and contact information should appear if you have made donations to Jenness Park's Capital Gift Campaign in the past.
3. *Home page*
 - a. You will see your contact information
 - b. You will see your donation history starting with 2010 when we began this new system.
4. *Personal*
 - a. You will see your detailed contact information
 - b. You can edit
 - i. First and last name
 - ii. Birthday
 - iii. Marital Status
 - iv. Phone number
 - v. Email address
 - vi. Street address can be edited by clicking on the **pencil icon** for *Edit*
 - vii. Always *Save* changes by clicking on the **small blue floppy disk**
5. *Make a Donation*- This is for a one-time, non-recurring donation
 - a. *Date* - Today's date will default
 - b. *Gift Amount* - Enter the amount desiring to donate
 - c. *Campaign* – Select General Capital Gift Campaign or the name of a Fund Raising Dinner that you attended from the dropdown menu
 - d. *Purpose* – Reason you are desiring to be or became interest in being a part of Jenness Park
 - e. *Memorial / Honor Information* – Use this section if you are making a donation in memory of someone else. Otherwise leave blank
 - f. *Email Receipt to* – Enter your email address
 - g. *Pay by* – Select the type of online payment you would like to make
 - i. E-check – Enter bank information off of check
 - ii. Credit card – Enter credit card information off of card
 - h. Select *Submit*, to process transaction
6. *Make a Pledge*- This is to create your pledge information
 - a. *One Time Pledge*- to create a **pledge** that you would like to commit to
 - i. *Pledge Amount* – Enter the total dollar amount you would like to pledge over a period of time
 - ii. *Campaign* – Select the Campaign or Fund Raising Dinner that you attended
 - iii. *Purpose* - Reason you are desiring to be Jenness Park with this donation
 - iv. *Payment Frequency* – Select how often you would like to make a payment to this pledge

- v. *Make First Payment on* – Select date you intend to begin payments
- vi. *Installment amount* – Enter how much you will be paying each time
- vii. *Submit* - Click when information is correct. A new window will open
(This is not generating a payment at this time, but creating a pledge amount on your account that can be expected and tracked for future campaign decisions)
 - 1. You will see the pledge detail on your account page
 - 2. You can make a payment to your pledge at this time. (You will see “Click here is you wish to make a payment now” option at the top right of each page as long as you have an open pledge)
 - a. Put a check in the box next to the payments you would like to make
 - b. Click *Submit*
 - 3. Enter the e-check or credit card information required
 - 4. Click *Submit*

b. Recurring Pledge – to create a **payment** toward a pledge

- i. The campaign and purpose will default to a selection. If the campaign and/or purpose is not correct:

- 1. Click on the *One Time Pledge* circle
- 2. Select the correct Campaign from the dropdown menu
- 3. Select the correct Purpose from the dropdown menu
- 4. Do not select or enter any other information on this page
- 5. Click on the *Recurring Pledge* circle again. This will bring in the correct information

- ii. If the campaign and purpose are correct:

- 1. Click on *Schedule Payment*
 - a. Frequency – Select how often to generate the transaction
 - b. Transfer State Date – Enter what date in the future you would like to begin generating the transaction
 - c. Amount – Enter the desired amount to donate
 - d. Duration – In the blank box, enter the number of transactions that you would like to occur
 - e. Credit Card Information – Enter the requested information off your credit card. E-checks are not possible with this option
 - f. **Generate Schedule – Select this tab when finished entering information**

Getting error message at this point

7. *View Donations*

- a. This will give you options for viewing Gift and Pledge detail
- b. Select to view by month, year, and/or donation type
- c. You may leave the Select Month reading - *Month* and *Donation Type* reading - *Select...* and it will generate a list of all activity for a specific year

- d. Place your cursor over *View* at the end of the transaction and get detail for the donation
 - e. You can close the window by clicking on the small gray X at the top right of the page
8. *Logout*, will that you to the original Donor Login page. Thanks you for being a part of Jenness Park!