

MAKING ONLINE DONATIONS, PLEDGES, AND RECURRING PLEDGES

The instructions below are meant to assist you in navigating the Online Donor system as well as in creating new one-time Donations, Pledges, and Recurring Pledges. Since each camp has the ability to change some of the names of headings in Campwise, the names referenced in this document may not be exactly as you see them on your screen.

- 1. Login to your online donor account** using your existing username and password. If you have not yet created an online donor account, click the option to 'Create New UserName/Sign In' and enter in the necessary information to create a new donor account.

Note: If you have forgotten your login information, please do not simply create a new donor account. This will create a duplicate record in the system and will establish separate giving histories for the two accounts. Call the camp to retrieve your login information.

- 2.** From your home page, you may select the options in the menu bar to 'Make A Donation,' 'Make A Pledge,' or 'Schedule Recurring Pledge'. You may also view/edit your personal information from the 'Personal' tab or view your past donations from the 'View Donations' tab.

The screenshot shows the online donor system interface. At the top is a menu bar with the following items: Home, Personal, Make A Donation, Make A Pledge, Schedule Recurring Pledge, View Donations, and Logout. Below the menu bar is a notification: "You have Pledges Pending Payment!" with a button that says "Click here to make a payment". Below the notification is a section titled "Summary of Giving" which contains two tables: "Lifetime Giving" and "Six Year Giving".

Lifetime Giving		Six Year Giving					
Donation	Amount	Year	Gifts	Soft Credits	Pledged	Received	Total
Largest Gift	\$15.00	2010	\$25.00	\$656.02	\$30.00	(\$980.00)	(\$955.00)
Gifts	\$25.00	2009	\$0.00	\$30.00	\$0.00	\$1,000.00	\$1,000.00
Soft Credits	\$686.02	2008	\$0.00	\$0.00	\$3,000.00	\$1,000.00	\$1,000.00
Total Pledged	\$3,030.00	2007	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Received	\$1,020.00	2006	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Time	\$1,045.00	2005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

MAKING A DONATION

- To make a one-time donation**, click on the option to 'Make A Donation' in the heading. Enter in all of the required information that have red asterisks next to the fields as well as any applicable optional fields. You may also enter an email address to receive a receipt of the transaction.

The Payment Information section on the right-hand side of the screen allows you to select the method in which you would like to pay from the 'Pay By' drop-down menu. The fields in this section will change depending on the method of payment you select in the drop-down menu.

Click 'Submit' when you are ready to make your donation.

Home Personal **Make A Donation** Make A Pledge Schedule Recurring Pledge View Donations Logout

You have Pledges Pending Payment!
[Click here to make a payment](#)

Make a Gift

Fields marked * are required.

Date:

Gift Amount: *

Campaign: *

Purpose: *

Memorial/Honor Information (Optional)

Gift is:

Name:

Street:

Postal Code: ...

City:

State/Prvnce:

Country:

Payment Information

Pay by:

Credit Card Type:

Credit Card Number: *

Cardholder Name: *

Expiration Date: *

Security Code: *

Email Receipt

Send Email Receipt to:

MAKING A PLEDGE

4. To make an online pledge, **click on the 'Make A Pledge' option** in the heading. Enter in the total amount of the pledge in the 'Pledge Amount' field and select for which 'Campaign' and 'Purpose' you would like it to be designated. Determine the frequency with which you will make a payment (Weekly, Monthly, Annually, etc) as well as the date of the first payment and the amount of each installment. Click 'Submit' once all of this information has been entered.

Home Personal Make A Donation **Make A Pledge** Schedule Recurring Pledge View Donations Logout

You have Pledges Pending Payment!
[Click here to make a payment](#)

Make a Pledge

Fields marked * are required.

Pledge Amount: *

Campaign: *

Purpose: *

Payment Frequency: *

Make First Payment On: *

Installment Amount: *

Note: This method does not automatically make a payment on a designated date and instead requires you to log in to your account and click the 'Click here to make a payment' button, or send a check to the camp at the appropriate time.

SCHEDULING A RECURRING PLEDGE TO YOUR CREDIT CARD

5. If you would like to schedule a recurring pledge that automatically charges the installment amount to your credit card at a specified time, click on the button to 'Schedule Recurring Pledge.'

The first page that appears will ask you to designate the 'Campaign' and 'Purpose' for which the donation should be used. Click 'Submit' once you have designated the Campaign and Purpose.

Home Personal Make A Donation Make A Pledge **Schedule Recurring Pledge** View Donations Logout

You have Pledges Pending Payment!
Click here to make a payment

Recurring Donation

Test recurring donation

Fields marked * are required.

Campaign: First Campaign

Purpose: General Donation

Submit

6. A new page will appear asking you to verify that the information is correct before allowing you to 'Schedule Payment' for the pledge.

Please check the details below and click on Schedule Payment link to schedule a payment plan. Click the 'Back' to modify information.

Campaign: First Campaign
Purpose: General Donation

Schedule Payment

Back

7. A new window will appear that allows you to **create the payment schedule**. The top section of the page lets you create the schedule information.

Enter in the 'Frequency' that you would like the payments to occur (weekly, monthly, annually, etc) and specify the date these payments are to start in the 'Transfer Start Date' field. Specify the Amount of each payment in the 'Amount' field. If all payments are of equal amount, choose the radio button option indicating that 'All payments are the same amount.' You may also designate that the last payment is a different amount by choosing the 'Last payment amount should be' option and entering in the amount of the last payment. Indicate the total number of payments you would like to make in the 'No of Transfer' field.

Please complete payment schedule information.	
Prev. Transfer Date:	
Frequency:	Monthly <input type="text"/>
Transfer Start Date:	12/27/2010 <input type="text"/> Amount: <input type="text"/>
<input checked="" type="radio"/> All payments are the same amount <input type="radio"/> Last payment amount should be: <input type="text"/>	
Duration:	<input checked="" type="radio"/> Continue until a set number of transactions have been scheduled
No. Of Transfers:	<input type="text"/>

8. The lower section of the Payment Schedule window allows you to **enter in your credit card information**. Your credit card will be run automatically on the appropriate date as specified by the frequency designated in the upper section of the page.

Please complete credit card information.	
Credit Card Type:	Visa <input type="text"/> Credit Card #: <input type="text"/>
CC Expiration:	Month: Jan <input type="text"/> Year: <input type="text"/> CC Security Code: <input type="text"/> <small>(what's this?)</small>
CC Holder's Name:	<input type="text"/>
Street Address:	<input type="text"/> City: <input type="text"/>
Zip:	<input type="text"/>
<input type="button" value="Generate Schedule"/> <input type="button" value="Close"/>	

9. When you have completed both the Payment Schedule Information and Credit Card Information sections of the window, **click to 'Generate Schedule.'**