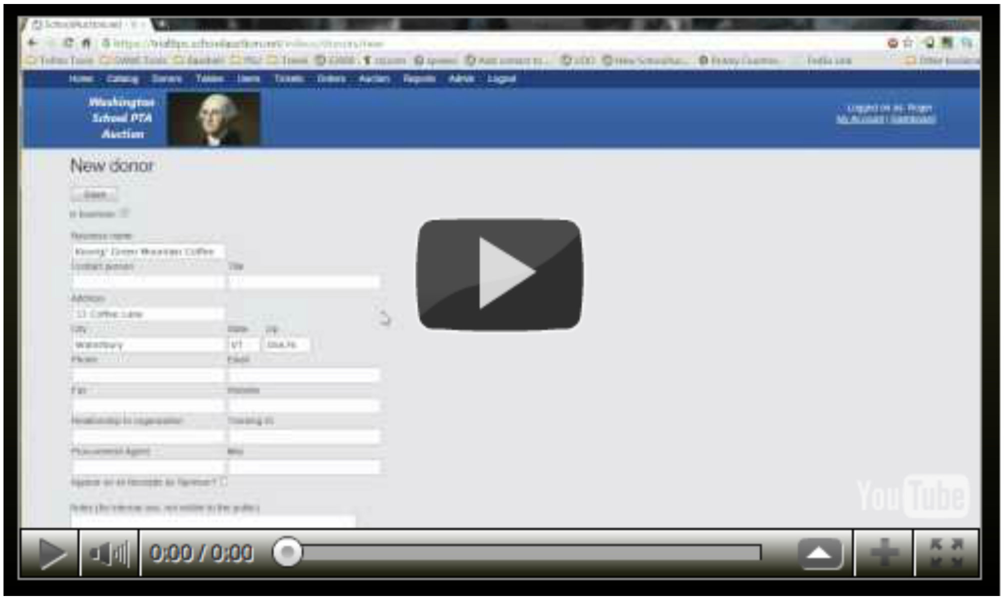
Adding Donors

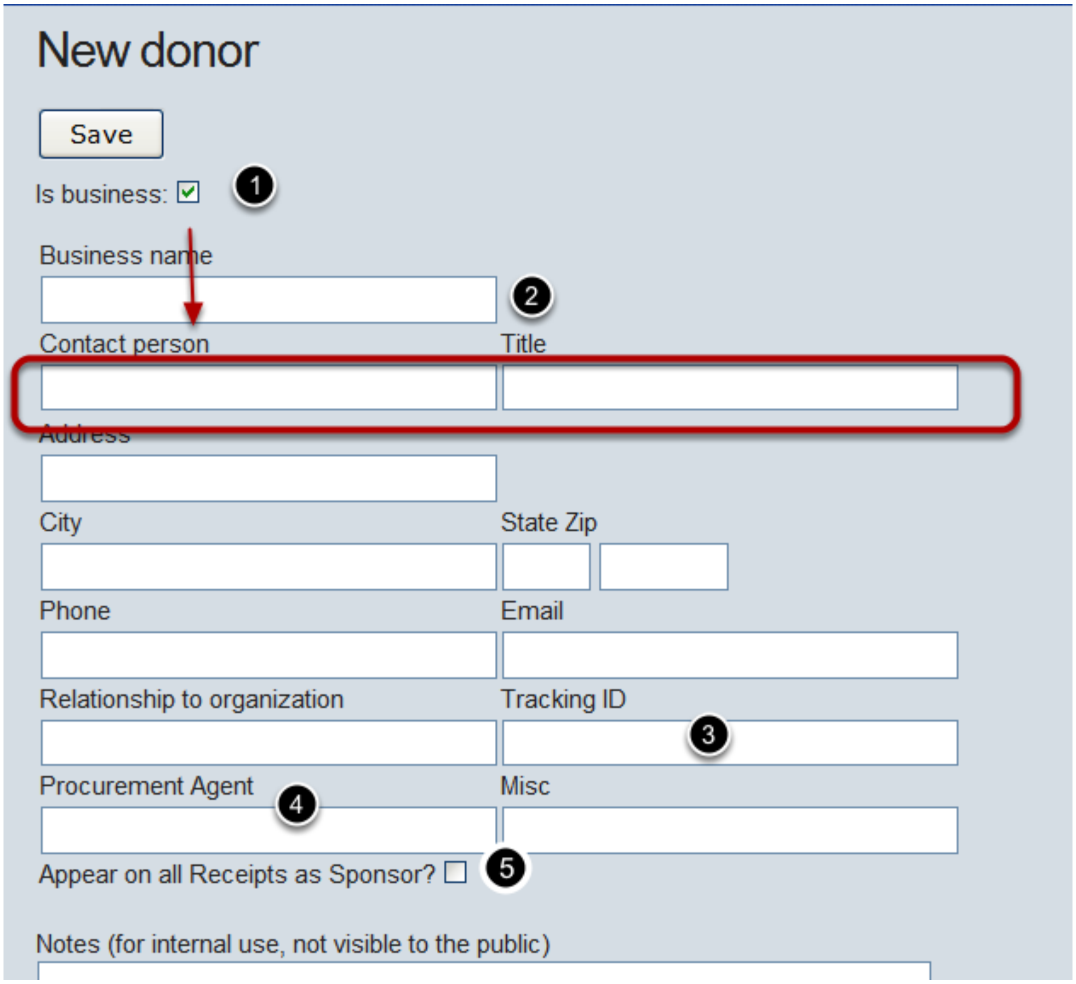
VIDEOS: ENTERING DONORS



Signing on and Getting There

1. Login
2. Click on Donor tab.
3. Click on **Add New Donor**

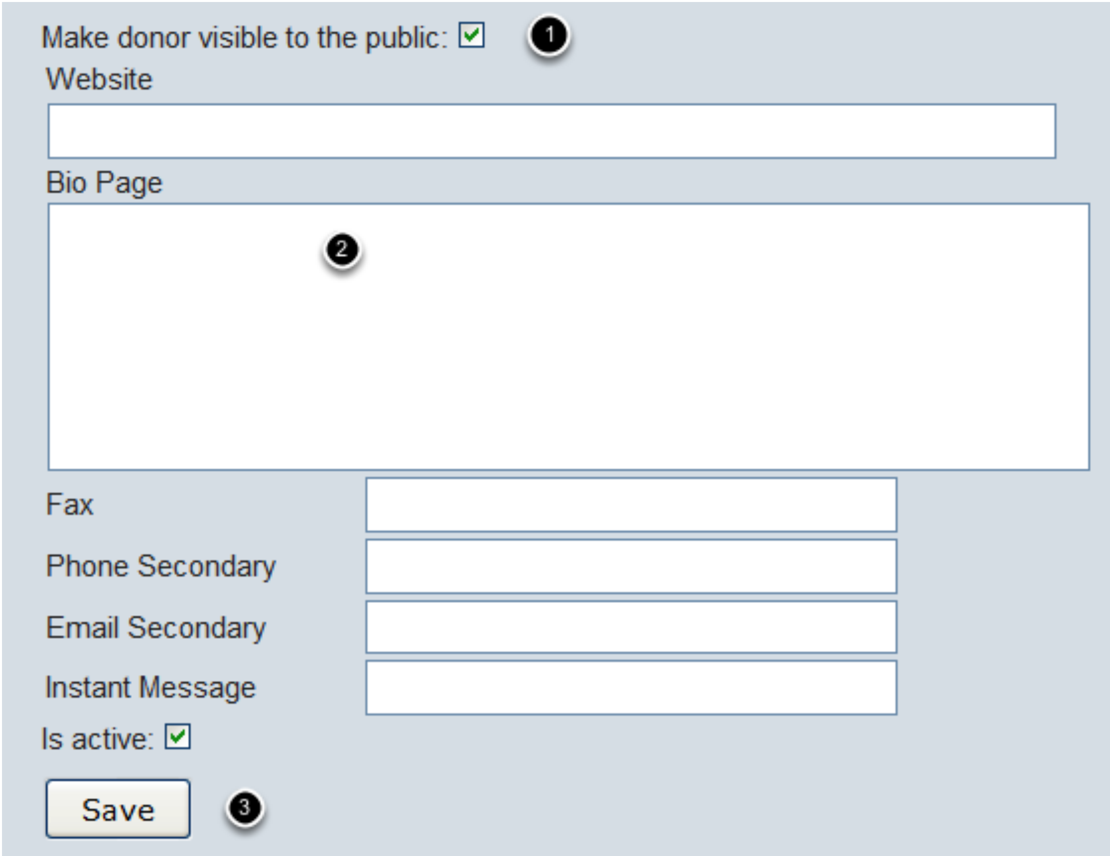
Inputting the Data



Italicized fields only visible to those who are logged in.

1. Clicking on **Is business** box will generate a *contact person and title*.
2. Name is only required field.
3. *Tracking ID* is meant as a means to keep data integrity if you are importing and exporting a data set. Each ID must be unique.
4. *Procurement Agent transfer to Solicitor in the Item Edit detail screen.*
5. Clicking on **Appear on all Receipts as Sponsor ?** box will place name and address on bottom of each receipt..

Extended Information Added for Donors to be Visible



1. To make Donor visible to guests without logon, click on **Make donor to visible to public:** box.

2. Description can include html coding and link to donor's web site.

3. **Save.**