Little Green Light

Gift Management 101 Basic Training - Part 1

Part 1: Create and edit gift records, effectively use gift coding for strong analysis, and review gift entry for consistency

Preparing for Gift Entry in LGL
>   **Assumption:** Every gift in LGL is connected to a constituent record.
>   **Gift Types (Description and Examples of each):**
>>   Gift
>>   Pledge
>>   In Kind
>>   Other Income

Pause for questions

Gift Coding (Organizing Campaigns, Funds, Appeals, and Events)
>   Definitions of LGL's approach to each, and examples.
>   1. Why gift coding is important.
>   2. Emphasis on finding what works for your program.

Demo: Add two gift records with contrasting coding

Reviewing Gift Entry Consistency
>   How it all works together and importance of consistent coding
>   Fundraising Views

Demo: Bulk Gift Editing

Question & Answers

Part 2: Create acknowledgments within Little Green Light including email and printed acknowledgment templates, assigning templates, and generating bulk acknowledgments.

Short Review of Part 1: Adding and coding gift records.

How Acknowledgments Work in LGL
   A. **Three Steps:**
      1. Enter a gift.
      2. Assign an acknowledgment template.
      3. Navigate to the Acknowledgments section to queue your email or download your mailing.

Demo: Finding your LGL Merge Field Reference

Pause for questions

Context for Creating Acknowledgment Templates
   A. Printed templates (Word, PDF)
   B. Email templates

Demo: Create a printed acknowledgment template and generate an acknowledgment mailing.

Pause for questions

Demo: Create an email acknowledgment template and generate an acknowledgment email..

Question & Answers