

Day of Giving 2014 Instructions

1. Go to <http://www.westmorelandgives.org>
2. Click on Donate Now



3. Enter your name, email and phone number in appropriate boxes. Please note you must have a valid email address to receive a tax receipt for your donation.

You can select the nonprofit you wish to donate to by viewing all nonprofits or you can narrow your search to Pittsburgh or Westmoreland by selecting the list from the drop down menu. You can also begin typing a nonprofit's name in the box to narrow the list.

A screenshot of the website's donation form. It is divided into two main sections. The top section, titled 'Get Started:', contains three input fields: 'Your Name:', 'Email Address:', and 'Phone Number:'. The bottom section, titled 'Nonprofit Selections:', contains a table with three columns: 'Nonprofit Selections:', 'Restrict by Type:', and 'Donation:'. The 'Nonprofit Selections:' column has a search box and a list of items, each with a dropdown arrow. The 'Restrict by Type:' column has a dropdown arrow. The 'Donation:' column has an input field. At the bottom of the form are two buttons: 'Add Another 5 Nonprofits' and 'Checkout'.

Next select the nonprofit (**Westmoreland Walks, Inc.**) from the drop down menu. You can scroll down the list via the arrows or type in the first few letters of the nonprofit's name to jump to that section of the list. Enter the amount you wish to give (example: 50.00).

You can make donations to additional organizations by clicking “Add Another Nonprofit”. You can give to up to 10 nonprofits during one session and to both PittsburghGives and WesmorelandGives organizations. Once you are ready to complete your transaction, click “Go To Checkout” and you will be taken to the secure credit card screen.

The screenshot shows a donation form with the following sections:

- Get Started:** A green header with input fields for "Your Name:", "Email Address:", and "Phone Number:".
- Nonprofit Selections:** A blue header with a table containing three rows. Each row has a text input field labeled "Start Typing your Nonprofit Name Here", a dropdown menu labeled "Restrict by Type" (all set to "All"), and a dropdown menu labeled "Donation:".
- Additional Nonprofit Selections:** A blue header with a table containing three rows, identical in structure to the first table.
- Checkout:** A small button at the bottom right of the second table.

- Mastercard and Visa are accepted for payment and you will receive confirmation of your donation and a tax receipt via email within an hour of the transaction. Please remember to notify your credit card issuer if you plan to make a large donation as they may hold your transaction as per your fraud protection services. The minimum gift per organization is \$25.

Enter in your credit card information on our secure server and click “submit”. You will receive confirmation that your donation has been received and an email will be sent to you for tax purposes.

Donor Information:

Name: John Doe
 Email: test@test.com
 Phone: 222-222-2222

** required field*

Card Information:

Card Type: *
 Card Number: *
 Expiration Date: * Month: Year:
 Card ID Num: *

Billing Information:

First Name: *
 Last Name: *
 Address: *
 City: *
 State: * PA
 Zip: *

Submit Payment

- Don't forget to share your donation via social media and encourage others to give as well.