


GiveNowEnteringOneTimeGift

To enter a one time gift

1. Point to **Giving**, then click **Give Now**.
2. Enter how much you want to give. For example, **\$50.00**.
3. Select the **One Time** option.
4. Enter when you want the gift to start. To select the date from a calendar, click .
5. Click **Continue**.
6. Enter the amount to give to each fund. You must allocate your total contribution to the funds on the page.
 - You can apply the entirety of the gift to one fund or divide the gift up among several funds.
 - Your total gift amount displays below the funds as **\$<amount> of \$<amount> Remaining**.
 - You can enter an **Optional Description** for each fund you give to.
7. Click **Continue**.
8. Select your payment method.
 - If you have never entered a payment method, fill out the necessary information (Field names displayed in red are required). To save the payment method for future use, select **Save for future use**.
 - If you have saved payment methods, click the **Select a saved account** drop-down list and select which method to use.
9. Click **Continue**.
10. Make sure the payment information and amount, funds you want to give to, and gift descriptions are correct, then click **Process Gift**. If you are scheduling a gift to be processed at a future date, click **Schedule Gift**.
11. The **Receipt** page displays. To print the receipt information, click **Print** on the right side of the page.