On-Line Donation Tool Streamlines Donation Efforts

How do I set up, and promote the online donation tool to save time, and make donating easy for my friends and family?

1. To get started **Go To:** http://www.teamunify.com/Home.jsp?team=ievs (our team website) and **Sign in to your** Velocity account.
2. Click on the **Swim-A-Thon** logo (see top left corner of page)

Here you can set up, update and manage your swimmers fundraising efforts in a variety of ways. If you're logged into your account-- this page will reveal several additional tabs where you can update the swimmer profile and send a special invitation to donate to your contacts. Check out the different tabs: **My Profile**, **My Supporters**, **Set-Up**, **Promote**, **Results**, and **Incentives**.

The"**Set-Up**" tab/button—is where you can update your swimmers profile and create a special message to friends and family to explain the program. The "**Promote**" tab helps you boost your message out via several different social media platforms. *Please make sure your donors know there is a service fee of $3.95 per online transaction*.

The "**Add Off-Line Donor**" tab provides an easy way for you to enter donations received off-line into the online donation tool from donors who give you check or cash. All off- line donations received must, at some point, be entered into our online tool. Having each of our families enter their own offline donations helps cut down on the amount of work it takes the Swim-A-Thon coordinators to enter those donations. More importantly it helps you to track how much your swimmer and helps us track where the team is at in terms of meeting our goal.

Follow these simple steps:

3. Click on the gray **"Add Off-Line Donor"** button
4. Select the swimmer to be credited for the money
5. Enter amount donated
6. Enter the donor's email address if you have it. If you do not have the donor's email, you can enter your own email address
7. Choose preference for donor recognition
8. Select payment method
9. Complete donor billing address. If you do not have this information or do not want to enter it, simply enter N/A in all of the required fields. ****Please Note:** N/A is not an option for the billing state, so you must select a state in order to save the record ***
10. Click the green "**Donate Now**" button to complete the donation.

Thank you for your help entering the data and using the online tool. If you have any questions contact any Fundraising Committee Member:

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