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Chapter 9: Donate Online

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Make an Online Donation

Thank you for supporting Relay For Life with an online donation. Please use the following instructions to help you complete a secure credit card donation to a participant, team, or a Relay For Life event.

Your contribution is helping to create a world with less cancer and more birthdays. Thank you!

1. From your internet browser, type your event's friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event's friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Donate** link.
3. Upon clicking the Donate button, you can select who the donation will support: a **Team**, **Participant** or the general **Event**. Click the appropriate link.

The screenshot shows the Relay For Life website interface. At the top, there is a navigation bar with the Relay For Life logo and the American Cancer Society logo. The main navigation menu includes links for HOME, LEARN ABOUT RELAY, GET INVOLVED, and MY RELAY. A search bar is located in the top right corner. The main content area features a banner for 'Participate in This Event' with a 'DONATE' button highlighted in red. Below the banner, there is a photo of two people wearing Relay For Life gear. The event details for 'Relay For Life of Hope City' are displayed, including the date (July 4, 2015) and time (1:00 PM). A 'DONATE' button is prominently displayed, and a dropdown menu is shown below it, offering options to 'Donate to a participant', 'Donate to a team', and 'Donate to this event'. A summary bar at the bottom indicates that 26 teams and 49 participants have raised \$3,150.

4. If selecting to make your donation to a participant or team, a listing of available online Relayers or teams will appear as your search results.

Note: If you select to donate to a participant, only those participants who currently have funds raised will appear in the list, however you can use the search function to locate any participants currently registered on the online website.

- a. If necessary, use the search function to help to find who you wish to donate to.
- b. Click **Donate** beside the right participant/team.

Get Involved > Find an Event > Participate in This Event > Top Participants

Top Participants

Relay For Life of Hope City

Take a look at our top 100 Relay For Life fundraisers! Use the search field below to find a participant not listed.

Search for Participant

First Name Last Name SEARCH

★ Team Captain | Self-donation

Name	Team	Amount
★ Amy_TEST Delozier	Test Team	\$350.00

DONATE »

Get Involved > Find an Event > Participate in This Event > Top Teams

Top Teams

Relay For Life of Hope City

Search for Team

Team Name SEARCH

Team Name	Team Leader	Team Members	Donations
Test Team	Amy_TEST Delozier	3	\$480.00
This is a team with a really long name that keeps#	Kaliyana Test	1	\$250.00
Kaliyana's Test Team	Sansa Test	5	\$220.00

JOIN » DONATE »

5. After clicking **Donate** beside the team/participant, you will be directed to the donation form.
 - a. If you had selected to **Donate** to the Event, you will also be directed to the donation form.
 - b. Be sure to check the orange box at the top right corner of the page to ensure your donation is being credited to the appropriate participant, team and event.

Donate

Your donation will directly help the American Cancer Society create a world with less cancer and more birthdays. - Test Team

1 YOUR CONTACT INFORMATION * Required fields

* First Name:

* Last Name:

* Street Address 1:



* City:

Your donation is in support of
Test Team

Relay For Life of
Hope City
July 4, 2015
1:00 PM
Hope City High School

If you have any questions, please open a support ticket at helpme.cancer.org

← Back to previous page

Donate

Your donation will directly help the American Cancer Society create a world with less cancer and more birthdays. - Test Team

1 YOUR CONTACT INFORMATION * Required fields

* First Name:

* Last Name:

* Street Address 1:

* City:

* State:

* Zip Code:

* Country:

Phone Number:

* Email:

Preferences: Please remember my contact information
 I would like to receive communications from the American Cancer Society. Please note, not selecting this option will remove you from any important event email notifications.

Your donation is in support of Test Team

Relay For Life of Hope City
July 4, 2015
1:00 PM
Hope City High School

LOCAL OFFICE

Local Office mailing attention
local office mailing street 1
local office City, Local office State
Local office zip
Phone: (800) 227-2345

HERE'S HOW YOU'RE HELPING SAVE LIVES!

The American Cancer Society is putting your donation dollars to work now, investing in groundbreaking cancer research and providing free information and services to cancer patients and their caregivers. With your help, we aren't just fighting one type of cancer we're fighting for every birthday threatened by every cancer, in your community and everyone else's. You are fueling our progress to end this disease!

MATCHING GIFTS

Many companies offer to match their employees' charitable contributions, often dollar for dollar. After you make your donation, be sure to check with your human resources department to see if your company has a matching gift program. You could double your donation just by filling out a simple form!

2 YOUR GIFT

* Gift Amount: \$35 \$50 \$80 \$100
 Other: \$

* Would you like this to be a recurring donation?
 No
 Yes

Does your employer match gifts?

Private note for the person or team you are supporting:


How would you like your name to appear on the public donor wall?
 Display my name as it appears above in Contact Information
 Display the following:





Do not display my name
 Yes No

Would you like your donation amount to appear on the public donor wall?
 Yes No

3 YOUR BILLING INFORMATION

Choose your payment method below:

Pay with Paypal 

Pay with Credit Card    

My billing information is the same as my contact information

* First Name:

* Last Name:

* Street Address 1:

* City:

* State:

* ZIP:

Country:

* Account Number:

* CVV Number:

* Expiration Month:

* Expiration Year:

Please review your information for accuracy, then click the "Donate" button. DONATE

The American Cancer Society cares about your privacy and protects your information. Your information will help us better serve your needs and the needs of your community, and we do not sell your information to third parties. For questions about our privacy policy, please visit www.cancer.org. -Test Team

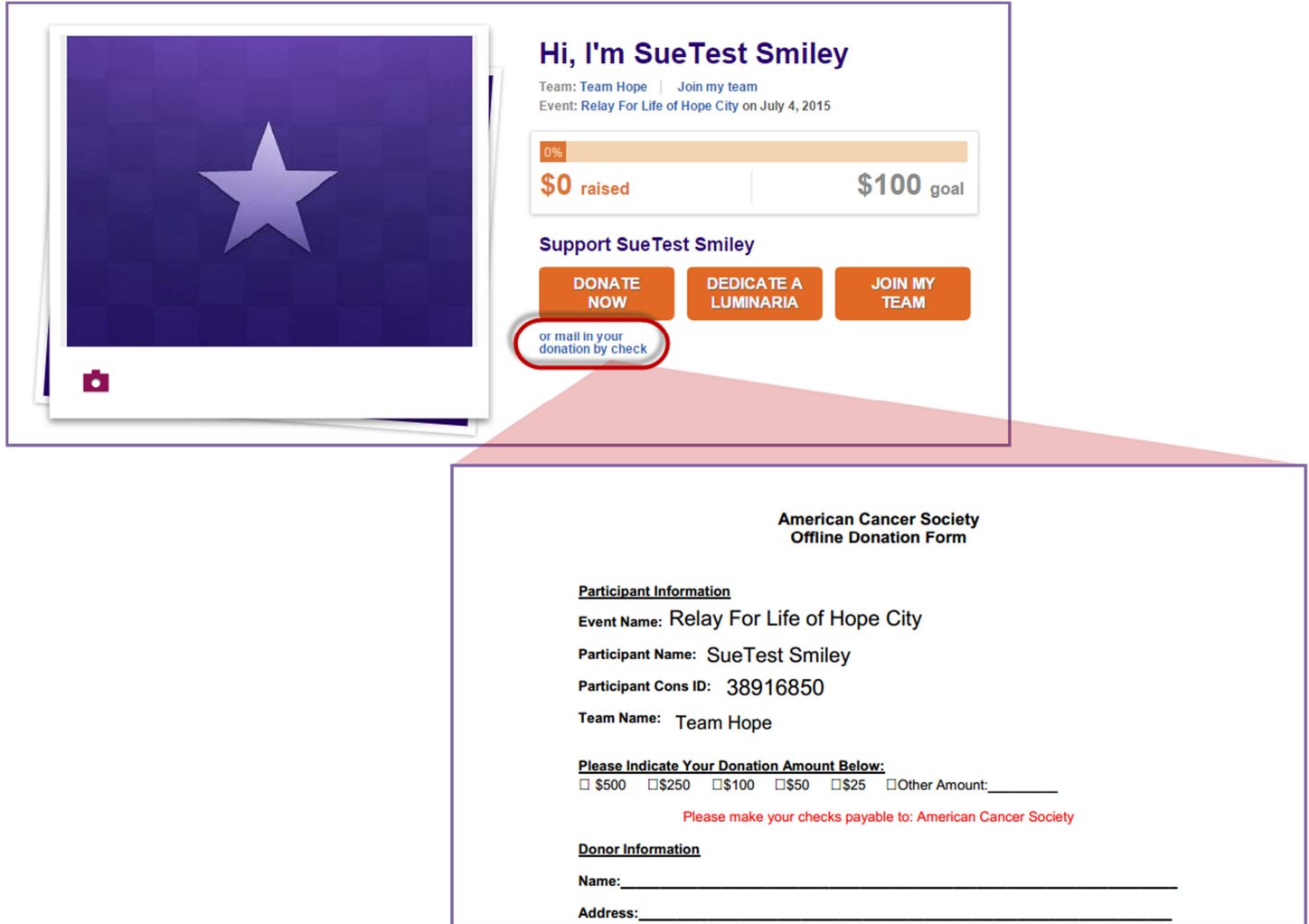
The American Cancer Society is a qualified 501(c)(3) tax-exempt organization and donations are tax-deductible to the full extent of the law. No goods or services were provided for this gift. Please consult your tax advisor regarding specific questions about your deductions.

6. Step 1: **YOUR CONTACT INFORMATION**
 - a. Enter your **Contact Information**.
 - b. Select / unselect the preferences:
 - i. Please remember my contact information
 - ii. I would like to receive communications from the American Cancer Society. Please note, not selecting this option will remove you from any important event email notifications.
7. Step 2: **YOUR GIFT**
 - a. **Select the gift amount** or enter a specific donation amount.
 - b. Identify if the donation is a **one-time gift or a recurring gift** (monthly, quarterly, etc.).
 - c. Provide information, if known, about your employer's **matching gift** program.
 - d. **Write a private note** to the person/team that you are supporting.
 - e. Choose how you would like the gift and gift amount to be **recognized on the public donor wall**.
8. Step 3: **YOUR BILLING INFORMATION**
 - a. Enter your **Billing Information** and **credit card** details.
9. Click the **Donate** button to complete the transaction.

Print an Offline Donation Form

Thank you for supporting Relay For Life with a cash or check donation.

1. From a Participant's Page, click on the link **"or mail in your donation by check"** link. An offline donation form will appear will appear for you to print out



The image shows a screenshot of a participant's donation page on the left and the offline donation form on the right. The participant page for SueTest Smiley shows a progress bar at 0% towards a \$100 goal, with buttons for 'DONATE NOW', 'DEDICATE A LUMINARIA', and 'JOIN MY TEAM'. A red circle highlights the link 'or mail in your donation by check'. The offline form is titled 'American Cancer Society Offline Donation Form' and contains the following information:

Participant Information
Event Name: Relay For Life of Hope City
Participant Name: SueTest Smiley
Participant Cons ID: 38916850
Team Name: Team Hope

Please Indicate Your Donation Amount Below:
 \$500 \$250 \$100 \$50 \$25 Other Amount: _____

Please make your checks payable to: American Cancer Society

Donor Information
Name: _____
Address: _____

2. Complete the form and include it with your donation. Be sure to mail the form to the local American Cancer Society office listed.
3. Don't forget to send a separate email to the participant to let them know you are sending in a donation to the American Cancer Society.

Make a Luminaria Donation

1. From your internet browser, type your event's friendly URL (www.relayforlife.org/EventNameST) and your event website will appear. If you do not know your event's friendly URL, you can search for your Relay at relayforlife.org.
2. Click on the **Dedicate a Luminaria** link on the event greeting page or select the **Dedicate a Luminaria** from the Get Involved drop down navigation bar.

The screenshot shows the Relay For Life website interface. At the top, there is a navigation bar with 'HOME', 'LEARN ABOUT RELAY', 'GET INVOLVED', and 'MY RELAY'. The 'GET INVOLVED' menu is open, and 'Dedicate a Luminaria' is highlighted with a red circle. Below the navigation, the event page for 'of Hope City' is displayed, featuring a photo of survivors, event details (July 4, 2015, 1:00 PM), and 'SIGN UP' and 'DONATE' buttons. A summary banner indicates that 20 teams and 106 participants have raised \$8,212.26. The page also includes a list of top participants and teams, and a section for luminaria tributes.

20 teams and **106 participants** have raised **\$8,212.26**

Total above may not reflect all participants, teams, and donations

Did you miss the Nationwide Volunteer Launch Party Telecast? [View it online here!](#)

The American Cancer Society Relay For Life is the world's largest and most impactful fundraising event to end cancer. It unites communities across the globe to celebrate people who have battled cancer, remember loved ones lost, and take action to finish the fight once and for all. Today, with the support of thousands of volunteers like you, the **American Cancer Society** is helping save more than 400 lives a day. And we won't stop until we finish the fight against cancer! Please join us!

Remember or honor a loved one who has battled cancer with a luminaria tribute bag >>

Cancer survivors and caregivers find a community of hope and support >>

Find out more details about your community Relay For Life event >>

Event sponsored by: [View more](#)

- Celebrate.
- Remember.
- Fight Back.

TOP PARTICIPANTS: [View more](#)

Connie Funk	\$5,747.41
Robert Fisher	\$348
Donna Noel	\$188.50

TOP TEAMS: [View more](#)

24 to Life	\$5,747.41
Wanda's Angels	\$845.35
The Shenk Battalion	\$614.50

TOP COMPANIES: [View more](#)

Liberty Tax Service - NCTP	\$200
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- When the Luminaria page appears, choose if you would like to credit the luminaria donation a **Team**, **Participant** or the general **Event** by selecting the desired radial button.

My Relay > Luminaria

Luminaria

Text Size Share Like 13 0

- 1** Assign Donation
- 2 Select Luminaria
- 3 Personalize Luminaria
- 4 Review Order
- 5 Billing Information
- 6 Confirm Donation

When you dedicate a personalized luminaria in honor, memory, or support of a loved one, you can assign your donation dollars to a Relay For Life event, team, or participant, and help them get a step closer to their fundraising goal.

I want my donation of a Luminaria to support:

Event Team Participant

CANCEL **NEXT >>**

SHINE A LIGHT ON THE FIGHT AGAINST CANCER

During the Relay For Life Luminaria Ceremony, votive candles are lit inside of personalized bags to shine a light on the fight against cancer. The power of this ceremony lies in providing an opportunity for people to share their grief and find hope.

- If donating to a team or individual, type in the individual/group information in the search field before clicking **Search**. If donating to an event, simply begin completing the donation form (skip to step 5).

I want my donation of a Luminaria to support:

Event Team Participant

Find the team you would like to assign your donation to:

Team Name **SEARCH**

CANCEL

I want my donation of a Luminaria to support:

Event Team Participant

Find the participant you would like to assign your donation to:

First Name Last Name **SEARCH**

CANCEL **NEXT >>**

- a. From the search results, click **select** beside the Team/Participant you wish to make a luminaria donation to. Click **Next**.

5. Identify the luminaria donation level you would like to contribute by clicking **Select** next to the desired option.

6. Personalize the luminaria bag:
 - a. Add **In Honor** or **In Memory**.
 - b. Provide the **name** and (optional) **message** to be displayed on the luminaria.
 - c. 'Click **Next**.

If you have any questions, please open a support ticket at helpme.cancer.org

7. Review your donation

- a. Select **Edit** to make changes to the luminaria personalization.
- b. Delete the luminaria from your gift order by choosing **Remove**.
- c. Add an additional donation to the donation process by typing in a value in the **Additional Donation** field.
- d. The **Add More** link will allow you to light another luminaria.
- e. When done reviewing the donation, click **Next**.

The screenshot shows the 'Luminaria' website interface during the 'Review Order' step. At the top, a progress bar indicates six steps: 1. Assign Donation, 2. Select Luminaria, 3. Personalize Luminaria, 4. Review Order (highlighted), 5. Billing Information, and 6. Confirm Donation. Below the progress bar, a message states: 'You luminaria donation will contribute to Team Hope's fundraising goal. You currently have 1 item totaling \$10.00 in your cart.' The main section is titled 'Review your Luminaria order:' and contains a table with the following data:

QUANTITY	ITEM	PRICE	
<input type="text" value="1"/>	Luminaria 2015 - \$10 - Traditional Bag (\$10.00 each) In Honor Of Aunt May	\$10.00	REMOVE
	UPDATE	EDIT	

Below the table, it shows 'TOTAL PRICE: \$10.00' and an input field for 'Additional donation to Team Hope: \$'. At the bottom, there are four buttons: 'CANCEL', 'ADD MORE', '<< PREVIOUS', and 'NEXT >>'. The 'NEXT >>' button is circled in red.

8. Enter your **Billing Information** and **credit card** details before clicking Next.

9. Provide a final confirmation of your luminaria donation before clicking **Submit**.