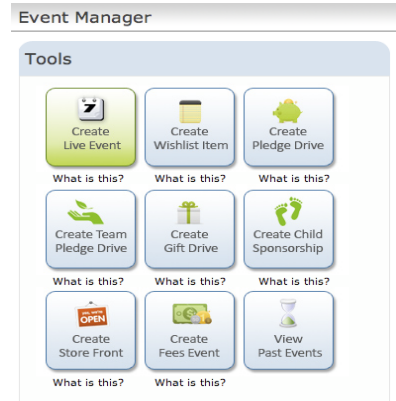


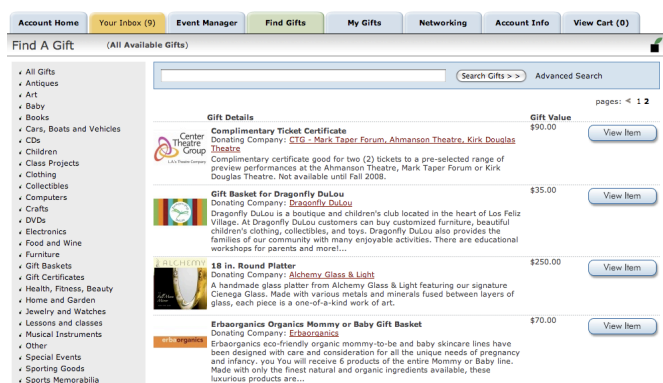
## Steps to Download Donations

**1.** To download donations, log into your account and choose Create a Live Event from you Event Manager Tab.

**2.** Fill in your event details and click Update Event Details at the bottom on the page.

A screenshot of the 'Event Details' form. It contains several input fields: 'Name of Event', 'Location of Event', 'Address', 'City', 'State' (a dropdown menu with 'Select a State' selected), and 'Zip'. Below these fields are several radio button options: 'Use eGala To Run Auction: Yes  No  (What is eGala)', 'Does this event have a specific date or date range? Yes  No  No  No  No 

**3.** Click on the tab "Find Gifts". The gifts available in your area will appear on this page.



**4.** Locate the gifts you want and add them to your cart. After you checkout, your gifts will appear in certificate form under your "My Gifts" tab on your account homepage. You will print them from there.