

Steps to Download and Print a Special Requested Donation:

When a business grants a special request, it appears on the left hand side of your account homepage under the Special Message section, "Special Requests Granted".

The screenshot shows a dashboard titled "Welcome Charities". It has three main sections: "Getting Started" with a "View Now" button, "Create Your Online Profile" with a "View Now" button, and "Special Messages". Under "Special Messages", there are four items: "Gifts From Individuals (10)", "Gifts From Businesses (3)", "Special Requests Granted (2)", and "Sponsorships Granted (0)".

1. Log into your account, click that link, and follow the steps to download it. It will then appear in the "My Gifts" tab with your other gifts.

The screenshot shows a gift detail page for "Necklace for Palmer". It includes a photo of the necklace and a table of details:

GIFT:	Necklace for Palmer
DONATING COMPANY:	Giftberry.com
GIFT VALUE:	\$12
DESCRIPTION:	This is only a test gift for Palmer Alaska School.
DOCUMENTS:	doc1 (Click Here To Download)
USE EXPIRATION:	12 months after date of event
REDEMPTION LOCATION:	1000 Down Town Ave Los Angeles, CA 90041
HOW TO REDEEM:	This certificate must be printed and taken to the donating Business to be redeemed.
RESTRICTIONS AT TIME OF REDEMPTION:	No Cash Value

Below the table is an "Auction Options" section with a yellow background. It includes "Cost To Download: FREE", "This item is for: Robs Attendee Gala", a "Quantity" dropdown set to "1", and an "Add to Cart" button.

2. Choose Live Event or Online Auction, and then click on the link in the top left corner "Print Certificate".

The screenshot shows the "Print Certificate" page for "Necklace for Palmer". It has a header with "ID# 205" and "Downloaded from Giftberry". There are three tabs: "Print Certificate" (selected), "View Gift Details", and "Delete Gift". The main content area includes a photo of the necklace, a "Go To eGala" button, and a message: "You downloaded this Gift on Jul 9, 2008". To the right, under "Allocation Options", there are two buttons: "Place in your online auction" and "Gift for your live event". At the bottom, a note says: "This gift has unique instructions. [Click here to view them](#)".