

Steps to Valid a Donation Certificate:

A certificate is not valid unless the claimer's information is entered in after the event. This step exists because the businesses donating the gifts have asked for it. Follow these steps if you are not using our eGala event management system:

At time of checkout, tell them they have 2 choices to receive the real certificate:

First Choice: Ask for an email during checkout, so the real certificate can be emailed directly to the winner. When you are back at a computer, log into your account, choose "My Gifts", and put in the winner's name, email, and amount they paid for the gift by clicking "Enter Claimer's Info".



* denotes required field

Sold Amount \$

* First Name

* Last Name

Email

This person is a Volunteer Person In Need Other

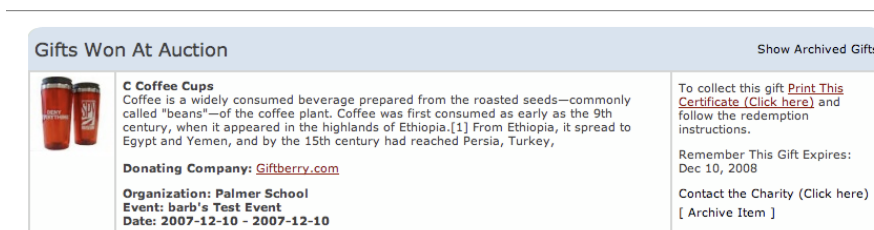
* Once submitted this information can not be changed.

Once the information is entered, the claimer receives and email explaining how to access their gift.

The email they receive looks like this:



Inside their account, the gift appears like this:



Second Choice: Have them pick up the certificate or mail it to them after you have followed the above steps to enter their information.