

# Go Big GIVE

*How to schedule your Go Big GIVE donation!*

- A step by step guide -



## Step 1

- Visit [www.GoBigGIVE.org](http://www.GoBigGIVE.org) from April 26th - May 2nd

## Step 2

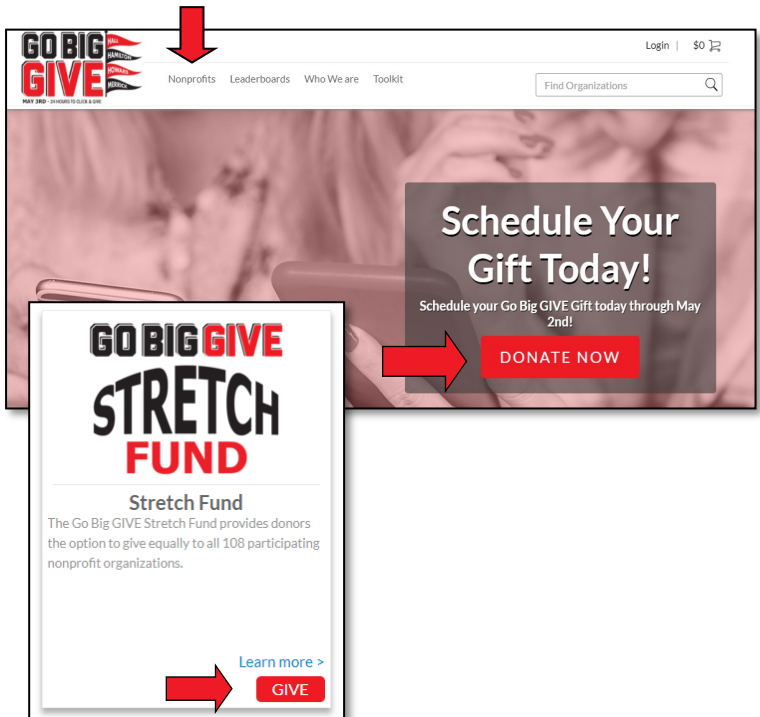
- Click [NONPROFITS](#) or [DONATE NOW](#) to be directed to the participating nonprofit listing

## Step 3

- Select the nonprofit(s) you wish to donate to
- Click “Learn more” to view nonprofit profile, or click **GIVE** on the bottom right corner to checkout

## Step 4

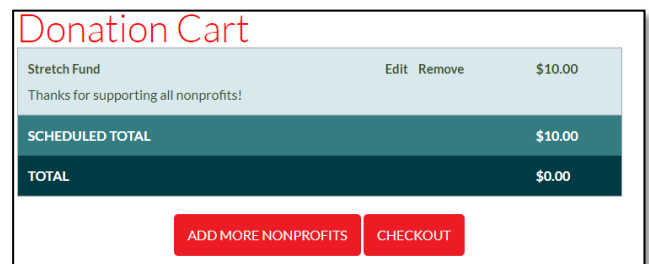
- Complete your donation/checkout



## Steps to Checkout

- 1) List Donation Amount
- 2) Is this donation anonymous? *Yes/No*
- 3) Would you like to add 5% to cover fee's? *Yes/No*
- 4) Is this donation in honor or in memory of someone special? *If so, list name*
- 5) Click **ADD TO CART**

***\*If you would like to give to more nonprofits, click "ADD MORE NONPROFITS". Complete steps 3 - 4 to add them to your cart.***



## Checkout Process

- 1) After all donations are listed in cart, click **CHECK-OUT** *\*Donation will show \$0 during pre-give. Your donation will be charged on Thursday, May 3rd*
- 2) **Donor Login** - If you have created a login (returning donor) please enter your e-mail and password. If you are a first time donor, please create a profile (name, e-mail and create password). ***\*We highly recommend creating a profile for receipting purposes.***
- 3) After logging in, complete checkout by selecting payment method: *Credit Card or Bank Account*
- 4) Click to agree to **Go Big GIVE's Terms and Service**
- 5) Click **SUBMIT**
- 6) **Donation complete.** *Thank you for making a difference!* You can spread the word by sharing on your Facebook and Twitter accounts
- 7) A e-mail confirmation and receipt of your donation will be sent to the e-mail provided