

HOW TO MAKE A DONATION

This document will explain how to donate to Ridge Haven!

The first step in this process will be to decide whether you want to make a Guest Donation or Create an account.

Benefits of Guest Donation

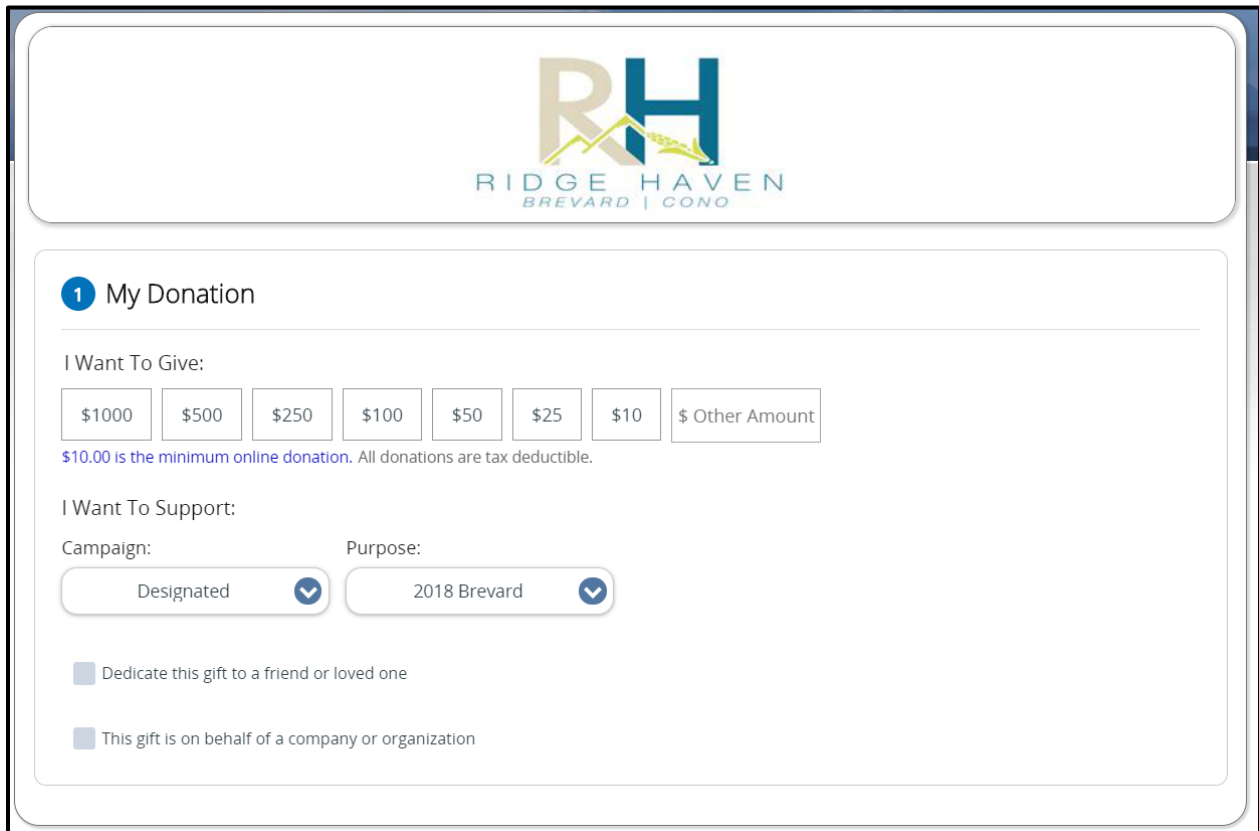
- Quick Process
- No login account is created

Benefits of Creating an Account

- See all of your donation history
- Can set up pledges and recurring donations

Either process works to give a donation online!

Guest Donation



The screenshot shows the Ridge Haven online donation interface. At the top is the logo for Ridge Haven, Brevard | CONO. Below the logo is a section titled "1 My Donation". Under this heading, there is a section "I Want To Give:" with several buttons for donation amounts: \$1000, \$500, \$250, \$100, \$50, \$25, \$10, and \$ Other Amount. Below these buttons is a note: "\$10.00 is the minimum online donation. All donations are tax deductible." Underneath is a section "I Want To Support:" with two dropdown menus. The first is labeled "Campaign:" and has "Designated" selected. The second is labeled "Purpose:" and has "2018 Brevard" selected. At the bottom of the form are two checkboxes: "Dedicate this gift to a friend or loved one" and "This gift is on behalf of a company or organization".

1. If making a Guest Donation, select the amount to be give from the options or type in the amount in the **'Other'** box.

1 My Donation

I Want To Give:

\$10.00 is the minimum online donation. All donations are tax deductible.

NOTE: Once the amount is selected the rest of the fields will populate below.

2. Select the **'Campaign'** and **'Purpose'** from the dropdown menu.

I Want To Support:


Campaign:

Dedicate this gift to a friend or loved one

This gift is on behalf of a company or organization

3. If the gift is being entered as a memorial gift or in honor of someone check the '**Dedicate this gift to a friend or loved one**' select the correct option from the dropdown and enter in the name.

Dedicate this gift to a friend or loved one

Select  Enter Name Here

*NOTE: If designating a gift to a **Summer Staff**, enter the Support Account ID # in the text box. If you don't know the Account ID #, you may also enter the staff name. Don't hesitate to call our office for help!*

4. Check the '**This gift is on behalf of a company or organization**' if the gift is associated with an organization.

This gift is on behalf of a company or organization

Enter Company or Organization Name


5. Enter in your personal information, your credit card information and your billing information.

2 My Payment Details





**** All fields below are required**



Personal Information

First Name: Last Name: Email Address:

Using Int'l Phone?  Phone Number: Extension:



Credit Card Information

Select Card Type:    

Card Holder Name: Card Number: Exp. Month:  Exp. Year:  Sec. Code:

Billing Information

Address Line 1: Address Line 2:

Country:  Postal Code: City/Town: State/Province: 

6. Click on the **'I'm not a robot'** checkbox and fill out the required information.

Please verify that your information is correct, then click the DONATE button to make your gift.

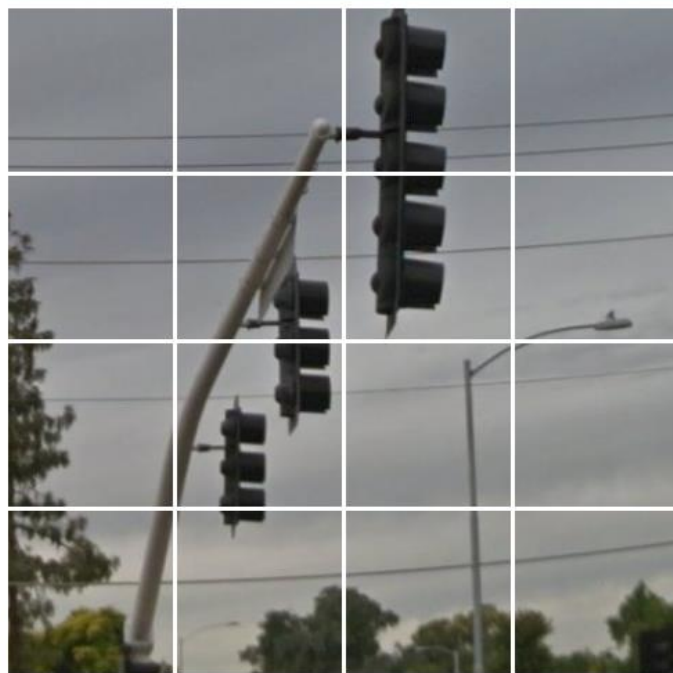


I'm not a robot



reCAPTCHA
Privacy - Terms


Select all squares with
traffic lights

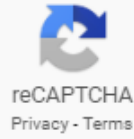


VERIFY

7. Once done, click on the **'Donate'** button. The next page will have a confirmation receipt which can be printed out.


Please verify that your information is correct, then click the DONATE button to make your gift.


 I'm not a robot



DONATE

Creating a Donor Account (Donor Login)




Click to View Important Message 

Welcome to our online donor system. To get started, click Create New Account if you're new, or LOGIN to an existing account if you've used this site before..

Click/Tap on the screen to Display or Hide the Save/Next button.


If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

Returning Donor? Login Here.

 Reload App

Username:

Password:

 LOGIN

[Forgot Username?](#) [Forgot Password?](#)

New Donor? Create A New Account.

Create a new account. An account will enable you to:

- > Return to view your donation history
- > Create a new donation, Pledge or Recurring Pledge

Create New Account

1. To create a new account for a donor click on the 'Create New Account' button. **If you have donated to Ridge Haven previously, please contact the camp for a login before going further. If you have a login for camper registration or for a staff application, please use that here.**

The screenshot shows two side-by-side panels. The left panel is titled 'Returning Donor? Login Here.' and contains a login form with fields for 'Username:' (containing 'recsoft') and 'Password:' (masked with dots). There is a 'LOGIN' button and links for 'Forgot Username?' and 'Forgot Password?'. A 'Reload App' button is also present. The right panel is titled 'New Donor? Create A New Account.' and contains the text 'Create a new account. An account will enable you to:' followed by two bullet points: 'Return to view your donation history' and 'Create a new donation, Pledge or Recurring Pledge'. A 'Create New Account' button with a checkmark icon is highlighted with a red box.

2. The next page will ask for the login information you'd like to have set up. All required fields will be listed in yellow with a red asterisk next to them. Then click the 'Save/Next' button on the bottom right hand side of the screen.


The screenshot shows a form titled 'Create a New Account Here'. The form contains several fields, all of which are highlighted in yellow to indicate they are required. The fields are: 'First Name: *', 'Middle Name:', 'Last Name: *', 'Create Your Username: *', 'Create Your Password: *', 'Confirm Password: *', 'International Keyboard?' (with a 'No' toggle), 'Your Email Address: *', 'Select a Security Question: *' (with a dropdown menu), 'Answer to Security Question: *', 'Country Code: *' (with a dropdown menu showing 'United States'), and 'Cell Phone #: *' (with a masked input field). A 'Save/Next' button is located at the bottom right of the form.

3. Confirm you personal information is correct on the next screen and click **'Save/Next'**.

The screenshot displays a mobile application interface for Ridge Haven. At the top, the logo features the letters 'RH' in a stylized font with a mountain range below it, and the text 'RIDGE HAVEN BREVARD | CONO' underneath. Below the logo is a section titled 'Click to View Important Message' with a minus sign icon. The message text reads: 'Enter the Donor's personal information here. Once all fields have been filled in, click NEXT. Click/Tap on the screen to Display or Hide the Save/Next button. If you need additional assistance, please click the [Contact Us] button to get our contact information.' A 'Contact Us' button is located at the bottom right of this section. The main form area is titled 'Donor Personal Information' and contains several input fields: 'First Name: *' with the value 'Leslie', 'Middle Name:', and 'Last Name: *' with the value 'Holter'. Below these are 'Preferred Name:' and 'Birth Date: (Click to display calendar)'. At the bottom of the form is a 'Gender:' dropdown menu with 'Select...' and a downward arrow. At the very bottom of the screen, a blue bar contains a white button labeled 'Save/Next' with a right-pointing arrow icon, which is highlighted with a red rectangular border.

4. Enter in your address information. The only one that is required is your permanent Address. Other addresses are available below to choose from. Click **'Save/Next'**

Manage Donor Address Information



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Click to View Important Message -

Enter the Donor's address information, then click NEXT.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information. Contact Us

Note: For each address please select the country before typing the postal code. After entering the postal code the City & State will be filled automatically.

Permanent Address (Primary)

Address 1: * <input type="text"/>	Address 2: <input type="text"/>	Country: * <input type="text" value="United States"/>
Postal Code: * <input type="text" value="Enter Postal Code..."/>	City: * <input type="text"/>	State: <input type="text" value="Enter State..."/>
		State/Country: <input type="text" value="US"/>

School Address

← Address 1: Address 2: Country: →

NOTE: This is done so that a donation receipt can be mailed out

5. Enter in your phone and email information if you would like to. Click **'Save/Next'**.

Manage Donor Phones & Email

Enter the Donor's phone and email information, then click **Next**.

Click/Tap on the screen to Display or Hide the Save/Next button.
If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

Donor Phone Information

International?	Cell Phone:	Ext:
<input type="radio"/> No	<input type="text"/>	<input type="text"/>
International?	Fax Number:	Ext:
<input type="radio"/> No	<input type="text"/>	<input type="text"/>
International?	Home Phone:	Ext:
<input type="radio"/> No	<input type="text"/>	<input type="text"/>
International?	Other Phone:	Ext:
<input type="radio"/> No	<input type="text"/>	<input type="text"/>
International?	Work Phone:	Ext:
<input type="radio"/> No	<input type="text"/>	<input type="text"/>

Donor Email Information

International Keyboard?	Primary:
<input type="radio"/> No	<input type="text"/>

NOTE: If you ever don't see a 'Save/Next' button on your screen try clicking or tapping the screen and scrolling down. The system will hide the buttons to provide more space to fill out information.

6. You will then be asked what you would like to do. The various options are explained below.

What would you like to do?

To make a one time donation click the [Make A Donation] option. To schedule a recurring donation click the [Schedule Recurring Donation] option. To make a pledge click the [Make A Pledge] option. To review all your information, click the [View Dashboard] option.


Make A Donation

Make A Pledge

Schedule Recurring Donation

View Dashboard

Make a Donation- Make a one-time donation to camp



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Click to View Important Message -

1. On the Gift tab, enter the donation amount and select the Campaign and purpose. Then click the Save/Next button.'
2. Enter in the Memorial/Honor if desired then click the Save/Next button.'
3. Choose a payment method and enter in the payment details. Then click the Record Payment button.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information. Contact Us

Gift

Memorial/Honor

Checkout

Record A Gift

Amount:*

\$0.00

Campaign*

Select... ▼

Purpose

▼

A Purpose was not specified

7. Enter in the **'Amount'** that you are donating and select a **'Campaign'** and **'Purpose'** and click **'Save/Next'**.

The screenshot shows a web form titled "Record A Gift" with three tabs: "Gift", "Memorial/Honor", and "Checkout". The "Gift" tab is active. The form contains three main input fields: "Amount:*" with the value "\$25.00", "Campaign*" with a dropdown menu set to "Designated", and "Purpose" with a dropdown menu set to "Summer Staff Support". A red arrow points to the "Amount" field. A red box highlights the "Save/Next" button at the bottom right of the form.

8. If the gift is being gifted in memory or in honor of someone, it can be designated here. Click **'Save/Next'**.

The screenshot shows a web form titled "Record A Memorial/Honor (Optional)" with three tabs: "Gift", "Memorial/Honor", and "Checkout". The "Memorial/Honor" tab is active. The form contains several input fields: "Gift Is:" with a dropdown menu set to "Select...", "Name:", "Street:", "Country:" with a dropdown menu set to "United States", "Postal Code:", "City:", and "State/Province:" with a dropdown menu set to "North Carolina". A red box highlights the "Save/Next" button at the bottom right of the form.

9. Enter in the payment information, and the email where the receipt should be sent to and click 'Record Payment'.

Gift Memorial/Honor **Checkout**

Record A Payment

Donation Amount: \$25.00

Credit eCheck

Credit Card Type: Visa Card #.* Exp. Month.* January Exp. Year.* 2019 Sec. Code.*

Name on Card.* Email Receipt To: E-mail Receipt? leslie@campwise.com

Record Payment

← Prev Save/Next →

NOTE: If email is entered you will be receiving a receipt.

Make a Pledge—Make a donation and pay in installments. This donation can be tied to a credit card.

Make a Pledge

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Click to View Important Message

1. On the Gift tab, enter the donation amount and select the Campaign and purpose. Then click the Save/Next button.
2. Enter in the Memorial/Honor if desired then click the Save/Next button.
3. Add a credit card if desire and enter the schedule details. Then click the Create Schedule button.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

Pledge Memorial/Honor Setup Schedule

Record A Pledge

Amount.* \$0.00 Campaign* Select... Purpose

← Prev Save/Next →

10. Enter in the total donation **'Amount'** and select a **'Campaign'** and **'Purpose'**. Click **'Save/Next'** to go to the Memorial/Honor screen, or click on the **'Setup Schedule'** button at the top of the screen to go directly to the Pledge Schedule.

The screenshot shows the 'Record A Pledge' form with the following fields and values:

- Amount*:** \$5000.00 (indicated by a red arrow)
- Campaign*:** Designated
- Purpose:** Scholarships

Navigation buttons at the bottom include 'Prev' and 'Save/Next'.

11. If attaching the pledge to a credit card, check the **'Attach a Credit Card'** box. Enter in the **'Start Date'**, the **'Installment Amount'** (how much you'd like to pay at a time) and then select the **'Payment Frequency'**.

The screenshot shows the 'Create Pledge Payment Schedule' form with the following fields and values:

- Pledge Amount:** \$5000.00
- Attach a Credit Card:** (highlighted with a red box)
- Start Date*:** (highlighted in yellow)
- Installment Amount*:** (highlighted in yellow)
- Payment Frequency*:** Select... (highlighted in yellow)
- Credit Card Type*:** Visa
- Card #*:** (highlighted in yellow)
- Exp. Month*:** January
- Exp. Year*:** 2019
- Sec. Code*:** (highlighted in yellow)
- Name on Card*:** (highlighted in yellow)
- E-mail Receipt?**
- Email Receipt To:** leslie@campwise.com

A 'Create Schedule' button is located at the bottom of the form. Navigation buttons at the bottom include 'Prev' and 'Save/Next'.

12. Once an installment amount and payment frequency has been entered, the system will create a schedule that the payments will occur. The payment amounts and the dates can be edited. If another payment needs to be added click **'Add Payment'**.

Create Pledge Payment Schedule

Pledge Amount: \$5000.00

Attach a Credit Card:

Start Date:* 03/21/2019 Installment Amount:* \$1000.00 Payment Frequency:* Monthly

Add Payment Remove Selected

<input type="checkbox"/>	Date	Amount
<input checked="" type="checkbox"/>	03/21/2019	1000.00
<input type="checkbox"/>	04/21/2019	1000.00
<input type="checkbox"/>	05/21/2019	1000.00
<input type="checkbox"/>	06/21/2019	1000.00
<input type="checkbox"/>	07/21/2019	1000.00

13. If using a credit card, enter in the payment details and click **'Create Schedule'**. It may take a minute or two to create the rows. These payments will automatically be taken out of your account on the dates.

Create Pledge Payment Schedule

Pledge Amount: \$5000.00

Attach a Credit Card:

Start Date:* 03/21/2019 Installment Amount:* \$1000.00 Payment Frequency:* Monthly

Add Payment Remove Selected

<input type="checkbox"/>	Date	Amount
<input type="checkbox"/>	03/21/2019	1000.00
<input type="checkbox"/>	04/21/2019	1000.00
<input type="checkbox"/>	05/21/2019	1000.00
<input type="checkbox"/>	06/21/2019	1000.00
<input type="checkbox"/>	07/21/2019	1000.00

1 to 5 of 5 Records

Credit Card Type:* Visa Card #:* 1234-5678-9012-3456 Exp. Month:* April Exp. Year:* 2019 Sec. Code:* 123

Name on Card:* Abby Wyse Email Receipt To: E-mail Receipt? leslie@campwise.com

Create Schedule

Recurring Donation—Make a recurring payment to camp.

Click to View Important Message

1. On the Gift tab, enter the donation amount and select the Campaign and purpose. Then click the Save/Next button.
2. Enter in the Memorial/Honor if desired then click the Save/Next button.
3. Fill in the payment details. Then click the Record Payment button.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

Gift Memorial/Honor Checkout

Setup A Recurring Donation

Amount:* \$0.00 Campaign* Select... Purpose

Prev Save/Next

14. Enter in the **'Amount'** being donated and select the **'Campaign'** and **'Purpose'** form the dropdown menu. Click **'Save/Next'** to go to the Memorial/Honor screen or click the **'Checkout'** screen to finalize the recurring transaction.

Gift Memorial/Honor Checkout

Setup A Recurring Donation

Amount:* \$20.00 Campaign* Designated Purpose Barnabas Fund

15. Enter in the **'Start Date'** select the **'Payment Frequency'** and enter in the credit card details. Once done click **'Record Payment'**. You credit card will be charged at the frequency indicated.

The screenshot shows a web form titled "Specify Payment Type and Frequency" with a blue header bar. At the top, there are three tabs: "Gift", "Memorial/Honor", and "Checkout". The form contains the following fields and elements:

- Donation Amount:** \$20.00
- Start Date:***: A text input field with a red arrow pointing to it.
- Payment Frequency:***: A dropdown menu with a red arrow pointing to it. The dropdown is open, showing options: "Select...", "Weekly", "Bi-Weekly", "Monthly", and "Yearly".
- Credit Card Type:** A dropdown menu showing "Visa".
- Exp. Month:***: A dropdown menu showing "January".
- Exp. Year:***: A dropdown menu showing "2019".
- Sec. Code:***: A text input field.
- Name on Card:***: A text input field.
- Email Receipt To:** A text input field.
- E-mail Receipt?**
- Record Payment**: A blue button.

At the bottom of the form, there are navigation buttons: "Prev" with a left arrow and "Save/Next" with a right arrow.

View Dashboard—This is the screen you will see whenever logging into your Online Donor Account. You can access donor information, see previous gift history, fill out forms the camp has, make donations, pledge payments, and other things as well.

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Click to View Important Message +

Account

User Name: Abby Wyse
Email: test@email.com
[Edit Account](#)

Quick Access

[Make A Donation](#) [Make A Pledge](#) [Schedule Recurring Donation](#) [Logout](#)

Personal Info

Select from available Donors

Abby Wyse v

[Remove Donor](#)

[Personal](#) [Address](#) [Phones](#) [Emails](#)

Name: Abby Wyse
Date of Birth: 09/22/2001
Gender: Female

[Add Donor](#) [Edit Personal](#)

\$ Next Pledges Due

Date Due	Amount	Pledged	Received	Campaign	Purpose	Make Payment
03/20/2019	\$1000.00	\$5000.00	\$0.00	Undesignated	Individual Donation	Pay

[Make A Pledge](#)

Notifications

- Your Online account does not have a cellphone attached to it. Please use the [Edit Account] button on the Account Panel, to add your cellphone [Options](#)
- There are one or more pledge(s) due for payment [Options](#)

Forms

[Online Forms](#) [Download Forms](#) [Upload Forms](#) [Upload History](#)

- [Donor Classifications](#) ✓ No Required Items or Required Items Complete.
- [Donor Comments](#) ✓ No Required Items or Required Items Complete.
- [Donor Contact Management Additional Fields](#) ✓ No Required Items or Required Items Complete.

Lifetime Giving

Donation	Amount
Gifts	\$0.00
Largest Gift	\$0.00
Life Time	\$0.00
Soft Credits	\$0.00

Total Pledged \$5000.00