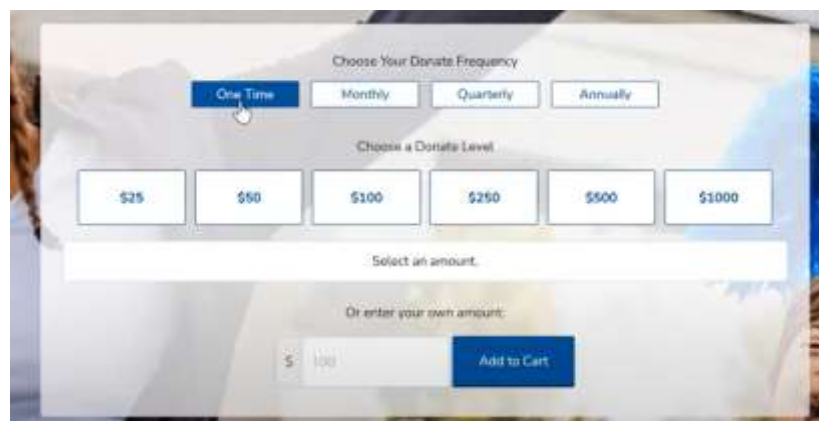


HOW TO: Donate to the Buddy Walk (or Specific Buddy Walk Team)

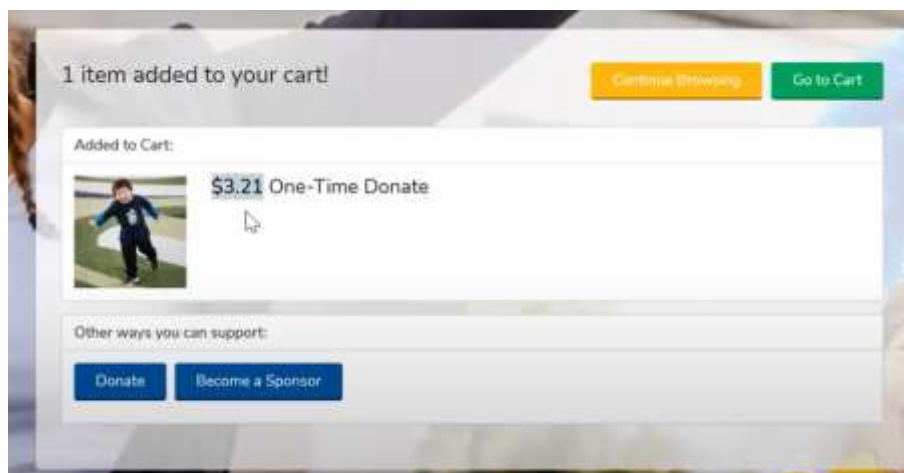
1. Go to 2021 Buddy Walk website: www.buddywalkcharlotte.org and click on **DONATE** button.



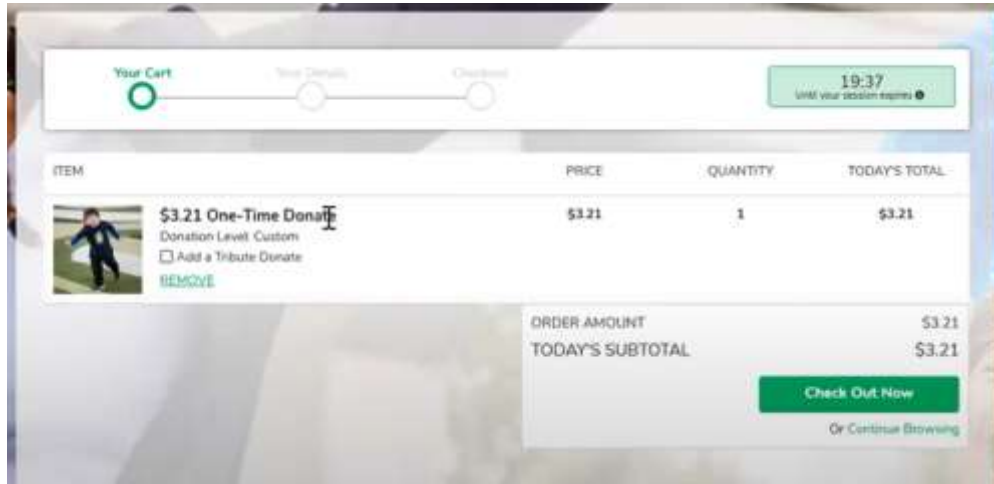
2. Choose your **DONATION FREQUENCY**. Most donors choose one-time donation for the Buddy Walk. However, you can choose from other frequencies if you like. Select from the list of predetermined **DONATE LEVEL** amounts or enter your own donation amount and click **ADD TO CART**.



3. On the next screen verify your donation amount and frequency is correct, then click **GO TO CART**.



4. Double check to be sure your donation information is correct and then click on **CHECK OUT NOW**.



5. Enter your contact information. BE SURE TO INDICATE WHETHER YOU ARE DONATING AS AN INDIVIDUAL PERSON OR AS A BUSINESS/ORGANIZATION. If you would like to cover processing fees so 100% of your donation goes to the Down Syndrome Association of Greater Charlotte please indicate so. Optional: Add a message of support to be displayed on our event website.

MAKE SURE NOT TO FORGET THIS STEP! CLICK ON SELECT FUNDRAISER to 1) either make a general Buddy Walk donation to our organization, OR 2) to donate to a specific Buddy Walk team or person. The drop-down menu is ordered by a person's first name, their team affiliation and if they are a team captain. Then click **CONTINUE**.

The screenshot shows the 'Your Details' form. At the top, there is a progress bar with three steps: 'Your Cart', 'Your Details' (active), and 'Checkout'. A timer indicates '19:20' and 'Your session expires'. The form is titled 'Your Details' and has two radio buttons: 'Individual' (selected) and 'Business/Organization'. Below this are fields for 'First Name*', 'Last Name*', 'Email*', 'Phone number', and 'Ext.'. There are also buttons for 'WORK', 'MOBILE', and 'HOME'. Below these are fields for 'Address Line 1*', 'Address Line 2', 'City*', 'State/Province*', 'Postal Code*', and 'Country*' (set to 'United States'). There is a checkbox for 'Make this activity anonymous'. At the bottom, there is a checkbox for 'I'd like to cover the processing fee so 100% of my contribution goes to Down Syndrome Association of Greater Charlotte. [Learn](#)'. Below that is a text area for 'Message of Support (Will be displayed on public site)'.

6. Verify that your information is correct.
Information should include:
- a. The Event Name
 - b. The Fundraiser/Team you are donating to
 - c. Fundraising amount and frequency
 - d. Processing fees (if you choose to cover them)
 - e. Total amount due

Scroll down to enter your payment information. Click “I am not a robot” and click **FINISH**.

The screenshot shows a checkout page with a progress bar at the top indicating 'Your Cart' (checked), 'Your Details' (checked), and 'Checkout' (current step). A timer shows 16:37 until the session expires. The main section is titled 'Review' and displays the event name 'Greater Charlotte Buddy Walk' and fundraiser 'Marissa White (#HereWeGo)'. Below this is a table with columns: ITEM, PRICE, QUANTITY, and TODAY'S TOTAL. The table lists a '\$3.21 One-Time Donate' with a price of \$3.21 and a quantity of 1. Below the table, it shows 'Today's Subtotal' as \$3.21, 'Processing Fee' as \$0.46, and 'TOTAL CHARGED' as \$3.67. A note indicates the 'Total Maximum Tax Deductible Amount' is \$3.21. At the bottom of the review section, there is a message: 'We are THRILLED that you are supporting our 2021 Greater Charlotte Buddy Walk! Be sure to spread the word and encourage friends and family to...'. The 'Payment Info' section follows, with a security notice: 'All payments made on this site are through a secure SSL server.' It contains four input fields: 'Credit Card #' (empty), 'Expiration Date*' (MM/YY), 'CVV*' (empty), and 'Postal code*' (empty). A note states: 'A receipt will be sent to your email. Your credit card statement will read FC*DOWN SYNDROME ASSOC*.' There is a checkbox for 'Add me to the mailing list' which is checked. At the bottom right, there are logos for 'Payments processed by Flipcause', 'I'm not a robot', and 'reCAPTCHA'. A 'Go Back' button is on the left and a 'Finish' button is on the right.

| ITEM | PRICE | QUANTITY | TODAY'S TOTAL |
|--|--------|----------|---------------|
| \$3.21 One-Time Donate Donation Level: Custom | \$3.21 | x 1 | \$3.21 |
| Today's Subtotal | | | \$3.21 |
| Processing Fee | | | \$0.46 |
| TOTAL CHARGED | | | \$3.67 |
| Total Maximum Tax Deductible Amount: | | | \$3.21 |

7. You will then be taken to a **CONFIRMATION PAGE** and will be sent a **CONFIRMATION EMAIL**.

THANK YOU for supporting the **Greater Charlotte Buddy Walk!**
QUESTIONS? Feel free to call us at 704-536-2163 or email us buddywalkclt@gmail.com