Thank you for taking part in the Scleroderma Foundation's "Stepping Out to Cure Scleroderma!" We appreciate your support of our mission. Here are some instructions to help you make an online gift to an individual participant, a team or one of our walk/run events.

If you have any other questions, please contact your walk's event manager (visit the "Contact Info" tab on the walk website for the preferred contact method). You also may contact our National Office toll-free at (800) 722-4673.

#### STEP 1 - Visit the event's website

If you don't know the event's website, you can find all the currently published walks at www.scleroderma.org/walks.

**STEP 2** – Click "**I CAN'T ATTEND THE EVENT, BUT I WANT TO DONATE**" on the event's home page.



STEP 3 – Select whom you would like to donate to on the page

- Choose **DONATE TO A WALKER** to make a gift to an individual
- Choose DONATE TO A TEAM to make a gift to an entire team
- If you'd like to participate as a virtual participant (someone who can't attend the event but would still like to fundraise), choose REGISTER AS A VIRTUAL WALKER (note: some events do not have this option)
- If you would like to attend the event and participate as a walker/runner, choose OOPS! I WANTED TO REGISTER FOR THE EVENT



-CONTINUE ON NEXT PAGE -





#### STEP 4 – Search for a participant or team

**TYPE IN THE NAME** (or a portion of a name) in the search parameters and click the **MAGNIFYING GLASS** to start your search of the event's participants.

If you're searching for a team, click the tab that reads **SEARCH FOR A TEAM** and enter your search parameters to search the registered teams.

Search For a P	articipant
To perform a search, en Search for a participant	ter your criteria below.
Tony Stark	
Advanced Search Search or click here to ma	ake a gift to this event.

# STEP 5 – Select the Recipient from the List

Your search will result in matching participant or team names. From the results list, click on the name of the participant that you would like to make a donation to his/her fundraising efforts.

Search Results	
Viewing 1-1 of 1 Previous   Next	
Stark, Tony	
Team Name:	Company Affiliation:
Team Name: The Avengers	<b>Company Affiliation:</b> None

STEP 6 – Click DONATE button



#### -CONTINUE ON NEXT PAGE -

### STEP 7 – Enter Your Gift Information

Enter the amount of your gift, your personal information, a message to the participant, and your payment information.

Then, click **NEXT** to continue.

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# STEP 8 – Review Your Gift

You have the opportunity to review your gift before submitting it. Click **PREVIOUS** if you'd like to **MODIFY** any of your gift information. Click **PROCESS** if you are ready to submit your gift.

Information	
Transaction Summary	
Transaction Date:	12/28/14
Level:	Enter an Amount
Amount:	\$25.00
Billing Information	
Title:	
First Name:	Nick
Middle Name:	
Last Name:	Fury
Suffix:	
Street 1:	123 Shield Avenue
Street 2:	
City:	New York
State/Province:	NY
ZIP/Postal Code:	12345
Country:	United States
Email Address:	nickfury@
Recognition Name	Nick Fury
Show gift to public:	Yes
Personal Note:	Dear Tony, Good luck in your Fundraising efforts for the Scleroderma Foundation! Best, Nick
Email opt-in:	No
Remember me:	No
Payment Information	
Payment type:	Credit Card
Credit Card Number:	1111
Previous Cancel	Process

-CONTINUE ON NEXT PAGE -





### STEP 9 – Final confirmation

Once your gift has processed successfully, you will receive an email notification of your gift to the email address you provided during the donation process. Please keep this email for your records.

The participant has the option to receive email notifications each time he/she receives a gift. (The participant must turn on this option.)

Thank you for your gift to support "Stepping Out to Cure Scleroderma." We appreciate your donation to help our mission!

#### MAKING A GIFT TO THE EVENT

If you'd like to support the entire event, not just an individual participant or team, on **STEP 3** above, click on either **DONATE TO AN INDIVIDUAL** or **DONATE TO A TEAM**.

Search for a participant	Search for a team
First Name:	
Last Name:	2
Advanced Search	

Under the search box, select **CLICK HERE TO MAKE A GIFT TO THIS EVENT**. Proceed with **STEPS 7-9** as outlined above to complete your gift.

## CONTACT OUR OFFICE FOR ASSISTANCE

Call the National Office at (800) 722-4673 and our staff can help walk you through making a gift online or process your gift over the phone.



