How to Donate to a Page or Team on Team Feed Corporate

Overview: This document provides steps on how to donate to a single page, team member or sub group on a team page, or a team page on the Team Feed Corporate fundraising site. If there are any questions as you are making a donation, reach out to feedingamerica@cathexispartners.com for support.
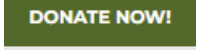
*IMPORTANT! DO NOT use the **RED*** **DONATE** *button at the top of the page when donating to a Team Feed Corporate fundraising campaign.*

Make a Donation Using a Provided Link
The easiest way to donate to a Team Feed Corporate fundraising page is to use the **direct link** provided by the campaign organizer. Follow the steps below to make your donation:
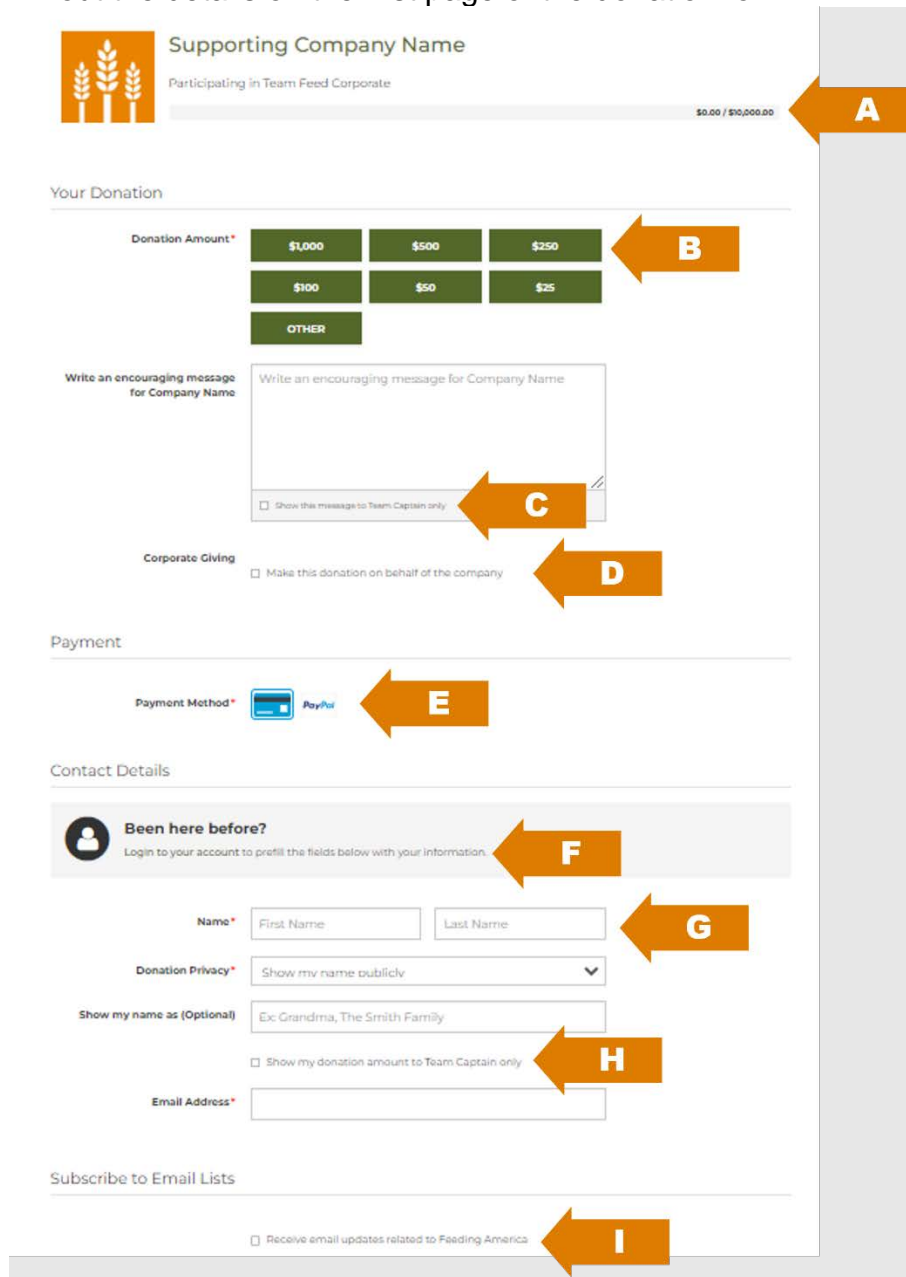
1. Click on the link provided by the campaign organizer

2. Click on the orange **DONATE** button to start making your donation

NOTE: If the link you were provided directs you to a team page and you want to donate to an individual team member (subgroup) associated with the campaign, you can find your preferred Team Member under the Roster tab in the green toolbar.

3. Once identified, click on the **DONATE NOW!** button (Note: You can also click on the name of the team member to view their individual page as part of the campaign.)

*NOTE: The steps below are the same for both if you click on either the **ORANGE** or **GREEN** donate buttons.*

4. Fill out the details on the first page of the donation form

a. **Progress bar**: This is the progress of the campaign page you have chosen to support, showing the current fundraising total and the goal for their page
b. **Donation Amount:** This is how much you wish to donate to the team or individual
  i. If you wish to enter a custom amount, select OTHER
c. **Message:** You can write a message to the team or individual and check or uncheck the box to identify if you want your message to be shared only with the owner of the page or if you wish for it to be made public
d. **Corporate Giving:** Check or uncheck the box to determine if your gift is being made on behalf of an organization or not
  i. If checked, another field will populate where you can enter the name of the Company you are making the donation for. Many partners use this when making a corporate match on the campaign. If the donation is not coming from Company funds, do not check this box.
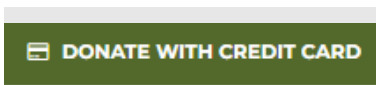
Corporate Giving

☑ Make this donation on behalf of the company

Company Name

e. **Payment Method:** You can make a donation through credit card or Paypal. If donating through PayPal, you will not see the login, first and last name fields, or the email address field.
f. **Login**: You can log-in if you previously registered for or created a fundraising campaign with Team Feed Corporate. Your contact information will auto populate on the next page of the donation form when logged in.
g. **Contact Details:** Enter your personal information and select your Donation Privacy preference (display name). If showing your name publicly or to the campaign manager, you can also choose an alternate display name (ex: Jane Doe could choose to display her name as Ms. Doe).

NOTE: *If your company is tracking donations from employees and you choose "Hide my name from everyone," Feeding America cannot share your name with your employer to reflect your participation.*

h. **Donation Amount Display Preference**: Check the box to show your donation amount to the campaign organizer only. Leave the box unchecked if you would like your donation amount to be visible publicly along with your Donation Privacy settings
i. **Subscribe to Email**: Check the box in order for Feeding America to share more about the impact of your support.

5. Once filled, select the or PayPal Checkout button, based on your payment method choice.
6. A Billing Details section will populate where you will enter your card information or you will be re-directed to log-in to your Paypal account for processing.

Billing Details ✕

Billing Information*

Street

Zip/Postal Code | City

[State/Province...] ∨ | United States ∨

Credit Card*

Card Number

Dalia | Test

MM ∨ | YYYY ∨ | ▭ CVV

PAY $50.00

Pay with PayPal

Enter your email address to get started.
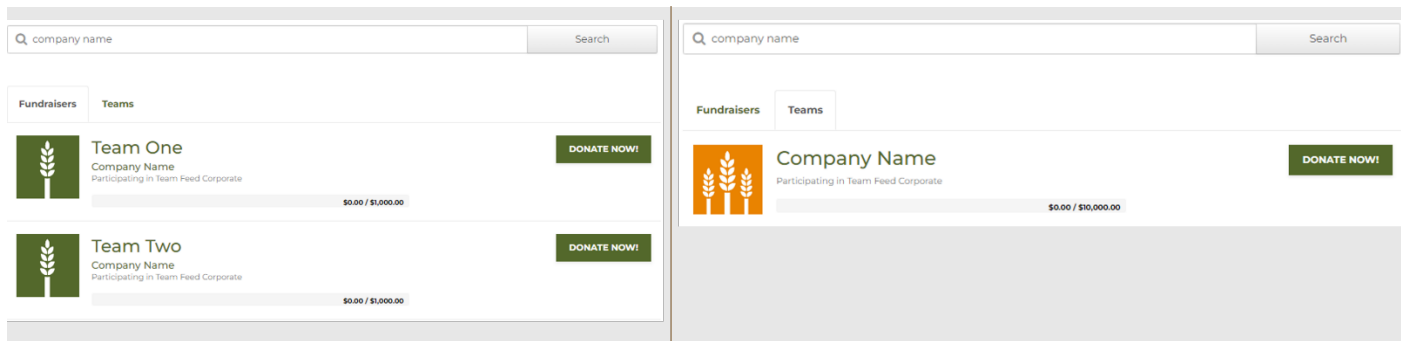
Email or mobile number

Forgot email?

Next

7. Once filled out, you can click on the **PAY $XX.XX** button to submit your payment and receive a donation receipt that will be sent to the email provided.

NOTE: *If you do not see the email, please check your spam/junk folder and any firewall settings to allow correspondence from Feeding America*

Make a Donation Using the Search Capability on Team Feed Corporate

If you do not have a link to a fundraising campaign but know the name of the individual fundraiser/subgroup or team, you can search for the fundraiser that you wish to support in the search bar of the Team Feed Corporate site following the steps below.

1. Go to the Team Feed Corporate website

2. Click on the **ORANGE** DONATE button to be redirected to the search tool

3. In the search bar, enter the name of the individual, subgroup, or company you are supporting and click on the Search button

4. Once the search is performed, you can see the related Fundraisers and Teams by toggling between the two menu options at the top to determine which you wish to support:

Fundraisers	Teams
Q company name	Search
Team One — Company Name — Participating in Team Feed Corporate — $0.00 / $1,000.00	DONATE NOW!
Team Two — Company Name — Participating in Team Feed Corporate — $0.00 / $1,000.00	DONATE NOW!

Fundraisers	Teams
Q company name	Search
Company Name — Participating in Team Feed Corporate — $0.00 / $10,000.00	DONATE NOW!

5. Once you find the Fundraiser or Team you want to make a donation to, click on the DONATE NOW! button next to page you wish to support. (Note: You can also click on the name of the team member to view their individual page as part of the campaign.)

6.

7. The steps to complete the donation will be the same as steps 5-8 in the previous section

8. Once personal and payment information is added, click on the **PAY $XX.XX** button to submit your payment and receive a donation receipt that will be sent to your email