

Donation Instructions

An Education Celebration is a great opportunity to introduce friends to DonorsChoose.org. One way to encourage support for classroom projects is to set up a computer at your event where people can access our website and make donations if they choose to.

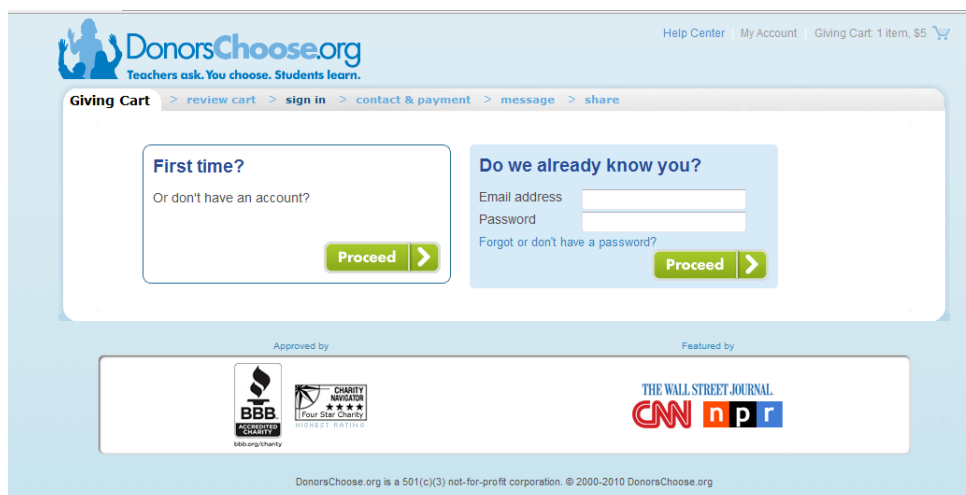
These printable instructions will help the donation process go smoothly. If multiple people use the same computer, we want to help make sure everyone creates a unique account on our website to ensure each donor can receive follow-up from the teacher and students they've supported.

Donation Instructions

- 1) Visit www.DonorsChoose.org and find a project that speaks to you. Use our search tool to narrow projects by location, subject area, grade level and more.
- 2) Before moving forward with a donation, make sure you aren't logged into another user's account. Check the upper right of the screen and if a "Sign Out" link appears, click on it to exit the other person's account.

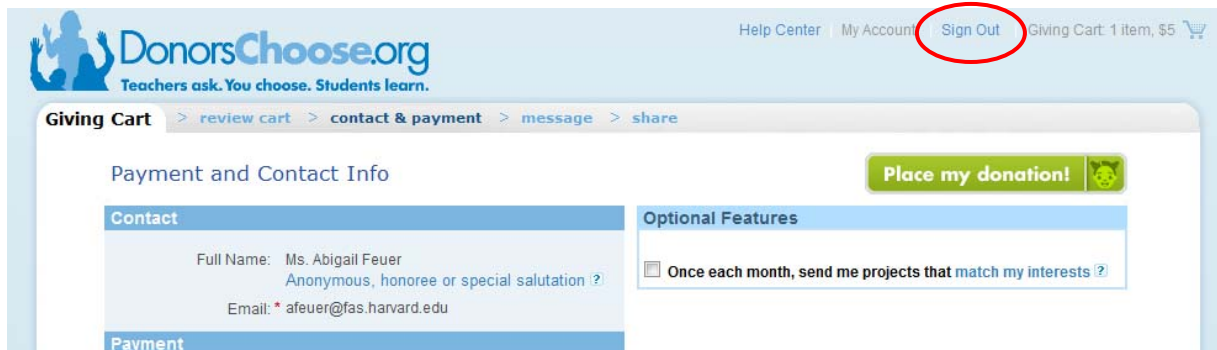


- 3) Once you've selected a project, enter a donation amount in the green "give" box, click on the arrow to the right, and continue to check-out.
- 4) Run through the check-out process as directed. Make sure you see the **sign in/sign up screen as the second step.**



The image shows the sign-in/sign-up screen on the DonorsChoose.org website. The page has a light blue header with the logo and navigation links. Below the header, there is a breadcrumb trail: 'Giving Cart > review cart > sign in > contact & payment > message > share'. The main content area is divided into two sections: 'First time?' and 'Do we already know you?'. The 'First time?' section has a text input field for 'Or don't have an account?' and a green 'Proceed' button with a right arrow. The 'Do we already know you?' section has input fields for 'Email address' and 'Password', a 'Forgot or don't have a password?' link, and a green 'Proceed' button with a right arrow. At the bottom, there are logos for 'Approved by' (BBB Accredited Charity and Charity Navigator Four Star Charity) and 'Featured by' (The Wall Street Journal, CNN, and NPR). The footer text reads: 'DonorsChoose.org is a 501(c)(3) not-for-profit corporation. © 2000-2010 DonorsChoose.org'.

If you see another person's name during check-out, note the project you selected and then click on the "Sign Out" button in the top right-hand corner. Find your project again and go through the complete donation process under your own name.



5) Complete your donation and click "Sign Out" so the next user can make a donation.

Questions or problems?

Click on the Help Center or visit www.help.donorschoose.org to contact our team.