

STEPS TO ENTER OFFLINE DONATIONS ON KINTERA WEBPAGE

1. Go to your Memory Walk website.
Orlando <http://mworlando.kintera.org>
Ocala <http://mwocala.kintera.org>
Gainesville <http://mwgainesville.kintera.org>
2. Sign into your account with your Username and Password.
3. Click on the “My HQ” purple tab at the top of the page.
4. Click on the “Enter Offline Donation” link on the upper right-hand side of your HQ page.
5. Follow the instructions for each check and cash contribution separately! You will be entering the donor’s information (name and address on the check!) each time, not your own!
6. That’s it! Mail the checks to our office and we’ll take care of the rest. We do not advise you to mail cash, but feel free to bring it by our local office. You should see the pending donations on your team page within a week of you mailing the checks to us.

HAPPY FUNDRAISING!