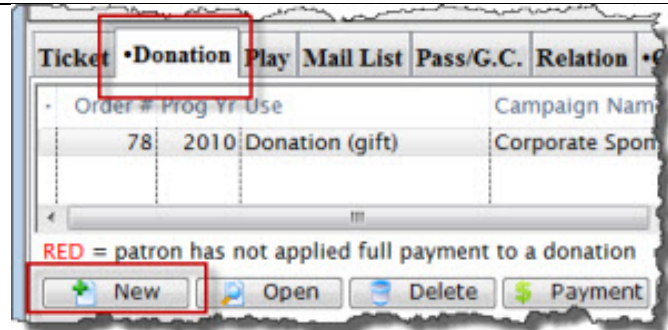


Donations Cheat Sheet

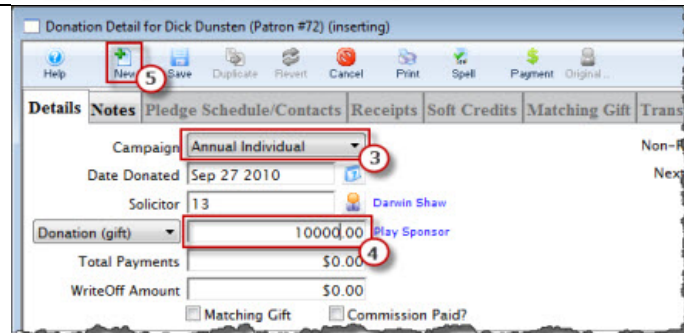
Pledged Donations

A pledged donation is when a patron says they are going to give the company X number of dollars over a period of time. A patron may pledge \$600, pay \$50 immediately and say they will pay \$50 a month so there total for the year is \$600. Also they may pledge \$600 and ask you to post date the payments to be made once a month on there credit card or postdated cheques. Theatre Manager deals with these types of donations within the Donation Detail window which is opened when a new donation is being made or edited.

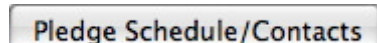
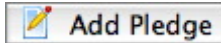
Pledges without Post Dated

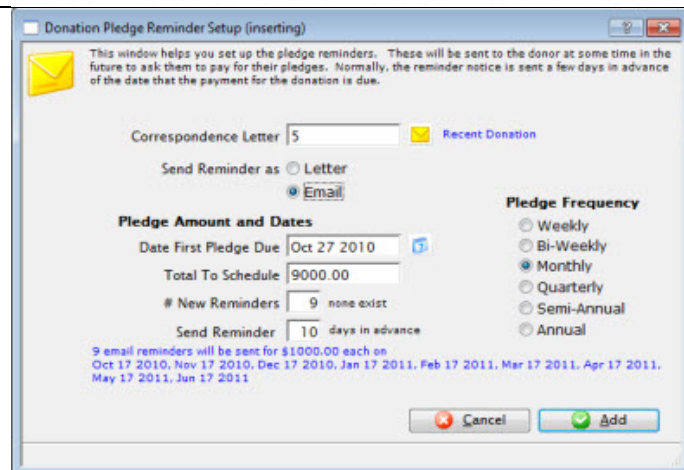



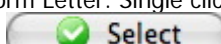

1. Click the Donation  tab.
2. Click the New  button.

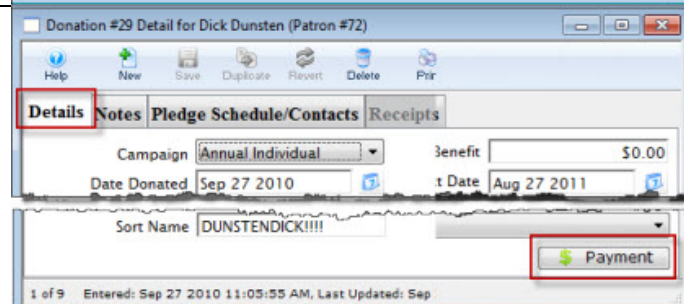


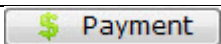
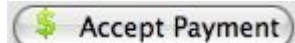
Enter the Donation Details:

3. Campaign
4. The amount.
5. Click Save, then click the  tab.
6. Click the Add Pledge  button. The Donation Pledge Reminder Setup window will open.



7. Click the Letter Search  button.
 - The Form Letter Selection window will open.
 - Select a Form Letter. Single click on a letter to select it.
8. Click the Select  button.
9. Alter the remaining values as required.
10. Click the Add  button.



11. Click the details tab. Click the Payment  button. The payment for order window opens.
12. Change the Payment Amount to reflect the amount the patron will pay at the time the donation is created.
13. Click the Accept Payment  button.
14. Place the remaining amount of the pledge On Account. As they pay more of there pledged amount additional payments will be made to the order.