

Instructions to Donate via Virginia Tech's Giving Site

[Virginia Tech Giving Site](#)

1. When you click on the link above, this screen will open. Select One-time in Gift frequency. You can change the gift amount later.
2. Then click on the maroon Give One-Time button at the bottom of the screen.

VIRGINIA TECH

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Consider making a recurring gift

Gift frequency:

1. One-time Monthly Annual

Select a gift amount:

\$25 \$50 \$100

Or enter a gift amount:

\$ 25.00

2. GIVE ONE-TIME

The screen on the next page will appear.

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3. Under the heading "My gift details", first select One-time in the "Gift Frequency" section, unless you prefer to give monthly or annually.
4. Select your gift amount
5. Go to the Search for an area to support option and scroll to Lambda Chi Alpha. After several selections, the list becomes alphabetical and you can find it easily. You may be able to type Lambda Chi Alpha and the selection field will jump to the fraternity. You can skip the Select area and Select a fund options.
6. Once you have completed your selections, the Add this gift to your cart button will change from maroon to orange.

The screenshot shows the Virginia Tech Online Giving form. At the top is a maroon header with the VT logo, "VIRGINIA TECH", "ONLINE GIVING", and a "LOGIN optional" button. Below the header is a light blue box with contact information for Virginia Tech Gift Accounting. Another light blue box says "Please review the below information." The main section is titled "My gift details". It contains several fields: "Gift Frequency" with buttons for "One-time" (annotated with a red "3."), "Monthly", and "Annual"; a note "Consider making your gift monthly/annual to have an even greater impact!"; "Select a gift amount:" with buttons for "\$25", "\$50", "\$100", "\$250", "\$500", "\$1000" (annotated with a red "4."), and "Other"; "Select an area:" with a dropdown menu showing "University"; "Select a fund:" with a dropdown menu showing "Virginia Tech Annual Fund"; "Search for an area to support:" with a text input field (annotated with a red "5."); and a "Gift Referral ID:" field with a placeholder "e.g. 798231". There is a checkbox "Apply my donation to an existing pledge" (annotated with a red "6. This button will turn orange."). At the bottom is a maroon button "Add this gift to your cart" (annotated with a red "7. Add this gift to your cart").

7. Click on the Add this gift to your cart button.

Your gifts for this transaction:			
Student Organizations	Lambda Chi Alpha	\$1,000.00	
The total gift amount for this transaction is: \$1,000.00			

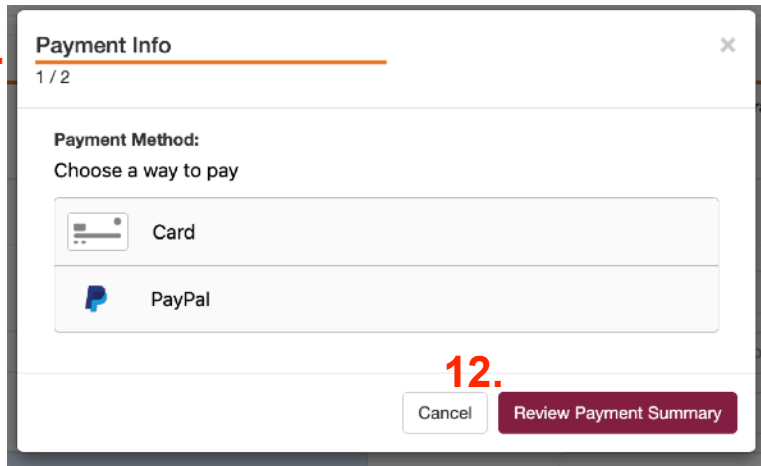
8. My information

The screenshot shows the "My information" section of the Virginia Tech Online Giving form. It contains several fields: "Gift type" with buttons for "Personal" and "Corporate"; "Title" with a dropdown menu; "Name" with fields for "First*", "Middle", and "Last*"; "Contact" with fields for "Email address*" and a phone number field with a dropdown for country code and a text input for number; "Alumni" with a "Graduation Year" field; "Add Spouse/ Partner?" with "Yes" and "No" buttons; "Donor Mailing Address" with fields for "Street address*", "Suite / Apartment Number", "City*", "Select your State" (dropdown), "Zip code*", and "United States" (dropdown); "Is your billing address different from your mailing address?" with "Yes" and "No" buttons; "Would you like to provide additional comments or special instructions about your gift?" with "Yes" and "No" buttons; and a checkbox "Make this gift anonymous". At the bottom is a section for "Honorary / Memorial Gifts" with a question "Would you like to make this gift in honor or memory of someone?" and "Yes" and "No" buttons. A red "9. Give now" button is at the bottom right.

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8. The screen will extend for you to input your personal data.
9. After completing your personal information, click the Give now button.
10. The window below will appear on top of the screen for you to complete payment information.
11. Enter your payment information.
12. Click the Review Payment Summary button.

11.



The screenshot shows a modal window titled "Payment Info" with a close button (X) in the top right corner. Below the title is a progress indicator "1 / 2". The main section is labeled "Payment Method:" and "Choose a way to pay". There are two selectable options: "Card" with a credit card icon and "PayPal" with the PayPal logo. At the bottom right, there are two buttons: a white "Cancel" button and a maroon "Review Payment Summary" button. A red "12." is overlaid on the "Review Payment Summary" button.

12.

13. If everything is correct, click the Confirm button.