CTK Giving Tool

Step 1: On CTK website there'd be a link going to: www.GivingAnon.org/CTK

Step 2: On link - Small group would start the process by entering a group name, a group email address and group phone number.

Step 3: Small group would enter a recipient – information needed would be mailing address, phone number and/or email. Then they would enter a message such as: "Joe and Sally, we love you guys and are praying for you through this difficult time."

Step 4: Next screen allows the small group to pay for the gift. GA would prefer to process these gifts using E-Check. This information would require a 'Checking Account Number' and "Routing Number' and indicate whether it's a Savings or Checking account.

Step 5: After entering payment information click "Submit"

Step 6: New screen appears confirming that the gift has been suceessfully submitted. On this screen a button asks if group would like to "Add New Recipient"

Step 7: If "Add New Recipient" is clicked it goes back to screen on Step 2 (information entered in first gift would be saved to avoid having to reenter). Process of entering a recipient is repeated. Payment information is also saved to avoid reentry and steps can be repeated as many times as necessary.