

Digital Donation Guide

1. Access the Windsor Residence Hall donation link at giving.purdue.edu/windsorresidencehall
2. Hover over 'Windsor Residence Hall WRH Club' and select 'Add Gift'.
3. Input the desired donation amount and type:
 - a. **One-time Donation:** Make a single contribution with a custom or preset amount.
 - i. Enter a custom donation amount or select a pre-generated value.
 - ii. Select 'Add Gift'.
 - b. **Recurring Gift:** Set up automatic donations on a regular schedule.
 - i. Enter a custom donation amount or select a pre-generated value.
 - ii. Select 'Add Gift'.
 - c. **Pledged Donation:** Pledge a custom amount to be paid over a payment schedule.
 - i. Enter a custom donation amount or select a pre-generated value.
 - ii. Select a payment plan.
 - iii. Select 'Add Gift'.
4. Hover over 'My Gifts' in the top right corner of the browser and select 'Checkout'.
5. Enter your email or sign-in to a pre-existing account.
6. Under 'Gift Information' then 'Additional Comments/Special Instructions' enter the following message: ***'This donation is for the exclusive use of the Windsor Racing team.'***
7. Select 'Submit Gift Information' at the bottom of the browser.
8. On the checkout screen, fill in personal and payment information and select 'Review Order'.
9. Verify all information is correct and select 'Place Order' at the bottom of the browser.
10. Your donation will be confirmed on the browser and via email confirmation.

11. Send the following email to windsorracing34@gmail.com with the subject '**Windsor Racing Donation**,' and CC hrradford6@gmail.com for record purposes:

Dear Windsor Racing,

I am pleased to confirm our donation to support Windsor Racing. Please find the details below:

Donation Amount: [Specify amount]

Donating Family/Company Name: [Include name]

Recognition Preference: [State if you prefer the donation to remain anonymous or if you'd like to be recognized]

Form of Payment: Digital Donation

Please reach out if there's any additional information needed from me.

[Name]

[Contact Information]

Thank you so much for your support of Windsor Racing, we could not do it without you!

For any questions or issues, please reach out:

Hannah Radford

Sponsorship Director, Windsor Racing

hrradford6@gmail.com

832-240-6945