

The McNeese Foundation  
**SIMPLE STEPS TO ONLINE GIVING**



1. Go to [www.mcneeseffoundation.org](http://www.mcneeseffoundation.org) and click **Give Now** on the home page.
2. Click **Donations** to begin the online gift process.
3. Enter the gift amount in the **Price** box.
4. Select the **Designation** area for your gift from the drop down menu.
5. In the **Designation Category** box, type the name of the scholarship, professorship/chair, athletic scholarship, college, department, academic support unit or tribute you wish to support. *(A list of options is available by clicking on the icons on the left next to the designation categories list.)*
6. If making a tribute gift (memorial, honorarium, anniversary or birthday), enter the name(s) and address(s) of those you wish to be notified in the **Additional Information** box.
7. Click **Add to Cart**.
8. An order summary will appear on the screen. Click **Check Out**.
9. Click either **Yes, I have an account** or **No, I do not have an account**. If you don't have an account, follow the simple steps to creating one. Once you create an account with a user ID and password, you will use that same information in making future gifts online.
1. You have the option of including a special gift message in the **Add Message** box.
2. Click **Continue**. Enter credit card information as prompted on the screen. (This information is not stored in our system. Our website is protected and secure).
3. Click **Continue**. Please disregard the shipping information. Nothing will be shipped to you.
4. Review the information on the order confirmation screen.
5. Click **Confirm** to complete your gift.

*You will receive an e-mail receipt almost immediately and a thank you letter from the Foundation office within a week. If you have any concerns about your online gift posting appropriately, please contact Jennifer Pitre at 337.562.4191.*