

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. If you have given online before, enter the username and password previously created. If you don't have an account, click **"Create an Account"** and follow the simple steps to creating one. Once you create an account with a username and password, you will use that same information in making future gifts online. Be sure and enter shipping address information.
10. You have the option of including a special gift message in the **Add Message** box.
11. 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).
12. Review the information on the order confirmation screen.
13. 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.*