



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Reference Guide for Making Online Special Initiative or Memorial Gift Donations through ActiveNet

1. Select the "Give Today" hyperlink which will take you to the ActiveNet login page.
2. Login or Create New Account
 - Lincoln YMCA members:
 - Username: Email address tied to your membership
 - Password: Password you set. If you have not set one yet, please select "Forgot your password?"
 - Non-members with account established:
 - Username: Email address tied to prior online registrations
 - Password: Password you set.
 - New User?
 - Select "Create New Account"
3. Upon login, you'll be on the YMCA of Lincoln, Nebraska, ActiveNet donation page (https://apm.activecommunities.com/ymcalincoln/ActiveNet_Home?FileName=OnlineDonation.sdi):



Welcome, Jessica | My Account | My Wish List | Sign Out

Home

Programs/Activities

Memberships

Donations

My Cart

Online Campaign List

Available Campaign List		
Campaign	Start Date	End Date
Annual Campaign - Camp Kitaki	Jan 1, 2017	--
Annual Campaign - Cooper	Jan 1, 2017	--
Annual Campaign - Copples Family	Jan 1, 2017	--
Annual Campaign - Downtown	Jan 1, 2017	--
Annual Campaign - Fallbrook	Jan 1, 2017	--
Annual Campaign - Metro	Jan 1, 2017	--
Annual Campaign - Northeast	Jan 1, 2017	--
Annual Campaign - Youth Sports	Jan 1, 2017	--
Memorial Gift	--	--

4. Select the YMCA of Lincoln Special Initiative or Memorial Gift that you'd like your donation to be applied towards.

5. Enter your Donation Amount and select the "Add to my Cart" button.

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Welcome, Jessica | My Account | My Wish List | Sign Out

Home Programs/Activities Memberships Donations My Cart

Online Donation Form

ACTIVE network

Make a Donation

Campaign Memorial Gift

Description --

Donation Amount \$100.00

To add this donation to your shopping cart, click [Add to my Cart](#)

6. The "Add to my Cart" button will take you to the Shopping Cart. Your name and contact information will be listed. Under Description, you will see your Donation Amount and designated Special Initiative or Memorial Gift listed. If everything looks correct, select the "Proceed to Checkout" button.

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Welcome, Jessica | My Account | My Wish List | Sign Out

Home Programs/Activities Memberships Donations My Cart (1)

Shopping Cart

ACTIVE network

1 review items 2 payment details

Participant: Jessica Martin
123 Autumn Street 3
(402) 555-1234 jmartin@emaildomain.com

Description	Amount
Donation to Memorial Gift Edit or Remove this donation ()	\$100.00

Subtotal for Jessica Rustad: \$100.00

Enter gift card number here [Apply](#)

Due Now: \$100.00

[Proceed to Checkout](#)

Jessica Martin:

7. After selecting the "Proceed to Checkout" button, you'll be taken to the Payment Information screen where you can select your name as the billing contact under the "Billing Information" header. Under the "Secure Payment" header, you may select to either pay by debit/credit card (Visa, Mastercard or Discover) or by electronic check (checking or savings). After inputting payment information, select the "Pay and Finish" button to process your donation.



Payment Information



Billing Information

● Jessica Martin

Jessica Martin
123 Autumn Street
Lincoln, NE 68521

Edit

Secure Payment

Credit Card Electronic Check

Select a saved credit card

Select a saved credit card ▼

- OR -

* Select Card Type

Select card type ▼

* Credit Card Number * Expires

Digits on the front of th Month ▼ Year ▼

ACT* YMCA of Lincoln or Active Network will show up on your credit card statement for this payment.

* Security Code CVC or CVV



The last 3 digits on the back of the credit card or for AE, the 4 digits on the front of the card. For your protection, we do not keep it after the transaction is completed.

Save this card for future transactions

[Saving Credit Card Security Guarantee](#) ▼

◀ Back

Pay and Finish

8. A receipt will generated for your records. To view prior donation receipts tied to your account, select "My Account" in the top right header and under the Account Activity header, select "Print Tax Receipts." Here, you will select the billing contacts to be included in the report by using the arrows between the columns, plus you'll select the tax year in the dropdown. After these selections, select the "Run Report" button.



Print Tax Receipts

Search Criteria

Select the tax year and one or more account member for which to print tax receipts

Tax Year

Available Family Members	Selected Family Members
<input type="text"/>	Jessica Martin

[Access My Account](#)

Please note, if selecting "Memorial Gift," after completing the online donation, please email YMCA Development Specialist, Dana Kollars, at dkollars@ymcalincoln.org with the date of the gift, gift amount, full name of who the honorarium is on behalf of and if the gift should be tied to the association as a whole or if intended for a specific YMCA location (Cople Family, Cooper, Downtown, Fallbrook, Northeast, Camp Kitaki or Youth Sports).

Questions pertaining to your donation?

Please contact the YMCA of Lincoln, Nebraska, Administrative Office at 402-434-9200.