DonorDrive Matching Gift Integration with Double the Donation

Instructions Provided by Double the Donation's Team

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About DonorDrive and Double the Donation

DonorDrive (https://donordrive.com) is a leading provider of online fundraising software which helps nonprofits tap into participant networks so they can reach more, raise more, & do more.

Double the Donation (https://doublethedonation.com) is a leading provider of employee matching gift data and tools to nonprofits.

This guide was put together to help organizations who use DonorDrive's fundraising platform incorporate Double the Donation's employee matching gift plugin into their fundraising pages.

Requirements: Your organization must be a customer of DonorDrive and Double the Donation.

There are three ways to incorporate matching gift data into DonorDrive's platform. Here are the steps to integrate Double the Donation's plugin into a dedicated matching gift page.

On a Dedicated Matching Gift Page	In the Donation Process on the Donation Thank You Page	As Resources for Fundraisers

Step #1: When logged into your nonprofit's primary admin account in DonorDrive scroll over "Content Mgmt" and select "Add Page"
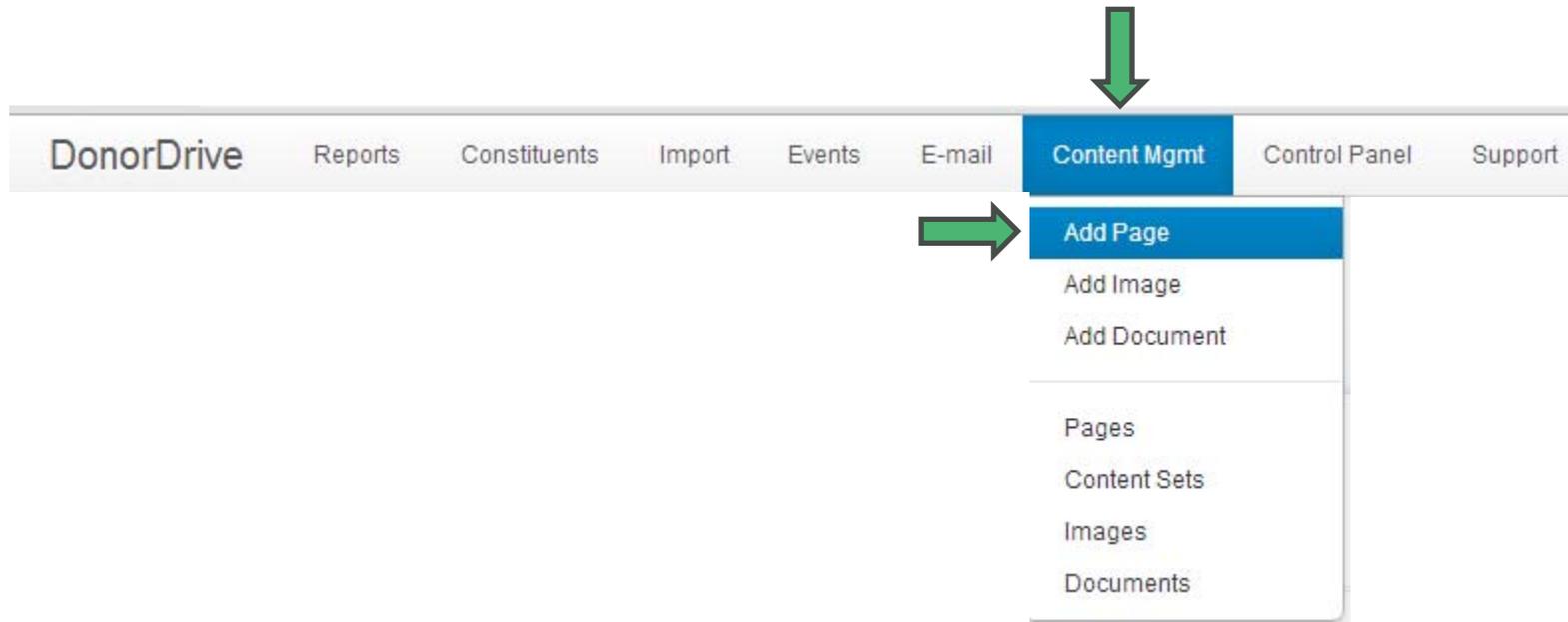
Step #2: Fill out the fields to add a new page which will include Double the Donation's matching gift plugin and then click "Save Changes"

Suggested Text for Each Field:

Page Name: Matching Gifts

Page Title: Matching Gifts

Parent Page: None – Top Level Page

Forward URL: Remains Blank

Link Opens a New Window: Unchecked

Show Page on Navigation Menu: Check Yes

Show Page only for Logged-in Constituents: Unchecked

Meta Description: Many companies match donations to our nonprofit. Use the below matching gift search tool provided by Double the Donation to see if your company will match your donation and access the appropriate forms, guidelines, and instructions.

Meta Keywords: Matching Gifts, Double the Donation, Match Employee Donations

Page Alias: Remains Blank

Step #3: Now that a new page has been created you'll select the page and click "Edit Content"

Page Matching Gifts - Example
Version History

Pages
Content Sets
Images
Documents

You are here: Top Level > **Matching Gifts - Example**

Search

Created ⇕	Publish Date ⇕	Template ⇕
Adam D 07/17/2014 10:38 PM		Default

1 results   10 ▼   results per page   ← 1 →

🌐 **Publish Now**
🕐 **Publish Later**
✖ Unpublish
🔍 **Preview**
✏ **Edit Content**
🗑 **Delete**   Edit Co

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Step #4: You're now in the page editor. Select "Edit"

Edit Matching Gifts - Example
Page

☐ Change Template

Pages	You are here: Top Level > **Matching Gifts - Example**
Content Sets	
Images	✏ Edit
Documents	

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Nulla egestas tempus augue. Vestibulum sodales nonummy dui. Cras fermentum adipiscing turpis. Aenean quam ligula, pulvinar sit amet, pulvinar a, auctor vel, magna. In nonummy euismod risus. Vivamus ultricies volutpat erat. Cras dui.

✔ Save Changes   ✖ Cancel

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Step #5: Select "Source" and then copy and paste Double the Donation's matching gift plugin code into the editor. Then click "Save Changes"

You are here: Top Level > **Matching Gifts - Example**

Source

```
<link href="//doublethedonation.com/api/css/ddplugin.css" rel="stylesheet">
<div id="dd-container" ng-app="dd.plugin"><div class="well"><div ng-include="search_template"></div><p><cent
er><a href="//doublethedonation.com/matching-grant-resources/matching-gift-basics/">Matching Gift</a> and <a
```

✔ Save Changes   ✗ Cancel

You can access your nonprofit's matching gift plugin code by logging into your Double the Donation (https://doublethedonation.com) account.

Step #6: Verify Double the Donation's matching gift plugin is working and click "Save Changes"

Note: If you choose to make additional edits to this page you'll need to copy and paste the **original** plugin code directly from your Double the Donation account each time.

Step #7: Publish your new matching gift page by first clicking on the page and then clicking "Publish Now"

Step #8: Verify Double the Donation's matching gift plugin is up and running by visiting your main DonorDrive pages and selecting "Matching Gifts" from the navigation bar
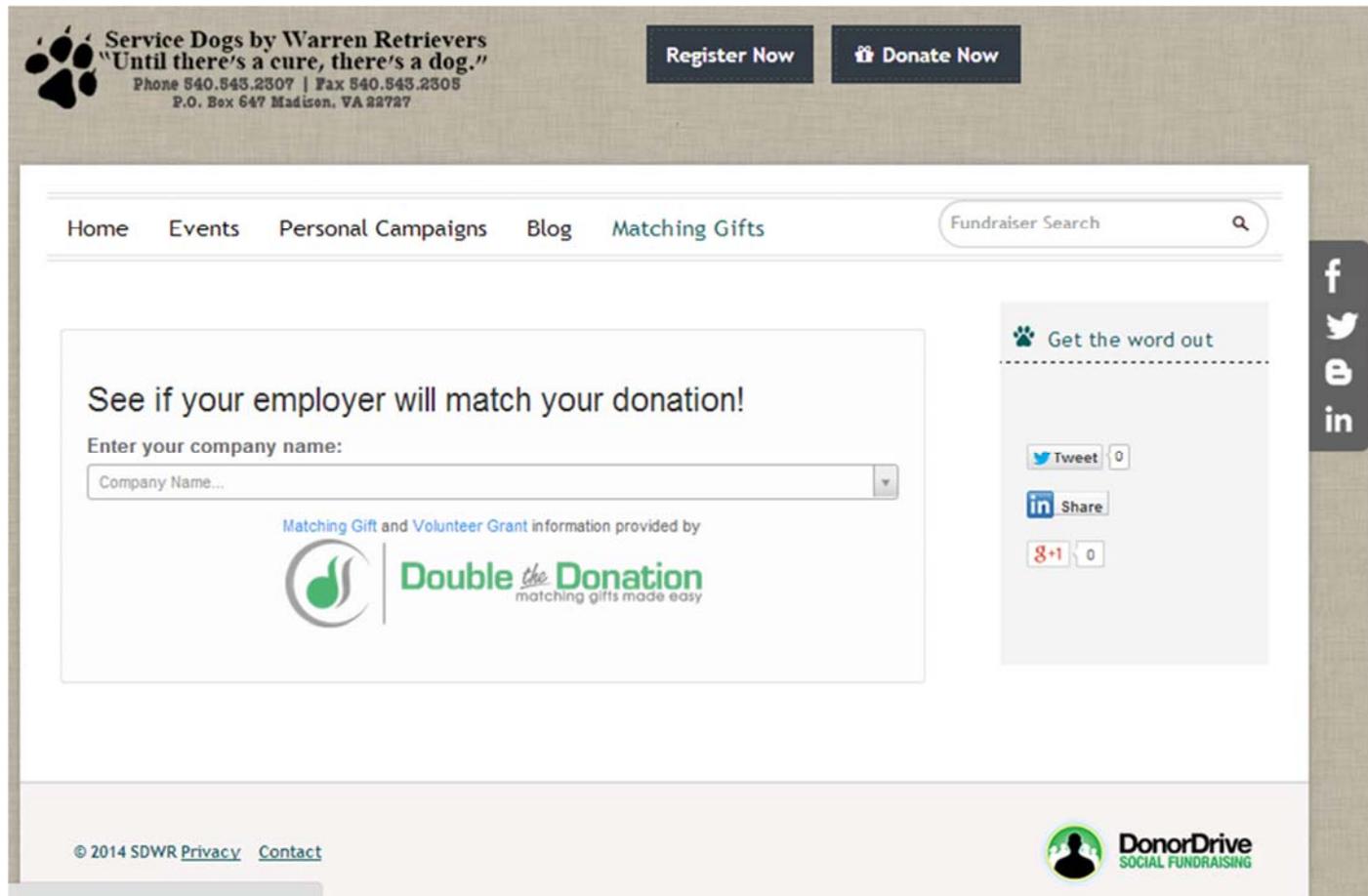
Note: You may need to wait 15 minutes or open up your primary DonorDrive pages in a new browser

There are three ways to incorporate matching gift data into DonorDrive's platform. Here are the steps to integrate Double the Donation's plugin into donation thank you screens.

On a Dedicated Matching Gift Page	In the Donation Process on the Donation Thank You Page	As Resources for Fundraisers

Step #1: Scroll over "Control Panel". Then scroll over "System Content". Then select "Default Content". The Default Content page will then load and you'll select "Donation"

Step #2: You'll want to modify the "Thank You" pages to include Double the Donation's matching gift search functionality. To do so click on one of the items that ends with "Thank You" then select "Edit".

Step #3: Click "Source", add an introduction using HTML code (optional), add the Double the Donation plugin code, and click "Save Changes"

Suggestion:
Start the source code with a thank you and then an overview of matching gifts.

Example HTML code:

<h2>Thanks for donating!</h2>

<p>Did you know your company may match your donation which will make the impact of your donation go even further? Please use the below search box to see if your company will match your donation and to access your company's matching gift forms, guidelines, and company specific instructions.</p>

Then add your Double the Donation plugin code below the thank you and matching gift overview.
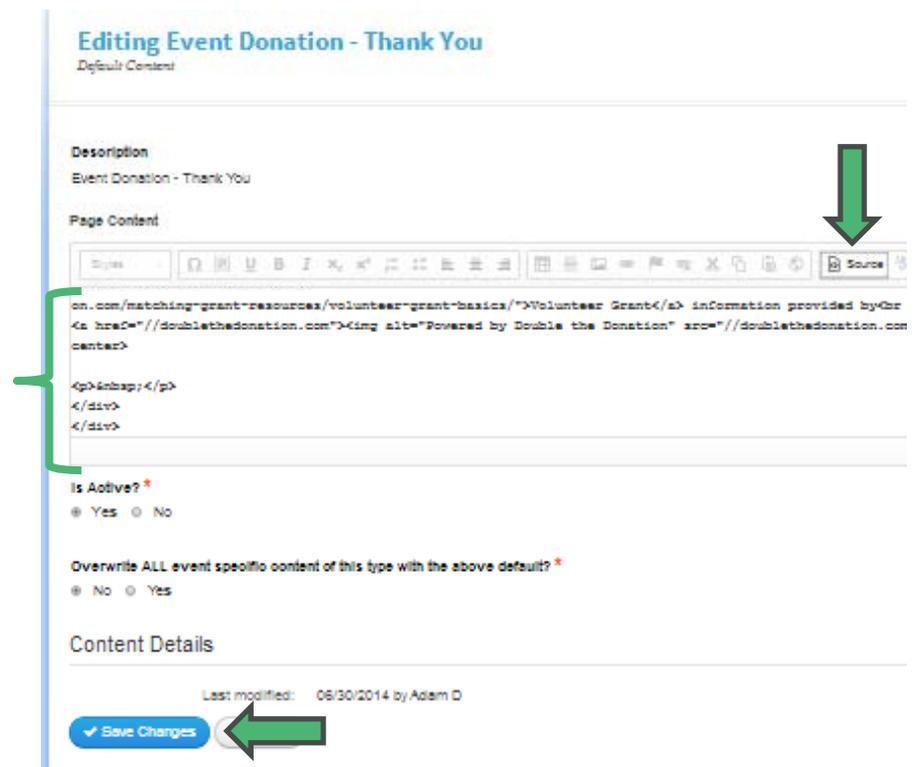
You can access your nonprofit's matching gift plugin code by logging into your Double the Donation (https://doublethedonation.com) account

Step #4: Return to the list of "Default Content". To do so, scroll over "Control Panel". Then scroll over "System Content". Then select "Default Content". The Default Content page will load and you'll select "Donation".
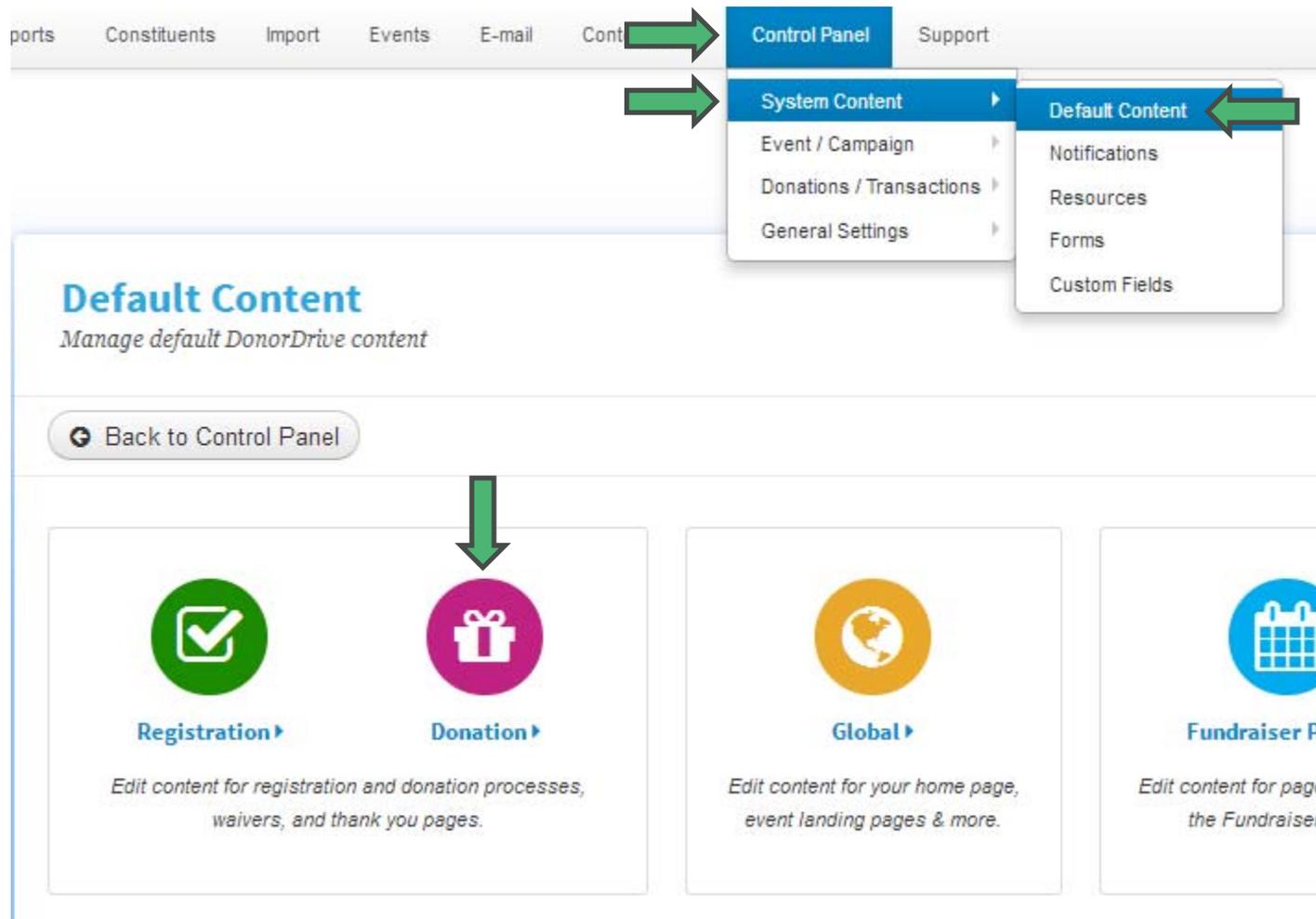
Step #5: Select the page you just edited, and click "View"

Step #6: Verify Double the Donation's matching gift search functionality is working.

Viewing Event Donation - Thank You
Default Content

Thanks for donating!

Did you know your company may match your donation which will make the impact of your donation go even further? Please use the below search box to see if your company will match your donation and to access your company's matching gift forms, guidelines, and company specific instructions.

See if your employer will match your donation!

Enter your company name:

| Company Name... | ▾ |

Matching Gift and Volunteer Grant Information provided by

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> Note: If you choose to make additional edits to this page you'll need to copy and paste the <u>original</u> plugin code directly from your Double the Donation account each time.

Step #7: Return back to the list of "Default Content" and edit the other "Thank You" pages using the same steps

Control Panel
Manage your DonorDrive® application

⊙ Back To Control Panel

Search

Name ⇕	Last Modified ⇕	Type ⇕	
Donation Selection Page	06/24/2010	Global	Q View
Event Donation - Confirmation	10/22/2009	Event-Specific	✎ Edit
Event Donation – Step 1 – Contact, Billing Info and Questions	01/18/2008	Event-Specific	Edit
Event Donation - Thank You	06/30/2014	Event-Specific	
Event Participant Donation - Confirmation	10/22/2009	Event-Specific	
Event Participant Donation – Step 1 – Contact, Billing Info and Questions	01/29/2007	Event-Specific	
Event Participant Donation - Thank You	06/30/2014	Event-Specific	
Event Team Donation – Confirmation	04/10/2014	Event-Specific	
Event Team Donation – Step 1 – Contact, Billing Info and Questions	04/10/2014	Event-Specific	
Event Team Donation – Thank You	06/30/2014	Event-Specific	

Note: This is the same page you earlier accessed by scrolling over "Control Panel" then scrolling over "System Content" then selecting "Default Content". The Default Content page then loaded and you selected "Donation"

There are three ways to incorporate matching gift data into DonorDrive's platform. Here are the steps to add a matching gift resource for fundraisers.

On a Dedicated Matching Gift Page

In the Donation Process on the Donation Thank You Page

As Resources for Fundraisers

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Step #1: Download Double the Donation's matching gift guide for organizations to share with their fundraisers

Download the PDF from the following URL:
https://doublethedonation.com/forms/documents/peer-to-peer-fundraisers-guide-to-matching-gifts.pdf

Don't forget about employee matching gifts!
(A guide for our organization's supporters)

Prepared by Double the Donation to support organizations using DonorDrive's platform
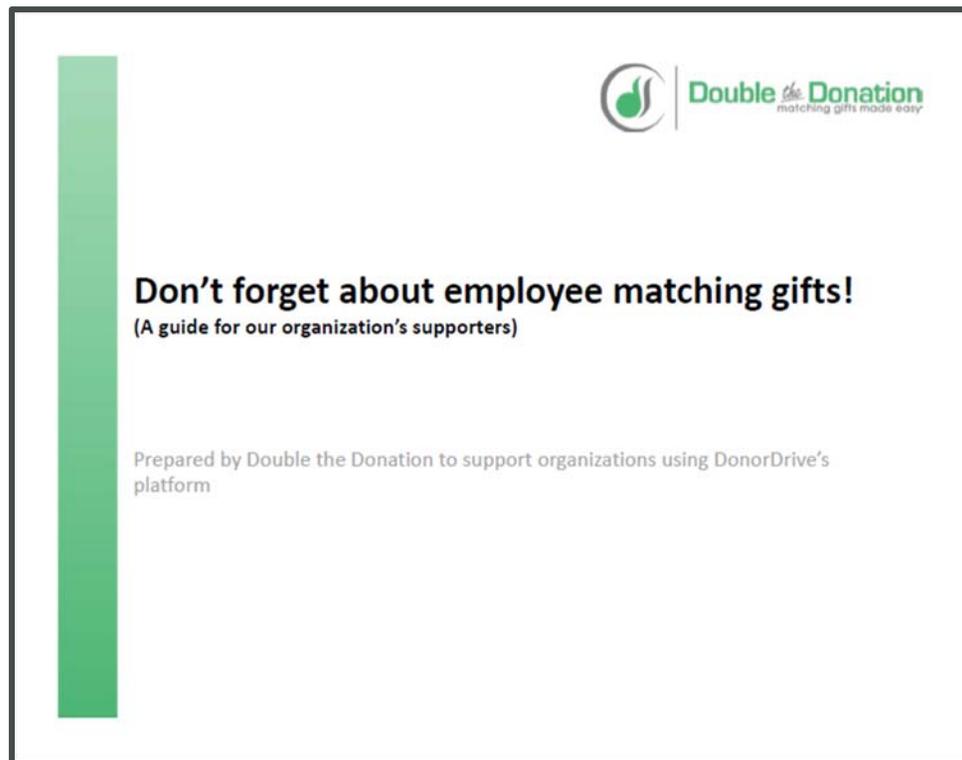
The guide provides an overview of matching gifts, highlights a sample, discusses the matching gift lookup tool, and encourages supporters to check if their company or their friends' companies match employee donations.

Step #2: Access the "Resources" section of your admin portal. You do so by scrolling over "Control Panel", then scrolling over "System Content", and then click "Resources". You'll be taken to a resource page where you'll click "Add New Resource"
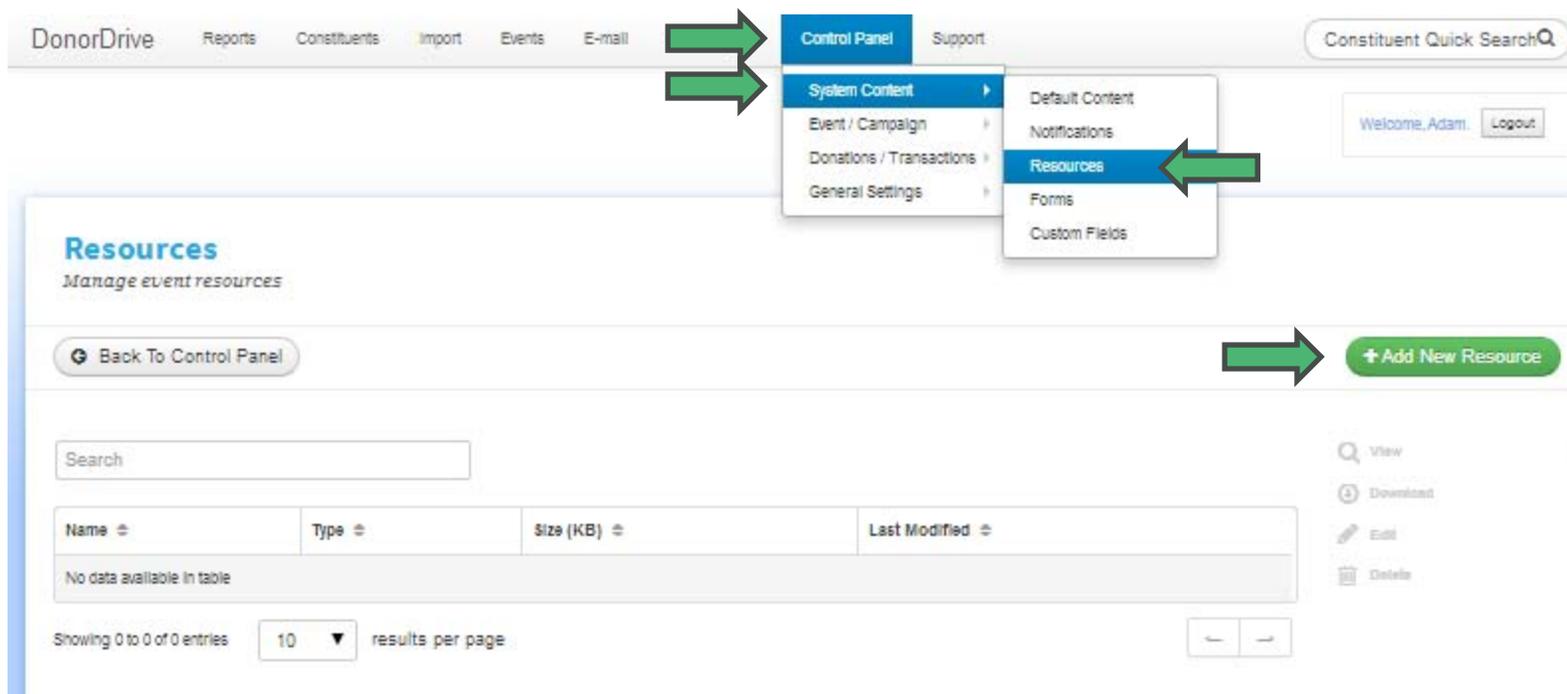
Step #3: Upload the matching gift guide which you previously downloaded in Step 1 and add a description.
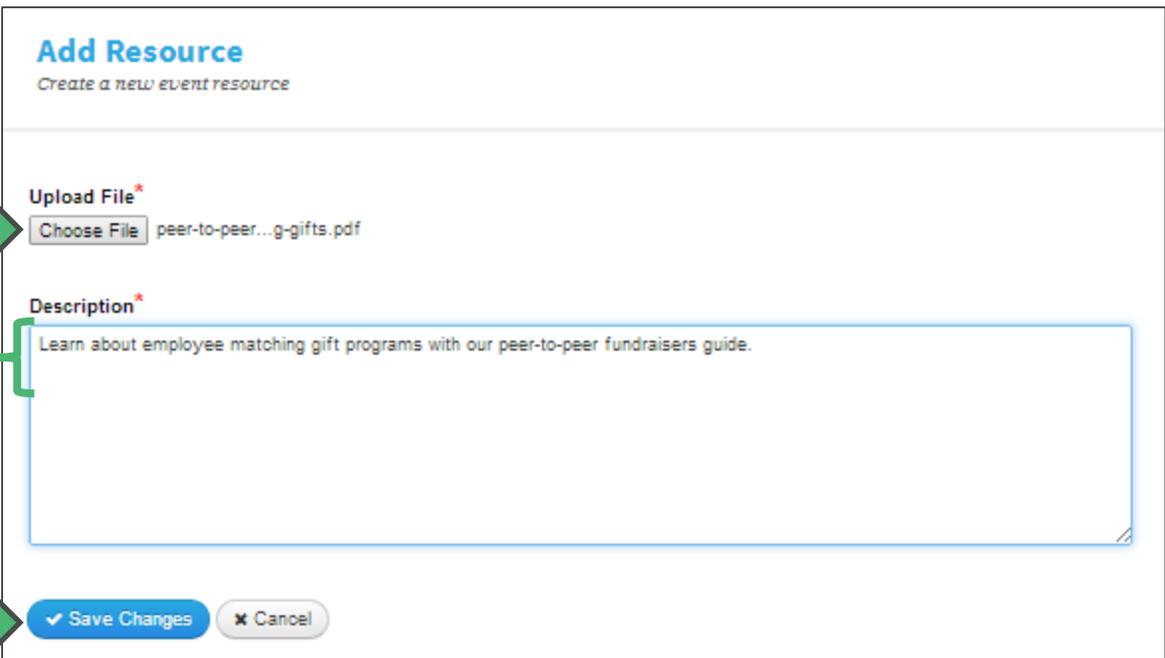
Sample description text:
Learn about employee matching gift programs with our peer-to-peer fundraisers guide.

Step #4: Log in to one of your test peer-to-peer fundraiser accounts and verify the resource guide is available by clicking on "Resources"
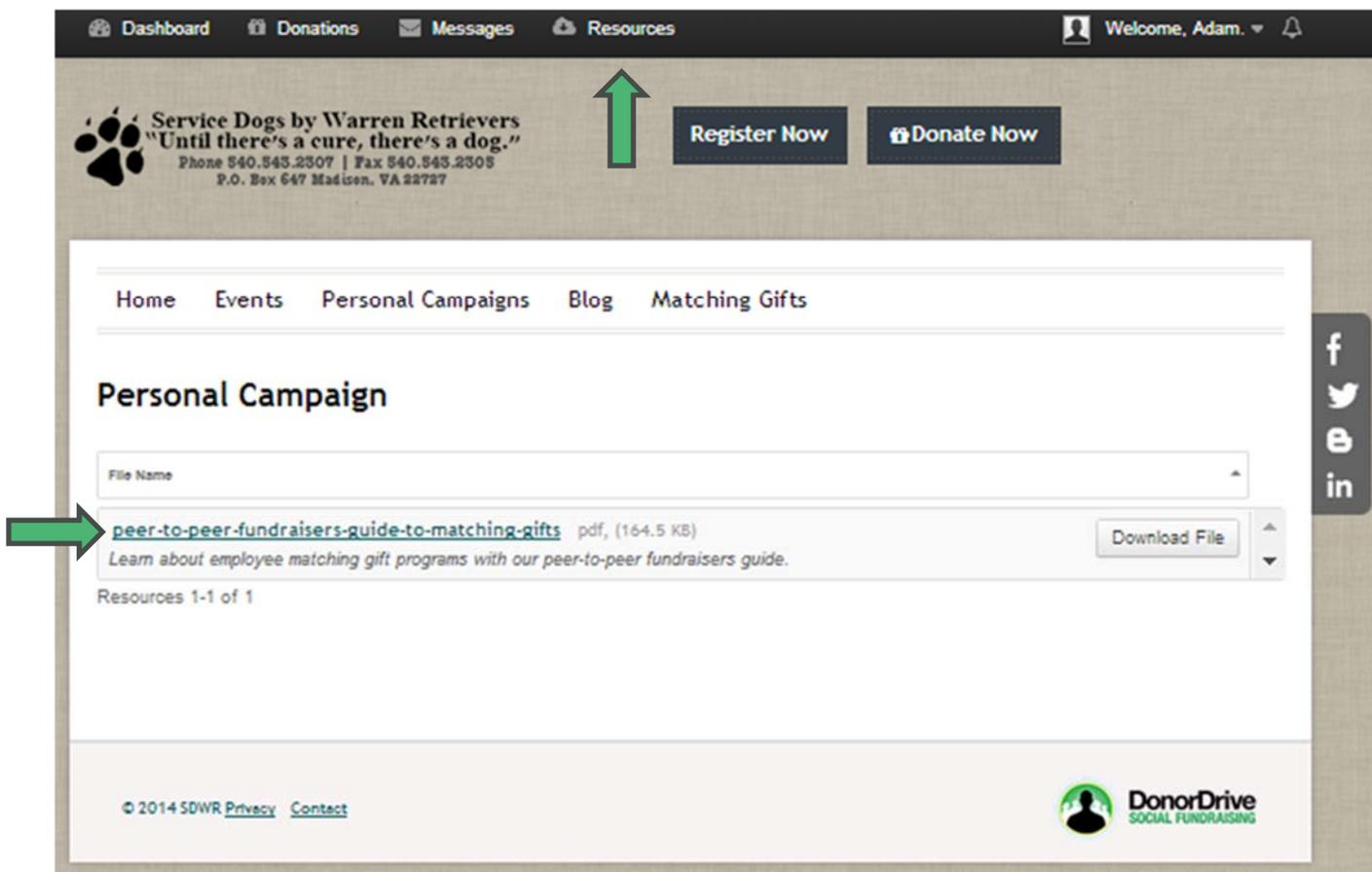
Have Questions About Double the Donation's Service?

- Learn more about Double the Donation's service by visiting our website at https://doublethedonation.com.

- View Double the Donation's pricing or start your risk-free trial at https://doublethedonation.com/pricing.

- Email Double the Donation at info@doublethedonation.com.

- Use the contact form for Double the Donation's customer support team at https://doublethedonation.com/contact-us/.

- Schedule a demo of Double the Donation's service at http://www.vcita.com/v/doublethedonation/set_meeting.

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