



INSPIRATIONAL HEROES GALA

IMPORTANT INFORMATION ON USING GIVSMART

IF YOU PLAN TO MAKE A GIFT OR BID IN THE SILENT AUCTION

- Create a GiveSmart account or login if you already have one (see the second page for instructions).
- Add a credit card (**it is required to make a gift or place a bid**) to your account regardless of your preferred payment method for checkout (**if you opt to pay by Union League Club account or check, your credit card will NOT be charged**). You can add a credit card when you register, or add one after registering by going to "My Info" in the menu.
- When you select the Fund the Mission level you are gifting or placing a bid, you will be asked to select your form of payment. You have the option of paying by credit card*, your Union League Club account, or check. **If you do NOT check out after making a gift or winning any auction item(s) you bid upon and have selected to pay by credit card, your card on file will automatically be charged for the full gift amount on Friday, November 13, 2020 and will not include any processing fees.** If you select to have your Union League Club account charged, we will charge your account by Friday, November 13, 2020 as well. If you select to pay by check, please make it payable to "Union League Boys & Girls Clubs" and we will follow up on receiving the check.

[*NOTE: For those paying by credit card, there is a processing fee you can choose to cover. Covering the fee will help make your donation have a larger impact; if you don't select to cover the fee, Union League Boys & Girls Clubs will assume the charge].

For questions, email Marina at m.siragusa@ulbgc.org



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INFORMATION ON HOW TO USE GIVSMART

HOW TO GET STARTED?

Using GiveSmart is easy. Just follow these 4 easy steps:

- 1) Register on GiveSmart by going to <https://ULBGC2020Gala.givesmart.com> or texting '**ULBGC2020Gala**' to **76278** on your smart phone
- 2) Complete the registration process - please include your mobile phone number
- Please note: you have multiple options on how to pay for Fund the Mission and auction items, but in order to participate in Fund the Mission and place bids, all users must add a credit card to their file (see first page for additional information)
- 3) Start viewing our Fund the Mission levels and auction items, and make a gift and place your bids (see below for additional information)
- 4) At the end of the event, if you participate in Fund the Mission and/or won any auction item(s) you bid upon, please make sure you check out by going to "Pay" in the menu (see first page for payment options and additional information).

WHERE TO GO TO PARTICIPATE IN FUND THE MISSION AND PLACE AUCTION BIDS

Make a gift to give and join us in building great futures or place a bid in our silent auction by clicking on "Items" in the menu. Here, you can view all auction items and all of the Fund the Mission Levels. You also have the option of **creating your own giving level by selecting "Any Amount"**. The "Donate" on the menu will also list the Fund the Mission Levels, but it does not list the auction items.

**For questions, email Marina at m.siragusa@ulbgc.org or
Samantha at s.heberton@ulbgc.org**