



*How to set up your*  
**Monthly Recurring Donation**  
*In 5 Steps!*



## Step 1: Select the Fund “Direct Public Support”

**Fund\***

**Gift Information**

**Donation Amount\*** \$

**Donation Frequency\***

**Dropdown Menu:**

- Direct Public Support
- General
- Direct Public Support**
- Fundraisers

Step 2: Under “Gift Information” input your desired recurring gift amount. Then use the drop down menu next to “Donation Frequency” to select monthly

## Gift Information

**Donation Amount\*** \$

**Donation Frequency\***

**Contact Information**

**Title**

**First Name\***





**Dropdown Menu:**

- One Time
- One Time
- Annually
- Semi-Annually
- Quarterly
- Monthly**
- Weekly

You can select any desired donation frequency for your gift, but monthly donations are encouraged

## Step 3: Provide your contact information

### Contact Information

<b>Title</b>	choose title 
<b>First Name*</b>	Willow Oak
<b>Middle Name</b>	
<b>Last Name*</b>	Center for Arts & Learning
<b>Suffix</b>	
<b>Country*</b>	United States 
<b>Address Lines*</b>	301 5th Avenue West 
<b>City*</b>	Springfield
<b>State/Province*</b>	Tennessee 
<b>Postal Code*</b>	37172
<b>Email*</b>	info@willowoakarts.org
<b>Confirm Email*</b>	info@willowoakarts.org
<b>Phone*</b>	(615) 380-8071

## Step 4: Choose your payment method, then click submit

### Payment Information

Amount\* \$ 50.00

Payment Type

Credit/Debit Card

Credit/Debit Card

EFT

After you complete this form, your submission will be processed when you finalize your secure transaction processor. your submission will be processed when you finalize your secure payment information.

Additional Comments

SUBMIT



## Step 5: Input your payment information, then click Finish and pay

Complete payment

info@willowoakarts.org  
301 5th Avenue West, Springfield TN 37172

NAME ON CARD

Card number

MM/YY CSC

By completing this step, you authorize the storing of this card account for a payment of \$50.00 per chosen recurring schedule and future, agreed upon payments.

protected by reCAPTCHA  
Privacy - Terms

\$ 50 Finish and pay

Processed securely by Blackbaud

All payments are processed securely through Blackbaud's protected and secured servers and data encryption.