

Partners in Giving MobileCause for Virtual Special Event Payment

Partners in Giving is making it simple to run virtual events and collect donations through an online platform called MobileCause. Funds collected through MobileCause will go directly to Partners in Giving and are applied as special event dollars for the Agency or Department where the employee works.

How to Access MobileCause:

State Employees:

Text **"givingstate"** to 41444 .
A Link will be texted to you.
***No space in givingstate**

OR

Go directly to:

<https://igfn.us/l/1qfjum>

UW Madison Employees:

Text **"givinguw"** to 41444 . A Link will be texted to you.
***No space in givinguw**

OR

Go directly to:

<https://igfn.us/form/gAG5ZQ>

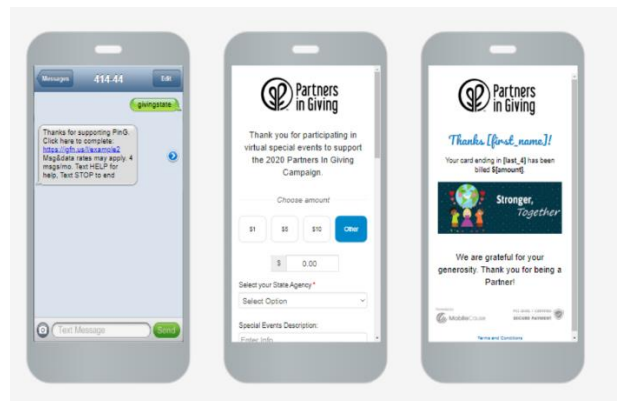
Instructions for Chair/Volunteers:

- You **do not** need to set up an account prior to using MobileCause.
- When emailing employees to invite them to participate in your special event, ask them to pay for their event through MobileCause and provide them with the link. Please inform them of the price or suggested donation amount for the special event.
- If you plan to use MobileCause for multiple special events, instruct employees to add an event description key word in the "notes" field. This will simplify tracking when you receive the reports. (ex. Trivia, silent auction, etc).
- You may also let them know they can text "givingstate" or "givinguw" to 41444 to receive these links as well. ***Do not add spaces**
- If you need to see a report for your Agency or Department's MobileCause transactions, contact your loaned executive or email christin.ferrall@uwdc.org
- The total special events raised in your ePledge Administrator portal will reflect the total raised through MobileCause donations. You will also see this total reflected in the Weekly Report circulated in the newsletters.

Instructions for Making a Special Event Payment through Mobile Cause:

- Open the MobileCause Link.
- Select how much you would like to pay. You may select one of the easy button amounts or you can select "other" and fill in a specific dollar amount.
- Fill in your Name, Email, Phone, and Zipcode.
- If your Partners in Giving Chair gave a specific name for the event, enter it in the "Special Event Description" field or describe the event to the best of your ability.
- Select your Agency or Department name from the drop down.
- Select your payment method (Credit Card, PayPal, or Apple Pay).
- Enter your payment information.
- Click Submit.
- You will receive an email or text receipt.

The screenshot shows the MobileCause payment interface. At the top is the Partners in Giving logo and a thank-you message for participating in virtual special events to support the 2020 Partners in Giving Campaign. Below this is a 'Choose amount' section with buttons for \$1, \$5, \$10, and 'Other'. A text input field shows '\$ 0.00'. The form then asks for 'Select your UW Division' with a dropdown menu. A 'Special Events Description' field is labeled 'Enter Info'. The 'Contact information' section includes fields for 'First Name', 'Last Name', 'Email' (with 'name@example.com' as a placeholder), and 'Zip' (with '12345' as a placeholder). The 'How would you like to pay?' section indicates a secure 256-bit SSL encrypted payment and shows a card number field (with 'XXXX XXXX XXXX XXXX' as a placeholder), expiration date (MM / YY), and a 'CW' field (with 'eg. 123' as a placeholder). There is a checkbox for 'I would like to cover the payment processing fee.' The 'Donation amount' section shows '\$0.00' and a large blue 'SUBMIT' button.



*example of texting experience above