



Virtual Food Drive Quick Reference Donor Guide

To donate using the Virtual Food Drive:

1. Click on the provided link to the Virtual Food Drive interface. First view the images and descriptions listed below them. As you rollover the line item descriptions, the text balloon will provide further information about the item.
2. Click on the items you want to donate and drag them to the grocery cart image.
 - a. You may also go to the description line and enter a desired quantity using the +/- buttons only.
 - b. If you wish to only make a cash donation and there are no dollar amount images, you may proceed to checkout, where you will be prompted to enter an amount.
3. Once you have selected your items, click on "Checkout".
4. Click on "Donate Now".
 - a. Make sure to select the correct recipient on the line that says "Please send my donation to." **Select: Foodbank of Santa Barbara County**
 - b. If you wish to only **donate a dollar amount**, enter a desired amount on the line that states "Donation Pledged".
 - c. To **make a recurring donation**, click on the "Donation Frequency" button.
 - d. Once all the information is correct, click on "Donate Now" to submit your donation.

After donating, you will receive an acknowledgment email that will serve as your tax-deductible receipt.