YOU CAN CHOOSE AMONG THREE EASY WAYS TO TURN IN MONEY FOR BIKE MS

1. **Have your donors pledge you online** at bike.msmidamerica.org by clicking on the box titled "Donate" located on the right side of the web page. Your friends and family members can search for you by name or team name if applicable. Once they have located you, they will be able to view your personal web page and donate via credit card. It's quick, safe and easy. Plus, the money gets credited to your total right away. Once your donors complete their pledge transaction, there will be a page they can print, this will be their receipt.

2. **Mail in a donation** checks made out to the National MS Society. **Please write your name on the memo portion of each check.** Be sure to keep a copy of your donation sheet for your records and to thank your donors after the event. **When mailing your donations to us or dropping them by our office**, please enclose a note specifying which donations are for unconfirmed gifts, the donor's first and last name and donor's address. This will ensure that we confirm the donations appropriately. **When submitting cash donations to the MS Society, please attach a note that identifies the donor's name, FULL address and donation amount** (exactly as it appears on your gift summary). If your cash submission includes cash from more than one donor, your note also must show exact amounts for each donor.

3. **Enter Unconfirmed Gifts on your personal web page.** This will allow your personal web page to reflect donations faster than sending them to us by mail.

   Here's how to do it:
   - Go online to bike.msmidamerica.org. Then log into your "My Account" page on the left of the page.
   - Once logged in click on the "Progress" tab. At the right you can "Enter a new gift".
   - You must enter the full name of your donor and their **FULL** address. If you do not, the transaction will not process properly. Instead, we'll credit the donation under your name and address. Please **do not** substitute names like First Name: My, Last Name: Friends.
   - If you are entering an offline gift from a company, please use **Company as the first name** and the actual company name as the last name. For example, First Name: Company and Last Name: Bank of America.
   - Donations entered without proper names and addresses may appear as **rejected** in your Participant Center. **However**, these donations will be credited as a lump sum to you, with no reference to your donors.

PLEASE NOTE: If you have a team gift or money you would like split among participants, you must complete the Contribution Division Form and turn it in with your donations. This form is available online or from our office. Remember, you can mail your donations to us, drop them by our office or turn them in at one of our Check-Ins before the ride. **Thanks for your cooperation!**