

## United eWay Instructions & Best Practices

United Way of Greater Milwaukee  
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## Demos and Sample Donors

### Demo websites

If you are new to utilizing United eWay for your employee campaign, we will schedule a time to meet and walk through the donation screens so you get a feel for the way the system works. Depending on schedules that meeting may be in person or over the phone.

The United eWay system is accessible 24 hours a day through our website at [www.unitedwaymilwaukee.org](http://www.unitedwaymilwaukee.org). When you click “donate now” you are redirected to a basic eWay campaign intended to capture donations from individuals not necessarily associated to a company campaign. Note: you can maneuver through the screens, but stop short of actually submitting a gift or creating an account to avoid a charge.

The website available from [www.unitedwaymilwaukee.org](http://www.unitedwaymilwaukee.org) has the majority of the same content and functionality that will be configured into your campaign,,, without customized text that you will have an opportunity to provide.

### Sample Donors

Once your campaign is configured you will receive login credentials for a sample donor. Feel free to make contributions, delete them and verify that the text is correct and functioning as you wish. UWGM will require your approval before the campaign can be live to your employees.

Note: do not submit a credit card donation during your testing. Credit cards are authorized at the time of pledge entry and the gift amount will be deducted from your account immediately.

Sample donors have a normal first name to show as an example in welcome letters, emails, etc. They show the last name of “Sample” to distinguish them from actual employees (ie: John Sample, Susan Sample).

Any gifts remaining on the sample donor records will be deleted at the time your campaign kicks off. These donors will then be disassociated from your current campaign, in order to make sure that your pledge totals and reports are correct. Should you see a sample donor or donation on your reports +after+ your campaign has begun, please let us know and we will take care of it.