

Submitting Grant Recommendations

- 1) On the Berkshire Taconic website (<http://www.berkshiretaconic.org/>) click “Donor Login” in the top right corner of the webpage



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Through Charitable Giving

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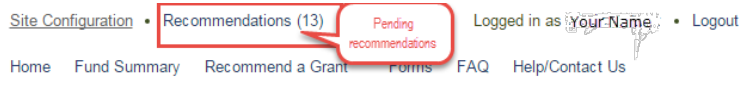
- 2) You will then be prompted to log in to the account. Enter your user ID, password and click “Sign On”.

DONORCENTRAL SIGN ON

User ID Password

[Forgot Your Password?](#)

- 3) Once you are logged in to your account you will be taken to the homepage. Click on the “Recommendations” tab at the top of the page:



- 4) Once selected, you will be taken to a list of your unsubmitted recommendation(s). From here you can submit the grant(s) by checking the box(es) off to the left and clicking “Submit List”.
 - a. You can also edit the grant by selecting the “edit” button
 - b. You can delete the grant by clicking on the “x” icon

Advisor:

Unsubmitted Grant Recommendations \$10,500.00

To submit your recommendations, check one or more of the boxes on the left and click the **Submit List** button only once. When submitting a large number of grants, this may take a few minutes. You will receive a confirmation prompt once the submission process has completed.

<input type="checkbox"/>	Organization Name	Amount	Actions
<input type="checkbox"/>	[Redacted]	\$1,000.00	Edit <input type="button" value="x"/>
<input type="checkbox"/>	[Redacted]	\$500.00	Delete <input type="button" value="x"/>
<input type="checkbox"/>	[Redacted]	\$500.00	Edit <input type="button" value="x"/>
<input type="checkbox"/>	[Redacted]	\$500.00	Edit <input type="button" value="x"/>
<input type="checkbox"/>	[Redacted]	\$750.00	Edit <input type="button" value="x"/>
<input type="checkbox"/>	[Redacted]	\$750.00	Edit <input type="button" value="x"/>
<input type="checkbox"/>	[Redacted]	\$750.00	Edit <input type="button" value="x"/>
<input type="checkbox"/>	[Redacted]	\$750.00	Edit <input type="button" value="x"/>
<input type="checkbox"/>	[Redacted]	\$750.00	Edit <input type="button" value="x"/>
<input type="checkbox"/>	[Redacted]	\$1,000.00	Edit <input type="button" value="x"/>
<input type="checkbox"/>	[Redacted]	\$1,500.00	Edit <input type="button" value="x"/>
<input type="checkbox"/>	[Redacted]	\$1,500.00	Edit <input type="button" value="x"/>

Callouts:
 - "Check here to mark off all grants" (points to the left column of checkboxes)
 - "You can check off grants individually using the check boxes here" (points to the left column of checkboxes)
 - "Use the edit button to edit the grant" (points to the 'Edit' button)
 - "Click here once you're ready to submit the grant(s)" (points to the 'Submit List' button)

If you have any questions or need additional information, please contact Jennifer Lilienthal at jlilienthal@berkshiretaconic.org or by phone at (413) 429-8408

- 5) Once submitted, a dialogue box will appear confirming the grant was submitted

The page at www.edonorcentral.com says:

Selected suggestion(s) successfully submitted.

Prevent this page from creating additional dialogs.

OK

Advisor: Your name

Unsubmitted Grant Recommendations \$2,000.00

To submit your recommendations, if any are present, check one or more of the boxes on the left and click the **Submit List** button only once. You will receive a confirmation prompt once the submission process has completed.

<input checked="" type="checkbox"/>	Organization Name	Amount	Actions
<input checked="" type="checkbox"/>	[REDACTED]	\$2,000.00	Edit ✕

- 6) Once you click "OK" the page will refresh and a confirmation page will appear summarizing the information about your submitted recommendation(s). You can print this page.

Recommendation Confirmation

Recommendation # [REDACTED]

Funding Source [REDACTED]

Donor(s) [REDACTED]

Grantee Organization Name [REDACTED]

Contact Person (if any) [REDACTED]

Address [REDACTED]

Address 2 [REDACTED]

City [REDACTED]

State [REDACTED]

Zip [REDACTED]

Amount [REDACTED]

Do you wish your fund to be anonymous and NOT given to the grantee? NO

Do you wish to keep your name anonymous and NOT given to the grantee? NO

If you do not choose to be anonymous, how do you want your name to be listed in the grant award letter? [REDACTED]

Grant Purpose [REDACTED]

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