



# TEXTSTEPS

## 5 – SIMPLE STEPS TO TEXT-GIVING

ORGANIZATION:

KEYWORD:

The following is a step-by-step guide to understanding how to make a donation through text-giving:

### STEP #1:



Locate your **text**, **mail**, or **messaging** application on your phone. Once the application has been located and opened, select **“write new”**, **“create”**, **“new message”**, or whatever term or icon that allows you to create a text message.

### STEP #2:



Having obtained a blank screen for texting purposes, type in the characters of your United Way’s designated **“keyword”**. Make sure you spell the **keyword** correctly.

**NOTE:** Steps #2 and #3 may switch in sequence depending on your mobile device.

### STEP #3:



Select **“send”**, **“next”** or whatever command will permit you to advance the message and allows you to choose a recipient. Some devices may display **“add recipient”**, **“enter phone number”**, or **“enter email address”**. Choose the **“enter phone number”** option, and key-in the United Way number **“85944”**.

### STEP #4:



Next, select **“send”** or whatever command button that allows you to advance the message. An immediate reply will bounce-back to you asking to confirm your contribution in the amount specified by your United Way (either a **\$5** or **\$10** donation).

### STEP #5:



Select **“reply”** to this screen message, and type the word **“yes”**, then send this message. Shortly thereafter, a confirmation message will be sent to your mobile device validating the amount of your contribution.

REMEMBER: **“keyword”**  **“85944”**  **“yes”**