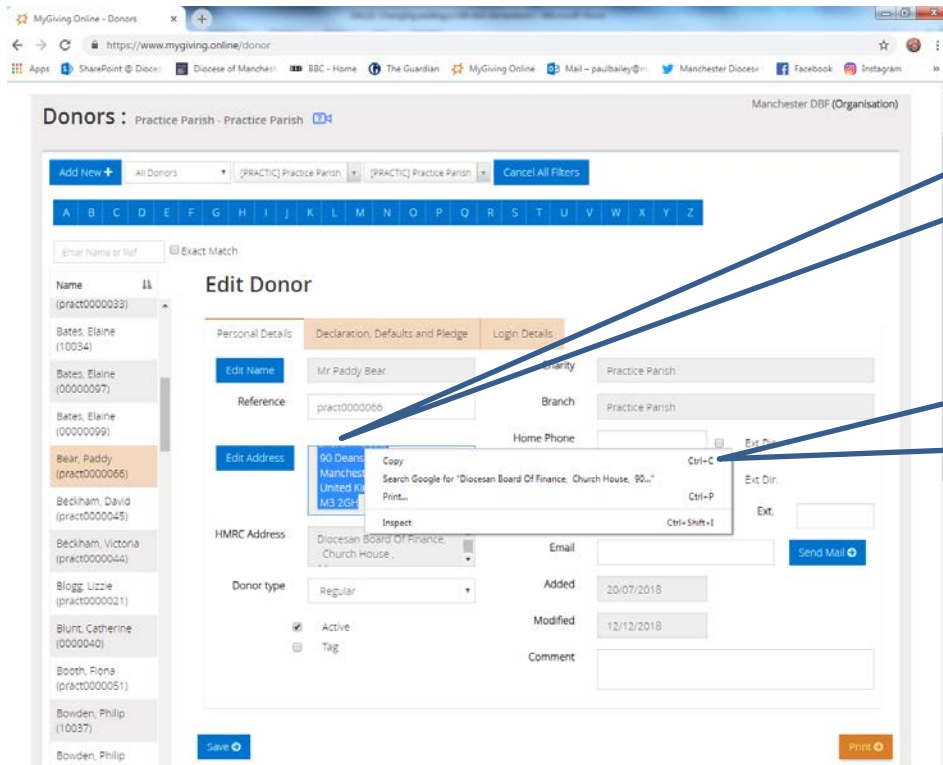


GAL22 – Changing a donor’s address

This guide shows you how to change the donor’s address. It is important to maintain an audit trail of the previous addresses used and this guide shows provides a guide on how to achieve this.

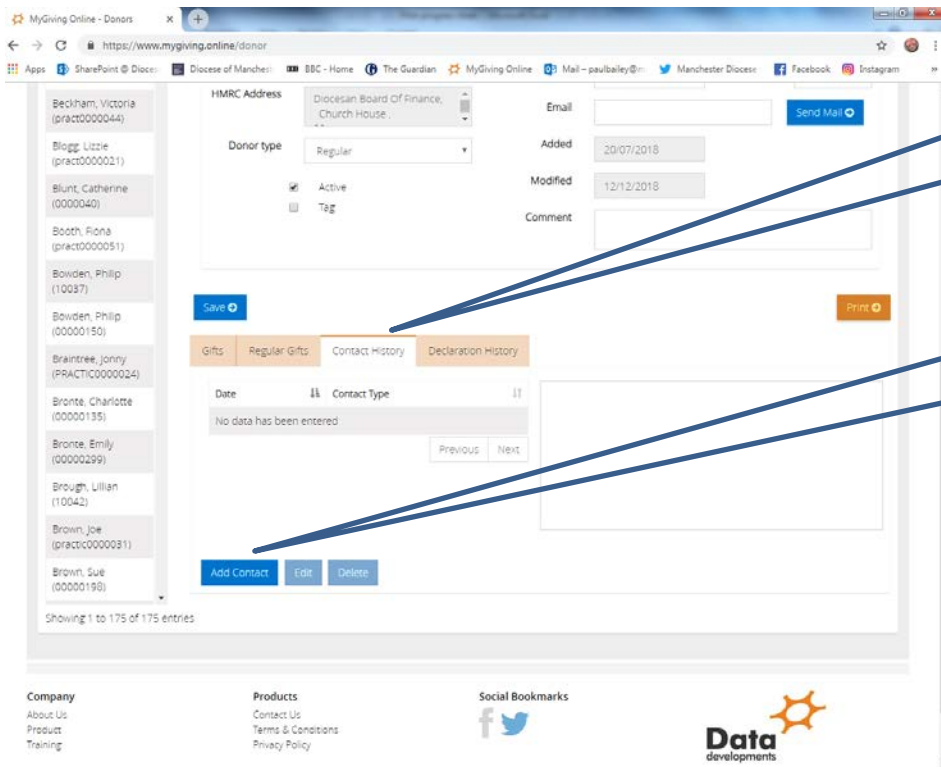
- Step 1



With your mouse, double click on the address information to highlight it.

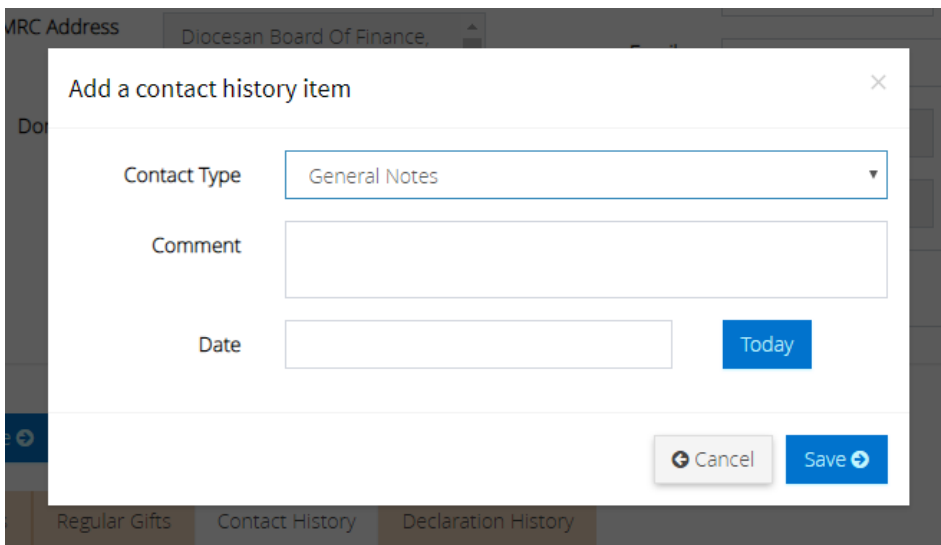
Right click with your mouse button and choose copy when the pop up box appears.

- Step 2



Scroll down to the bottom of the page and click on contact history.

Click on Add Contact and the pop up window shown below will appear.



- Step 3

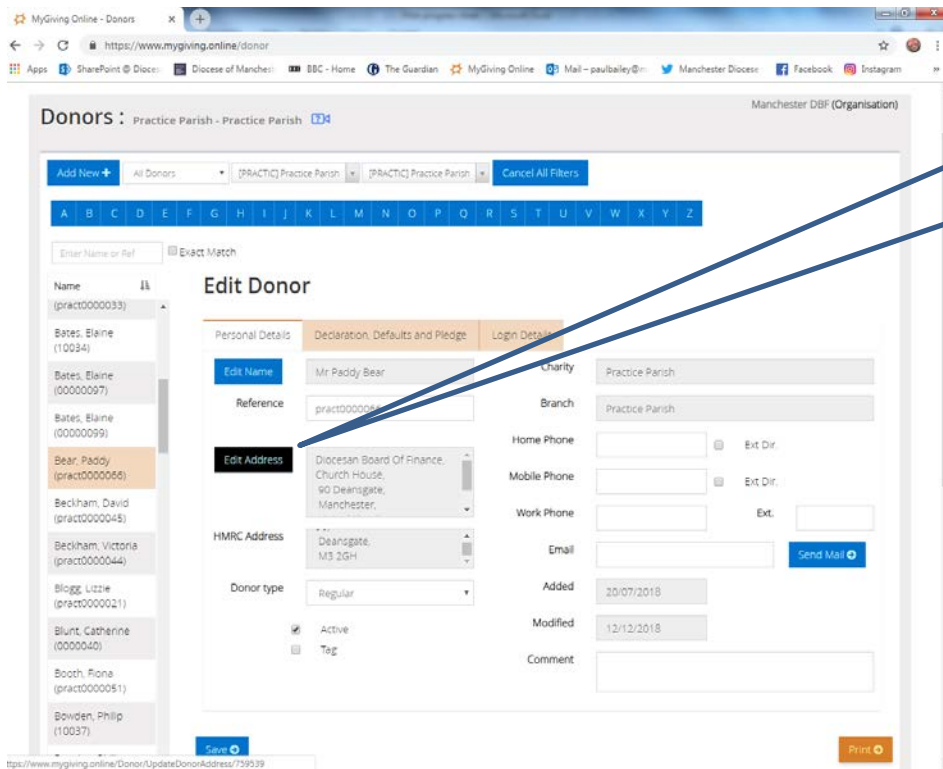
Click into the box with your mouse. Right click with your mouse and paste the address information into the box.

Enter in the date the address changed or the date you were informed. Click on Save to store your changes.

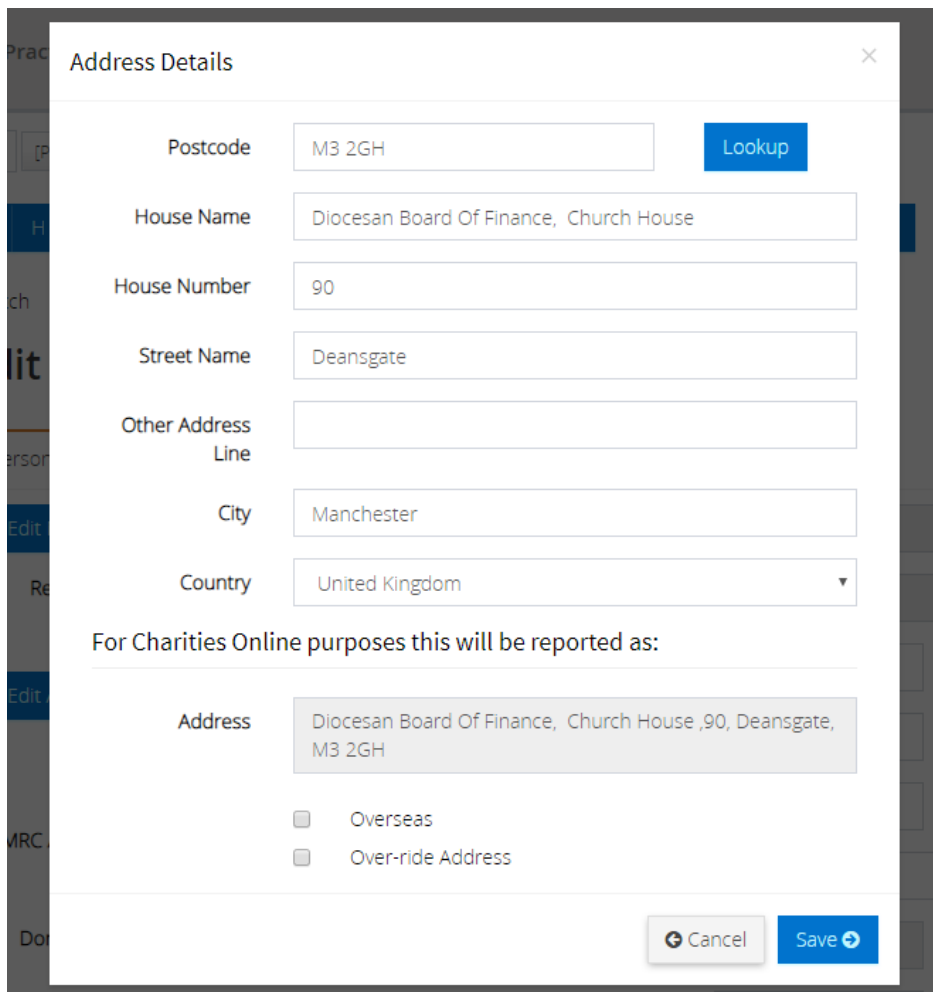
Step 4

You will be able to see the information you have saved.

- Step 5



Click on the Edit Address button and the pop up window as shown below will open.



- Step 6

The screenshot shows a web form titled "Address Details" with a close button (X) in the top right corner. The form contains several input fields: "Postcode" (M60 2LA), "House Name" (Diocesan Board Of Finance, Church House), "House Number" (90), "Street Name" (Deansgate), "Other Address Line" (empty), "City" (Manchester), and "Country" (United Kingdom). A blue "Lookup" button is positioned to the right of the "Postcode" field. A callout box points to this button with the text: "Type in the post code for the new address and click on Lookup." Below the input fields, there is a section titled "For Charities Online purposes this will be reported as:" followed by a text box containing the full address: "Diocesan Board Of Finance, Church House, 90 Deansgate, M60 2LA". At the bottom of this section are two checkboxes: "Overseas" and "Over-ride Address", both of which are unchecked. At the bottom right of the form are "Cancel" and "Save" buttons.

Type in the post code for the new address and click on Lookup.

Address Details

Postcode: M60 2LA Lookup

Select Address: Select an address:

House Name: Manchester City Council, Po Box 532 Manchester

House Number: 90

Street Name: Deansgate

Other Address Line:

City: Manchester

Country: United Kingdom

For Charities Online purposes this will be reported as:

Address: Diocesan Board Of Finance, Church House, 90 Deansgate, M60 2LA

Overseas

Over-ride Address

Cancel Save

A drop down to select an address will appear. Click on it and select the address you require.

Address Details

Postcode

Select Address ▼

House Name

House Number

Street Name

Other Address Line

City

Country ▼

For Charities Online purposes this will be reported as:

Address

Overseas

Over-ride Address

The address will be entered into the relevant fields. You can enter in additional address information if you wish by clicking into the field and typing.

Click on Save to store the change.

- Step 7

MyGiving Online - Donors

https://www.mygiving.online/donor

Enter Name or Ref

Exact Match

Edit Donor

✓ Success!
Person address saved successfully

Personal Details Declaration, Defaults and Pledge Login Details

Mr Paddy Bear

Charity Practice Parish

Reference pract0000066

Branch Practice Parish

Manchester City Council,
PO Box 532,
Manchester,
United Kingdom

Home Phone

Mobile Phone

Work Phone

Email

Added 11/06/2018

Mailed 11/01/2019

Comment

Donor type Regular

Active

Tag

Save

Print

Gifts Regular Gifts Contact History Declaration History

Date	Amount	Claim	GASDS	Envelop	Method	Purpose	Comment	Claimed	Claim	Claim	B
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The new address information will be stored in the donor's record.

Click on the Save button to store your changes.