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# Submitting Donation Requests to the Church and paying later

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St. John of Damascus Church  
300 West Street  
Dedham, MA 02026

Use this option to submit a donation request to the church office and choose to pay for it by either mailing a check to the church or paying for it when you are at the church. This is the old donation request system and should be used for those who don't want to pay with credit cards.

Submitting donation requests to the church office is a simple process, very similar to using a shopping cart on the web. You will select the fund you want to donate to, the amount of your donation and the details on what your donations is offered for. Once you submit the donation request, you can either enter more donations, or "checkout" to complete the submission of your donation request. Here are the various steps to submitting your donation request.

## ENTERING DONATION REQUEST INFORMATION

1. Start by going to the St. John's [donation request page](#). You will see the form on the right. Complete the donation request form as follows:
2. **SELECT CHURCH FUND** - click on the dropdown arrow to select the church fund you would like to donate to.
3. **AMOUNT OF DONATION** - enter the amount of your donation towards this fund. Enter the number with our without a decimal point. Please do not put in a dollar sign (\$) or a comma(.). The minimum donation amount you can enter is \$5.00
4. **DONATION OFFERING INFO** - enter exactly how you want your donation to be worded. It should include what the donation is for and who it is from. For example: **For the continued good health of John Doe by his children Mary and Ken or In memory of our mother, Susan Smith, by Mr. and Mrs. Joseph Smith.**
5. **ADD DONATION REQUEST** - When you are ready to add the donation to your "Donations Cart", click the **ADD DONATION REQUEST** button and you will be taken to the "Donation Shopping Cart" page.

**Submit requests for donations to the Church Office**

*Used to submit donation requests and send payment in later to church*

Select Church Fund: Church Fund Descriptions

Donation Amount: \$

Donation offering information: What is donation for and who is it from?

**+ Add Donation Request**  
to your Donation Cart

## DONATION CART PAGE

After you add the donation request, you will be taken to the St. John's Donation Shopping Cart.

From this page you can do several things:

1. **VERIFY INFORMATION** – Verify that the information you keyed in is correct. (Church Fund, Amount of Donation, and Offered For).
2. **DELETE DONATION REQUEST** – If the information is incorrect, simply delete the donation. To delete, simply click on the trashcan icon (🗑️) next to the quantity. Your donation will be deleted. Note: please don't change the number in the quantity field ... it is always set to 1.
3. **ENTER MORE DONATIONS** – If you would like to enter more donation requests, simply click the **ENTER MORE DONATIONS** button at the bottom of the screen. You will be taken back to the Donation Request page so you can enter more donations. Your prior donations will remain in the Donation Shopping Cart, so you won't lose them.
4. **CHECKOUT** - When you have finished entering all your donations, you are now ready to checkout. Before checking out, if you want to give the church office any special instructions or comments about your donations, be sure to enter them in the **Enter any additional comments box or instructions for the Church Office** box. When you are ready, click on the **CHECKOUT** button to the checkout process.

Product	Quantity	Price	Amount
(CHURCH FUND), Kurban & Flowers, (OFFERED FOR), In memory of our mother, Susan Smith, by Mr. and Mrs. Joseph Smith	1 	20.00	20.00
All prices are in US Dollars		<b>TOTAL</b>	20.00

Enter any additional comments or instructions for the Church Office

[Recalculate](#) [Checkout](#)

[Enter more donations](#)

## CHECKOUT PROCESS

You are now ready to submit your donation. At this stage, you will enter your contact information. This section is called the Shipping address, even though nothing will really be shipped.

1. **COMPLETE ALL THE INFORMATION REQUESTED IN THIS SECTION** - The fields that are in **bold are required**. Please make sure you enter this information correctly, especially your e-mail address, as a receipt of your donation will be mailed to the e-mail address you enter here.
2. **STORE YOUR CONTACT INFORMATION FOR FUTURE USE** - As a bonus, this information can be stored locally on your computer so that the next time you submit a donation request to the church, you won't have to re-enter it. If you want to store this information, be sure to click the box next to **"Remember my name and address for my future purchases."**
3. **CONTINUE DONATION** - When you are done entering the information, click on the **CONTINUE DONATION** button. You will now be taken to the final screen to review everything you entered. You must continue to the next step to submit your donation.

### Church of St. John of Damascus

## Donation Shopping Cart

[St. John's Home Page](#)  
Please be sure to also view special instructions at the bottom of this page.

Product	Quantity	Price	Amount
(CHURCH FUND), Kurban & Flowers, (OFFERED FOR), In memory of our mother, Susan Smith, by Mr. and Mrs. Joseph Smith	1	20.00	20.00
<b>All prices are in US Dollars</b>		<b>TOTAL</b>	20.00

Required fields are shown in **BOLD** and marked with an \*

#### Shipping address

\* **Full name**

Company

\* **Address**

\* **City**

\* **State or Province**

\* **Postal or ZIP code**

Country

\* **Telephone**

\* **E-mail**

If you would like to save all the billing information above for future donations, be sure to check the box below. To continue to the next step, Press the **Continue Donation** button.

Remember my name and address for my future purchases.

## SUBMIT DONATION

Now you will be presented with a final review of all the information you entered. You may want to print out this page for your record.

If the information is **not correct**, you can use the Back button in your browser to go back to previous pages to correct or delete a donation.

If all the information is correct, you can now click the **SUBMIT DONATION** button.

Please note: **Your donation will not be submitted until you press the **SUBMIT DONATION** button.**

**Church of St. John of Damascus**  
*Donation Shopping Cart*

[St. John's Home Page](#)  
*Please be sure to also view special instructions at the bottom of this page.*

Product	Quantity	Price	Amount
(CHURCH FUND), Kurban & Flowers, (OFFERED FOR), In memory of our mother, Susan Smith, by Mr. and Mrs. Joseph Smith	1	20.00	20.00
All prices are in US Dollars		TOTAL	20.00

**Shipping address**

Joesph Smith  
25 Main St.  
Dedham, MA 02026  
United States  
Telephone : 7814492000  
jsmith@comcast.net

**Payment options**

Mailing or bringing payment to the church

[Submit Donation](#)

This is a confirmation of all the information you have entered. You may print this page for your records. **You must now press the [Submit Donation](#) button above to submit your donation to the church office.**

**Church of St. John of Damascus**  
*Donation Shopping Cart*

[St. John's Home Page](#)  
*Please be sure to also view special instructions at the bottom of this page.*

**ORDER CONFIRMATION**

Thank you. Your order has been successfully processed.  
Order number: 11524576

Thank you for your donation to St. John's. Shortly, you will receive an e-mail receipt of your donation.

Total donation amount is **\$20.00**.  
Donation order number is **#11524576**

Return to: [St. John of Damascus Church](#)

You will now see an order confirmation screen.

You will be given an order number for the transaction and soon you will receive an email receipt of your donation request.

Your donation request has been sent to the church office. At this point, click on the link to return to St. John's home page.

You have successfully submitted a donation request to the church office. You can either mail a check or pay for your donation at the church.