

New Donors - Set Up an Online Account

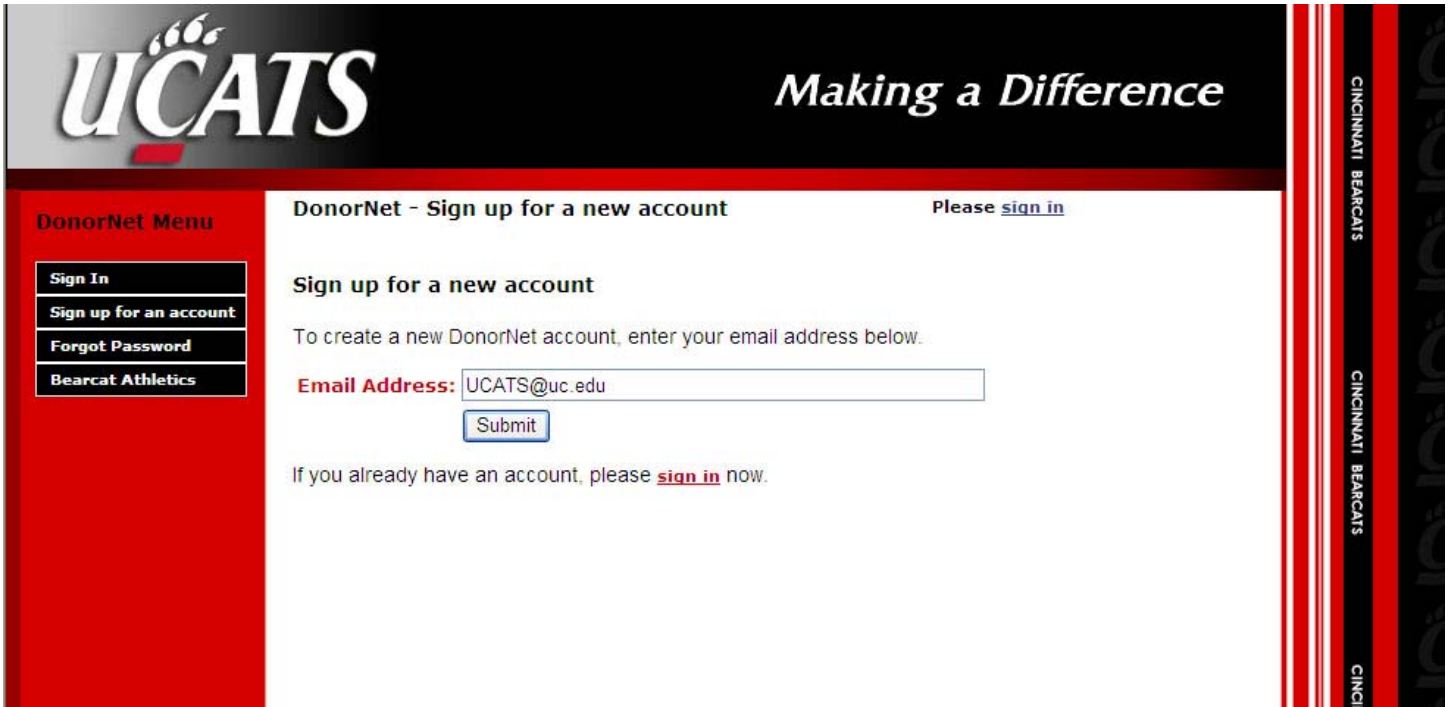
- The **UCATS** online giving website is located at: <https://bearcats.donornetpac.com>.
- To join **UCATS**, click on: **Sign up for a new account**.

The screenshot shows the UCATS website's DonorNet Sign In page. The header features the UCATS logo and the slogan "Making a Difference". A left sidebar contains a "DonorNet Menu" with buttons for "Sign In", "Sign up for an account", "Forgot Password", and "Bearcat Athletics". The main content area is titled "DonorNet - Sign In" and includes a "Please [sign in](#)" prompt. It contains input fields for "Username:" and "Password:", followed by a "Submit" button. Below the form, there are links for "First time here? [Sign up for a new account](#)" and "[I forgot my password](#)". A section for "Returning UCATS Members" provides contact information: "Your username and password for this site match the previous UCATS site. If you encounter difficulty logging in, please contact our office at 513-556-4884 or ucats@uc.edu". The page concludes with "Thank You!".

- Now click: **I want to become a Donor**.

The screenshot shows the UCATS website's DonorNet Sign up for a new account page. The header features the UCATS logo and the slogan "Making a Difference". A left sidebar contains a "DonorNet Menu" with buttons for "Sign In", "Sign up for an account", "Forgot Password", and "Bearcat Athletics". The main content area is titled "DonorNet - Sign up for a new account" and includes a "Please [sign in](#)" prompt. It features a "Sign up for a new account" heading and a sub-heading "Create an account with DonorNet! As a member of DonorNet you'll enjoy the following benefits:". A bulleted list of benefits includes: "View/Renew your Donations", "Submit New/Additional Donations", "View/Update Your Account Information", and "Setup a Payment Schedule". Below the list, it says "To begin, please choose from one of the following options:". Two options are provided: "[I am a Current Donor](#)" and "[I want to become a Donor](#)", with the latter option circled in green.

- Next enter your email address and hit: **Submit**.



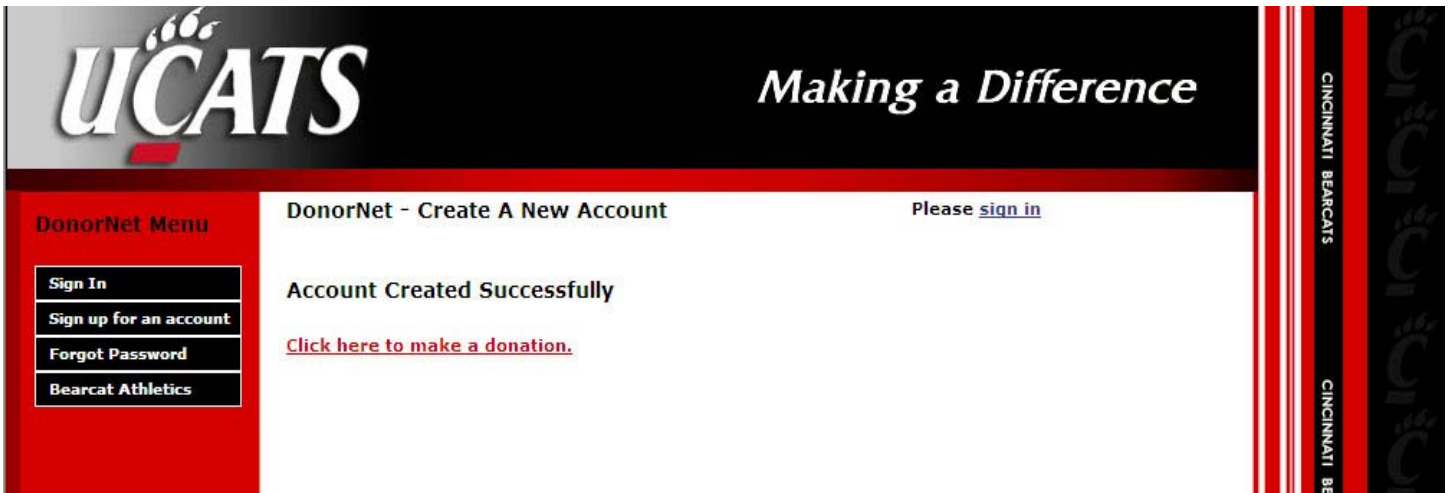
The screenshot shows the UCATS website header with the logo and the slogan "Making a Difference". Below the header is a red navigation bar with the text "DonorNet Menu". On the left side of the page, there is a vertical menu with four items: "Sign In", "Sign up for an account", "Forgot Password", and "Bearcat Athletics". The main content area is titled "DonorNet - Sign up for a new account" and includes a link to "Please sign in". The page contains a form for creating a new account, with the "Email Address" field filled with "UCATS@uc.edu" and a "Submit" button. A note below the form states: "If you already have an account, please sign in now." The right side of the page features a vertical banner with the text "CINCINNATI BEARCATS" repeated three times.

- Fill in the required information. The more information you provide the better.



The screenshot shows the UCATS website header with the logo and the slogan "Making a Difference". Below the header is a red navigation bar with the text "DonorNet Menu". On the left side of the page, there is a vertical menu with four items: "Sign In", "Sign up for an account", "Forgot Password", and "Bearcat Athletics". The main content area is titled "DonorNet - Create A New Account" and includes a link to "Please sign in". The page contains a form for creating a new account, with the following fields filled: "Account Type" (Business), "Username" (UCATS), "Password" (masked with dots), "Confirm Password" (masked with dots), "First Name" (Betty), "Last Name" (Bearcat), "Company" (University of Cincinnati Athletics), "Address Line 1" (PO Box 210021), "City, State, Zip" (Cincinnati, OH, 45221), and "Home Phone" (513-556-4884). There are also empty fields for "Middle Initial", "Birthday", "Spouse First Name", "Address Line 2", "Address Line 3", "Business Phone", "Mobile Phone", "Fax", and "Ext.". A "Create Account" button is located at the bottom of the form. The right side of the page features a vertical banner with the text "CINCINNATI BEARCATS" repeated three times.

- Click on: **Create Account**.
- If you successfully created your account, you will receive a message that says **Account Created Successfully**.



- Now to make a donation, click on **Click here to make a donation**.

Managing Your Account

- Below is an example of the home page for an online account
- From here you can:
 - Submit a new pledge
 - Pay or increase your current pledge
 - Change your address or phone numbers
 - View your giving history
 - View your priority points and rank

UCATS *Making a Difference*

DonorNet - Your Account You are signed in as: UCATS01

DonorNet Menu

- Your Account
- Pay/Renew Donation
- Change/Submit New Donation
- Change Your Password
- Contact Us
- Sign Out
- Bearcat Athletics

Account Information [Edit](#)

AD/Donor Number: 66
Account: Bearcat, Betty
Name: Betty Bearcat
Company: University of Cincinnati Athletics
Address: PO Box 210021
Cincinnati, OH 45221
Home Phone: (513) 556-4884
Business Phone: (513) 556-4884
Fax:
Mobile Phone:
Email: UCATS@uc.edu
Ticket Number:
FB/MBB Rankings:
Priority Point Rank: 0 of 0
Priority Points: 0.0000 [\(Details\)](#)

[Complete Donation Summary](#) || [Complete Transaction History](#)

Click here to change your address or phone number(s)

This option will list your total giving by drive year, not broken down by allocation.

This option will list every transaction on your account. This includes pledges, payments, matching gifts and gifts-in-kind.

Your Account – This will always take you back to your main/home account screen.

Pay/Renew Donation – This option allows you to pay current outstanding pledge balances. You cannot submit a new donation with this link.

Change/Submit New Donation – This is where you go to submit a new donation or increase your current giving.

Change/Submit New Donation

- To donate online when you do not have an existing pledge with **UCATS**, you must first select “Change/Submit New Donation”.

The screenshot shows the UCATS DonorNet interface. At the top left is the UCATS logo with the tagline "Making a Difference". The page title is "DonorNet - Your Account" and it indicates the user is signed in as UCATS01. On the left is a "DonorNet Menu" with several options: "Your Account", "Pay/Renew Donation", "Change/Submit New Donation" (circled in green), "Change your Password", "Contact Us", "Sign Out", and "Bearcat Athletics". The main content area is titled "Account Information" and includes an "Edit" link. The account details are as follows:

- AD/Donor Number: 66
- Account Name: Bearcat, Betty
- Company: University of Cincinnati Athletics
- Address: PO Box 210021, Cincinnati, OH 45221
- Home Phone: (513) 556-4884
- Business Phone: (513) 556-4884
- Fax: (513) 556-4884
- Mobile Phone: (513) 556-4884
- Email: UCATS@uc.edu
- Ticket Number: (blank)
- FB/MBB Rankings: (blank)
- Priority Point Rank: 0 of 0
- Priority Points: 0.0000 (Details)

At the bottom of the account information section, there are links for "Complete Donation Summary" and "Complete Transaction History".

- After setting up your pledge, you may choose to pay it now, or log back in and pay it at a later date.
- First, click on: Change/Submit New Donation.
- Select your donation of choice and enter the amount you wish to donate.
 - For season ticket requirements, please select “UCATS General Fund/Season Ticket Requirement”

The screenshot shows the UCATS DonorNet interface for the "Change/Submit New Donation" process. The page title is "DonorNet - Change/Submit New Donation" and it indicates the user is signed in as UCATS01. On the left is a "DonorNet Menu" with several options: "Your Account", "Pay/Renew Donation", "Change/Submit New Donation" (highlighted), "Change Your Password", "Contact Us", "Sign Out", and "Bearcat Athletics". The main content area is titled "Pledge Information" and includes a "Submit Pledge" button. The pledge details are as follows:


- Pledge Category: *UCATS General Fund/Season Ticket Requirement (dropdown menu) [UCATS Membership Guide](#)
- Amount: 100 (input field)

Below the pledge information, there is a note: "Once your pledge has been entered, please go to Pay/Renew Donation link to the left to make a payment." and another note: "Note: Only 1/4 of your total UCATS General Fund pledge is due at this time and all payments are non-refundable." A "Season Ticket Holders" note states: "Minimum obligation of your UCATS General Fund pledge must be paid prior to the distribution of tickets (Football 8/1, Men's Basketball 10/1)".

- Then, you may choose to “Pay this pledge now”, or “Submit Pledge” and pay it later.
- If you choose to pay now, you may choose to use a credit card (Visa, MasterCard, AMEX, Discover)
- When you are ready to pay your pledge, please see Pay/Renew Donation.

Paying With Credit Card

- To pay with credit card, select payment method as Credit Card and fill out all information.
- Then click “Process Payment.”



Making a Difference

DonorNet Menu

- Your Account
- Pay/Renew Donation**
- Change/Submit New Donation
- Change Your Password
- Contact Us
- Sign Out
- Bearcat Athletics

DonorNet - Pay/Renew Donation You are signed in as: UCATS01

Donation Summary

Year	Allocation	Pledge Amount	Amount Paid	Balance Due	Payment Amount
2008	*UCATS General Fund/Season Ticket Requirement	\$100.00	\$0.00	\$100.00	\$100.00
Grand Totals		\$100.00	\$0.00	\$100.00	\$0.00

[Clear All Amounts](#) [Pay All Balances](#)

Note: Amounts do not include matching gift transactions.

Attention Season Ticketholders:
Minimum obligation of your UCATS General Fund pledge must be paid prior to the distribution of tickets (Football 8/1, Men's Basketball 10/1)

*Payments are Non-Refundable

Enter Payment Information

Payment method:

Credit Card Type:

Credit card number:

Expiration date: /


Name on card:

Billing address:

City, State, Zip:

Note: You will have a chance to review your payment before it is final.

- Now, review your payment information and click on “Confirm Payment” to complete your donation.



Making a Difference

DonorNet Menu

- Your Account
- Pay/Renew Donation**
- Change/Submit New Donation
- Change Your Password
- Contact Us
- Sign Out
- Bearcat Athletics

DonorNet - Make A Payment You are signed in as: UCATS01

Please Confirm Your Payment

Payment Method: Credit Card
Credit Card Type: American Express
Credit Card Number: **** * 1234
Expiration: 11/2008
Billing address: Betty Bearcat
PO Box 210021
Cincinnati, OH 45221

Payments

Year	Allocation	Current Balance	Payment Amount	New Balance
2008	*UCATS General Fund/Season Ticket Requirement	\$100.00	\$100.00	\$0.00
Grand Total		\$100.00	\$100.00	\$0.00

Pay/Renew Donation

- You can only use this option if you have an existing and unpaid pledge with UCATS.
- First, you must log in at: <https://bearcats.donornetpac.com>
- Your outstanding pledge balance will show up on your main/home page.
- To make a payment, click on: Pay/Renew Donation

UCATS *Making a Difference*

DonorNet Menu

- Your Account
- Pay/Renew Donation**
- Change/Submit New Donation
- Change Your Password
- Contact Us
- Sign Out
- Bearcat Athletics

DonorNet - Your Account You are signed in as: UCATS01

Account Information [Edit](#)

AD/Donor Number: 66

Account: Bearcat, Betty

Name: Betty Bearcat

Company: University of Cincinnati Athletics

Address: PO Box 210021
Cincinnati, OH 45221

Home Phone: (513) 556-4884

Business Phone: (513) 556-4884

Fax:

Mobile Phone:

Email: UCATS@uc.edu

Ticket Number:

FB/MBB Rankings:


Priority Point Rank: 0 of 0

Priority Points: 0.0000 [\(Details\)](#)

[Complete Donation Summary](#) || [Complete Transaction History](#)

CINCINNATI BEARCATS

- Enter the amount you would like to pay.



Making a Difference

DonorNet Menu

- Your Account
- Pay/Renew Donation
- Change/Submit New Donation
- Change Your Password
- Contact Us
- Sign Out
- Bearcat Athletics

DonorNet - Pay/Renew Donation
You are signed in as: UCATS01

Donation Summary

Year	Allocation	Pledge Amount	Amount Paid	Balance Due	Payment Amount
2008	*UCATS General Fund/Season Ticket Requirement	\$100.00	\$0.00	\$100.00	\$100.00
Grand Totals		\$100.00	\$0.00	\$100.00	\$0.00

[Clear All Amounts](#) [Pay All Balances](#)

Note: Amounts do not include matching gift transactions.

Attention Season Ticketholders:
Minimum obligation of your UCATS General Fund pledge must be paid prior to the distribution of tickets (Football 8/1, Men's Basketball 10/1)

*Payments are Non-Refundable

Enter Payment Information

Payment method:

Credit Card Type:

Credit card number:

Expiration date: /

Name on card:

Billing address:

City, State, Zip:

Note: You will have a chance to review your payment before it is final.

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- UCATS accepts: Visa, MasterCard, AmEx and Discover.
- Now click on “Process Payment”.