

#### 4. HOW TO MAKE CALLS AND REPORT YOUR RESULTS ONLINE

Alumni Annual Fund volunteers can now report the results of their calling online. Using the Annual Fund Volunteer Site helps reduce paper waste and provides more efficient gift processing and stewardship. Online tutorials for system use are available and members of the Annual Giving team stand ready to assist at 866-729-0315.

- 1) Go to [www.hamilton.edu/afvolunteer](http://www.hamilton.edu/afvolunteer) and sign in using your Alumni Directory username and password.
- 2) Click the “**View My Assignments**” link.
- 3) In a few moments a screen will load and display your overall class results, followed by a list of your selected assignments.
- 4) When making calls, select the individual you wish to call by clicking on his/her name. An electronic contact form, similar to the printed version, will appear with useful information for your outreach.
- 5) After completing your call, select the “**Report My Results**” tab at the top of your screen.
- 6) Using the drop down selection box, choose your result (e.g., “Gift by Credit Card”).
- 7) You can enter additional information, such as class notes, details of the call or updated contact information, in the text box provided.
- 8) When finished, click the “**Submit**” button. A confirmation screen will appear indicating “Your results were successfully reported” and provide you with links back to the volunteer Web site.
- 9) Send a short e-mail of thanks to the donor (include the amount of the gift/pledge and any applicable follow-up information, such as the online giving Web site). Your message serves as the initial thank you and/or reminder, and is much more effective when written by you.
- 10) You do not have to report your results all at once. Return to the Annual Fund Volunteer Site ([www.hamilton.edu/afvolunteer](http://www.hamilton.edu/afvolunteer)) often to check on the status of your assignments and continue to update your calling results.