SIUE Foundation

Cougar Tracks Online Portal for SIUE Alumni and Donors

Making a One-Time Gift or Recurring Gift Online

Go to the URL for Cougar Tracks, online giving page at: www.siue.edu/give-now/

STEP 1

Fill out this section if you would like to proceed as a guest. Include your first & last name, email address and your phone number OR street address and zip code.

If you are a registered member of the Cougar Tracks community, sign in here. Contact siuefoundation@siue.edu if you would like to find out how to register for Cougar Tracks.

Organizations may give online as a guest or registered user by following the same steps.
Choose “Proceed as Guest” or “Registered Donor” and then select “Next” or “Login.”

**STEP 2**

Choose from one of the listed gift amounts or enter the amount of your gift in the “Other” field.

To choose your designation, select the red “fund options” button.
If you know the name of the fund you want to give to, its fund number or the University unit it is associated with, the easiest way to select that fund is to enter part of the name, the fund number OR, the name of the University unit in the Search field.
An Example:

**Enter part of the fund name, its number, or its related department into the search field.**

The system will list all of the funds with the search term in the fund title as well as funds associated with that University unit.

To pick one of these funds, select the “select” option.

This is the result of your choice. You may choose the Add Notes field to add a note about the gift or add a small amount of information in the Additional Information Field.
Adding additional information:

Another way to choose your gift designation is to open the options in the Fund Designation Tree to see listings of the most commonly chosen funds.

Make a One-Time Gift

To make a one-time gift, select the One-Time option.
Make a Recurring Gift

**FOR EXAMPLE:**

To make a recurring gift:

--- *Select* the Recurring Option;
--- *Select* a Payment Schedule

- Annual
- Monthly
- Quarterly
- Semi-Annual

--- *Select* the Duration to indicate how long you want the recurring payments to be made.

**OR**

--- *Select* the Ongoing Payment option (it will continue indefinitely).

--- *Select* a Payment Schedule

--- *Select* the Duration to indicate how long you want the recurring payments to be made.

--- *Select* the Ongoing Payment option (it will continue indefinitely).
To Make a Gift In Honor in In Memory

Then Select the red “Next” button.

STEP 3

To make a gift in honor or in memory of another individual, select the appropriate link and fill out the form provided.

If the system is able to find your record within the database (based on the information provided, this form will be populated for you. If any of the information incorrect, please update those fields.

If the system is not able to find a record to match your information, please fill out this profile form.

You may also choose to update your spouse’s information.

Then fill out the name on the credit card you will be using; indicate if your billing address is the same (or not) as the address on your profile; and select the red “Next” button to move to Step 4.
STEP 4

This Step allows you to verify all of the information you have entered and then enter your credit card information:

The credit card transaction will be processed by PayPal. Once the transaction is complete, you should receive an electronic receipt via email.

The information for a recurring gift will be spelled out in this section. If it is only a one-time gift, that will be listed in this section.

The edit buttons allow you to change and update information.

Once all of the information is correct and your credit card information has been entered, select the red “Submit Gift” button.

Or if you need to cancel the transaction, you may select the red “Cancel” button.