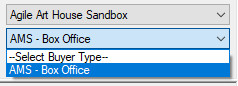
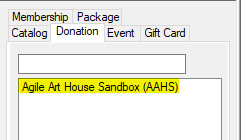
Adding A Donation In AMS

1. Open **Sales**.

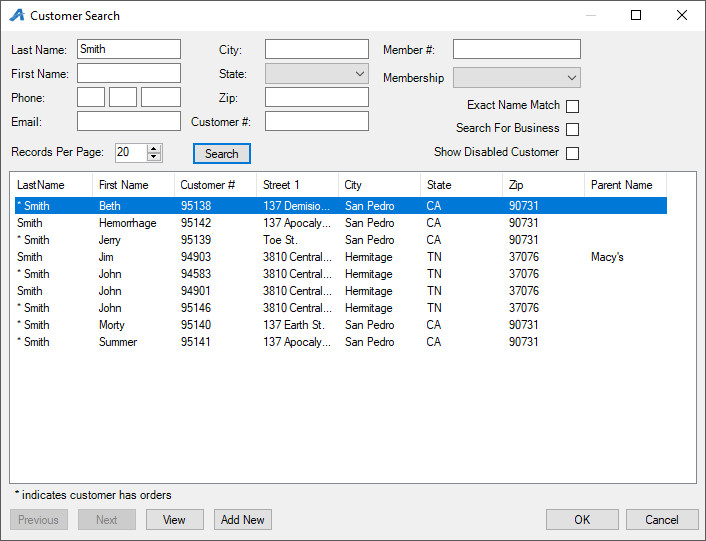
2. Select the **Buyer Type** from the drop-down menu.



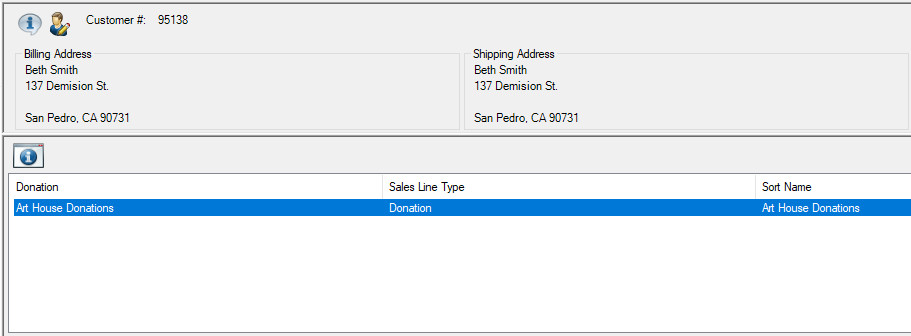
3. Click the **Donation** tab.



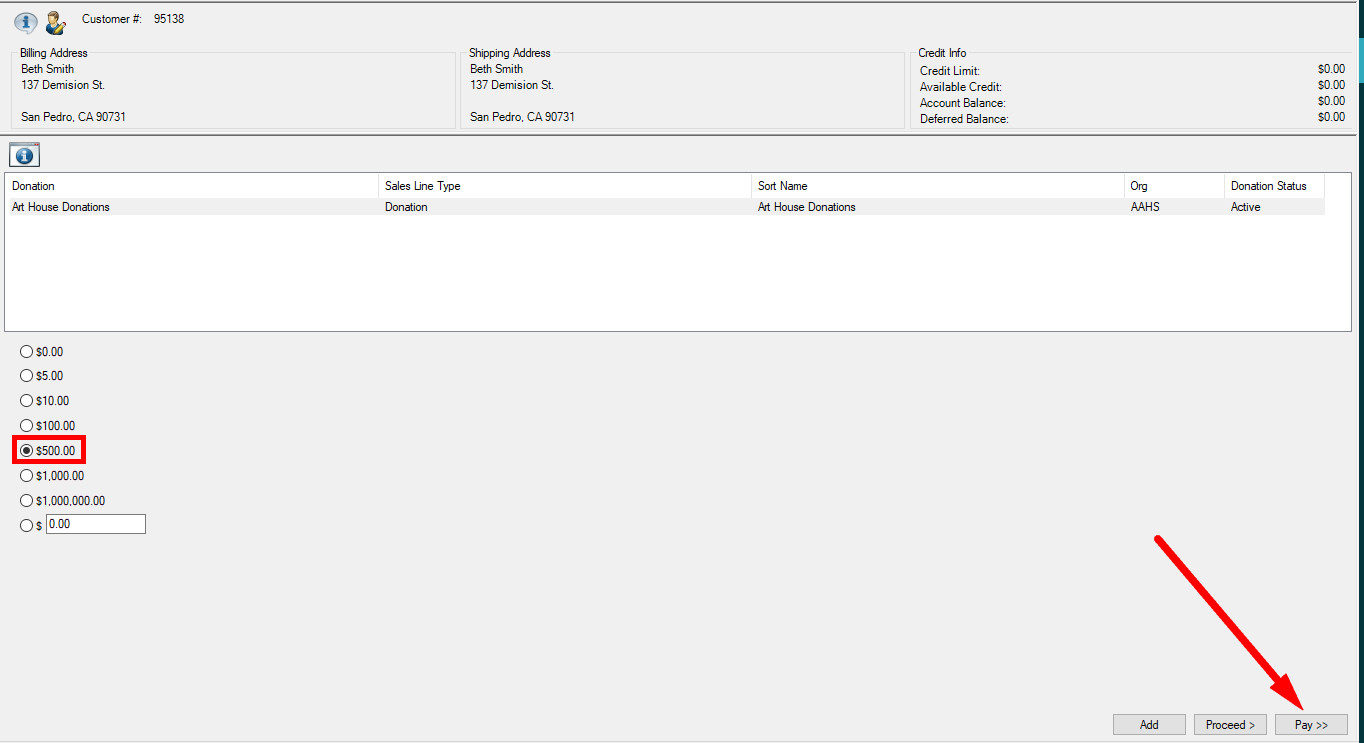
4. Click the **Customer** Icon  at the top of the screen. Either search for the **Customer** that is giving the donation or click **Add New** to enter the new customer's information.

[](https://support.agiletix.com/hc/article_attachments/115015753503/Image_3_Customer_Select.jpg)

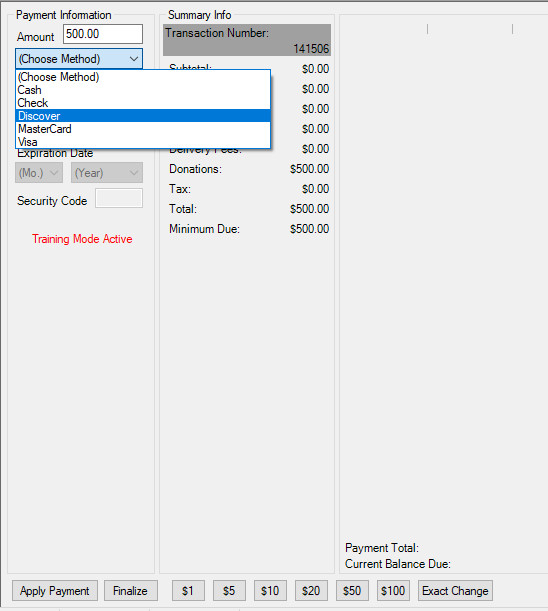
5. Select the **Donation** program to which the customer is donating.

[](https://support.agiletix.com/hc/article_attachments/115015753483/Image_4_Donation_Program.jpg)

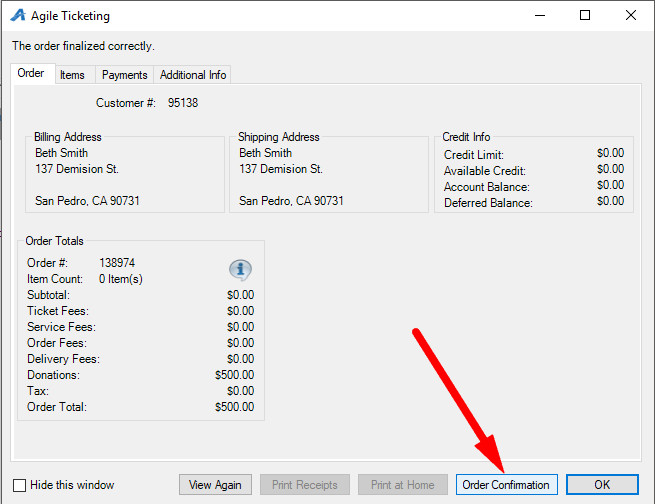
6. Select or enter the **Amount** they wish to donate and click **Pay**.

[](https://support.agiletix.com/hc/article_attachments/115015561586/Image_5_Donation_Amount.jpg)

7. Select the **Paymen**t type from the drop-down and click **Apply Payment**.



8. You can now send an **Order Confirmation** to the customer for tax purposes.

[](https://support.agiletix.com/hc/article_attachments/115015561566/Image_7__order_confirmation_.jpg)