

How to request a donation match

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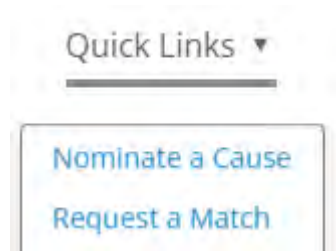
If you made a donation outside of the SunCares platform, you can submit your donation receipt to receive your donation match.

Note: If you make a personal donation in SunCares, your donation will be automatically matched. There is no need to submit a donation match request.

Receive a match for your donation – Desktop

Follow these steps to request a donation match:

1. In the SunCares site's main navigation bar, select **Quick Links > Request a match**.



Find an eligible cause

2. Enter the cause name you donated to and click **Search**.

Search for the cause

A screenshot of the search interface. At the top, there is a grey button labeled 'No cause attached'. Below it, there is a section titled 'Filter by country/location' with a dropdown menu showing 'Canada'. Below the dropdown is a search input field with the placeholder text 'Enter the cause name or keywords' and a 'Search' button.

3. Locate your organization in the search results and click **Add**.



Donations details

4. Select the **original donation currency**.

A screenshot of a dropdown menu labeled 'Currency *'. The dropdown is open, showing 'CAD' as the selected option.

5. Enter your **original donation amount**.

Donation amount *

6. Enter the **original date you made your donation**.

Donation Date (YYYY-MM-DD) *

2019-11-25



Add comments (optional)

7. If you'd like your matched donation to go towards a specific team, school, fundraising page or funding priority, enter the information in the **Comments for cause**.

Comments for your program administrator

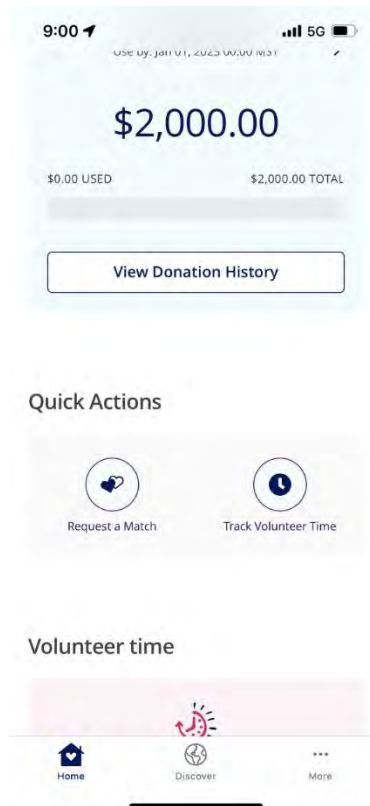
Comments for cause

You can send a message to this cause along with your match. Instructions on the use of these funds are not binding to the recipient. Your first and last name will be included with your comments.

8. Click **Next: Confirm match request**
9. Click **Submit match request**.

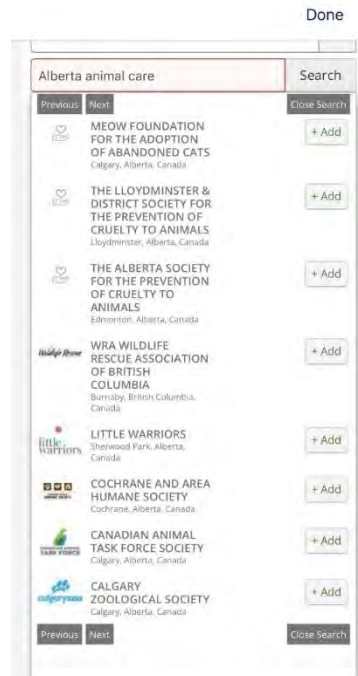
Receive a match for your donation – Mobile app

1. Navigate to the 'home' tab, and scroll down to select 'request a match'.



Find an eligible cause

2. Enter the cause name you donated to and click **Search**.



3. Locate your organization in the search results and click **Add**.

Donations details

4. Select the **original donation currency**.
5. Enter your **original donation amount**.
6. Enter the **original date you made your donation**.

7. Upload a copy of your donation receipt.

Done

Donation details

Currency *

CAD

Donation amount *

50

Your estimated match in CAD

CA\$50.00

Edit Match

Donation date (YYYY-MM-DD) *

Aug 11, 2022

Upload your receipt

Upload a PDF or image file of the receipt.

Upload your receipt *

Upload

Add comments (optional)

Comments for your program administrator

Add comments (optional)

8. If you'd like your matched donation to go towards a specific team, school, fundraising page or funding priority, enter the information in the **Comments for cause**.

Donation date (YYYY-MM-DD) *

Aug 11, 2022

Add comments (optional)

Comments for your program administrator

Comments for cause

You can send a message to this cause along with your match. Instructions on the use of these funds are not binding to the recipient. Your first and last name will be included with your comments.

Next: Confirm Match Request

9. Click **Next: Confirm match request**

10. Click **Submit match request.**