

DONATION PRE-REGISTRATION

Donation Pre-registration takes place before you come to the Ingathering and can be done at home, your church or group meeting place. Using a laptop or desktop computer is the easiest way to pre-register as you will need to print a few things out. To get started visit qktracker.org.

1 Select **Pre-registration** from the drop-down.

2 Type your **zip code** in the text box to locate your congregation and select it from the drop-down.

3 Update your congregation contact details (*Organizer, Quilting Group Leader, etc.*).

4 Select the Ingathering location you wish to take your donation to after Pre-registration.

5 Click on the **plus (+) sign** to start recording your boxes.

6 Select the **type of donation** from the drop-down menu and quantity of items. Each box should be recorded individually.

7 For boxes with the same type and quantity of materials, use the **duplicate** button.

8 The **plus (+) sign** also allows you to add more boxes.

The screenshot shows the 'Donation Pre-registration Form' with the following sections and callouts:

- Stay Connected!** section with a message: "Complete the form to register your donation and receive updates on the incredible journey of your generous donation."
- * Type of registration**: A dropdown menu with a callout from step 1.
- Filter by:** "Add filter" button.
- * Congregation to associate the donation with**: A dropdown menu with a callout from step 2. It shows "Total count of records: 16015".
- Congregation contact person. (donation organizer, quilting group leader, etc.)**: A section with a "Name" field and a "Create" button with a dropdown set to "1" and a "more:" button with a clipboard icon. A callout from step 3 points to this section.
- * Select Ingathering/warehouse location**: A dropdown menu with a callout from step 4. It shows "Total count of records: 160".
- Please record each box**: A dashed box containing a plus sign (+) with a callout from step 5.
- Please record each box**: A section with a "Create" button (dropdown set to "1") and a "more:" button with a duplicate icon. Below it are:
 - * Type**: A dropdown menu with a callout from step 6.
 - * How many items are in the box?**: A text input field.A callout from step 7 points to the duplicate icon, and a callout from step 8 points to the plus sign (+) at the bottom of the dashed box.
- At the bottom, there is a "Verification expired Refresh" message, a "Submit" button, and a "CLOUDFLARE Privacy · Help" logo.

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- A QR Code will be generated after form submission.
- A list of the boxes donated will be listed at the bottom of the QR Code.
- Print out enough **COPIES** of the QR code to put **ONE COPY** to be placed **INSIDE EACH** donation box and **ONE COPY** to be **GIVEN TO THE INGATHERING COORDINATOR** when dropping off your donation.
- The outside of the box should be written or labeled with “LWR”, the donation type, and the quantity.
Example: “**LWR School Kits – 15**”

NOTES:

- You will be using one form to pre-register your boxes before you go to the Ingathering.
- You will use the form to pre-register boxes **before they are packed** or **while they are being packed**, so you can put a printed **QR Code inside each box**.
- If you get more boxes after you have already pre-registered, start a new pre-registration form and create a second QR code. Bring both QR Codes to the Ingathering. You may do this several times, just keep your QR codes together to bring to the Ingathering later.
- If for some reason your church is not showing up in the drop-down list, contact **Leo Verocchi** (lverocchi@lwr.org or 617.308.8880) to have it added. It can take 24-48 hours to get your church name into the system. If your church name does not get added prior to the date of your Ingathering, you can list the Ingathering site as the name of your church. You will still be able to track your boxes based on the Ingathering site information.

