



Many roads. One purpose.

Instructions for Donating/ Matching Gifts and Offline Donations

Step #1 Make a Donation to the Catalent Team.

- Go to the Catalent **Tour de Cure National Team Page**: www.diabetes.org/tour-catalent
- Go to DONATE
- Donate to an individual or to the Team.
- Enter donation amount and follow check out instructions
- Print your receipt. You will need to upload your receipt when you enter the Matching Gift Program.

Step #2 Request the Match from Catalent.

- Go to Catalent's YourCause website: [Matching Gift program](#). You will need the **ADA Tax ID# 13-1623888** also found on your ADA donation receipt. Use this number to search for the ADA location (VA) that is connected to the Tour de Cure. This is the official National Location for the Tour de Cure. You must use this location.
- Scan your receipt from the Tour de Cure donation and save (you will need to upload)
- Enter your Employee ID
- Enter your Password
- Go to Donate & Request a Matching Gift
- EXPLORE CHARITIES: enter the **ADA tax ID # 13-162888** (if this doesn't work, clear your search results and try again).
- American Diabetes Association in VA will appear- view profile
- Go to *Log an offline donation*- follow instructions. You will upload your receipt and ADD TO CART. Your Match will be applied at check out. The match will be in process and you will receive a message in your Catalent Cares website: matching Gift program. FYI: Processing times vary based on type of payment. ie. cash, check credit card.

Step #3 Entering the match as an offline donation

- Go to ADA's TDC website www.diabetes.org/tour & go to your Tour Center
- Enter your userid & password
- Click on your ride city in blue font
- Click on "My Progress" tab on your toolbar within your Tour Center
- Click on "Enter New Gift" box on left side of the page
- Enter demographics info (ex first = "Amy", last = "Jones")
- Enter amount
- Enter payment type (choose "cash")
- Once you click ADD, your Balance will update with the Match amount.
- If the person who donated is a Catalent employee make sure they go to the [Matching Gift program](#) and request the Match. Catalent will send the ADA a check for any donations made by Catalent employees up to \$1000.