



How do I get the Matching Gift amounts to show on my Tour Center?

You'll need to enter them manually, here's how:

- a. Go to ADA's TDC website www.diabetes.org/tour & go to your Tour Center
- b. Enter your userid & password
- c. Click on your ride city in blue font
- d. Click on "My Progress" tab on your toolbar within your Tour Center
- e. Click on "Enter New Gift" box on left side of the page
- f. Enter demographics info (ex first = "Amy", last = "Jones")
- g. Enter amount
- h. Enter payment type (choose "cash")
- i. Click "add"