



How to sell/donate on Giftit

The Giftit web site is very user friendly. The process for selling (donating) an item is easy to do in a few simple steps.

Register:

Step 1. Register as a donor. Click the [Donor Signup](#) button at the top of the home page.



Step 2. This will take you to the Donor Signup Form. When you have filled in your email and password, click [Register](#).

Donor Signup

Donor Type: Personal Corporate / Group

Email:

Password:

Confirm Password:

By submitting this form, I agree to the [terms of service](#) and [privacy policy](#).

Looking to sign up as a charity? [Sign up as a charity](#).

Step 3. Make sure you are on the “Account” tab. (See screen shot on next page.) Now fill in your contact information. This step is important so that the buyer can contact you, *and* the charity you support can send you a tax receipt for the donation. When you are done, click [Update Account](#).

GiftIt
A New Way to Give

Home My Account

Signed in as: [username] Gift an Item

Search for a donated item by keyword in All Search Your Location: Vancouver

My Account

My Donations Account

General

Account Type: Personal

Email: [redacted]

Phone: [input field] Optional - if supplied, gets displayed in the Contact Donor section of your ad.

Personal Information

Your name and address is required in order for your Charity of Choice to send you a receipt suitable for tax purposes.

First Name: [input field]

Last Name: [input field]

Street Address: [input field]

City: [input field]

State/Province: [input field]

Postal/Zip Code: [input field]

Country: [input field]

Privacy

Giftit only releases your information to the charity (or charities) you donate to with your explicit permission. Please choose your privacy choice for the donation(s) you are making.

- Provide my email only
- Provide my address only
- Provide both my email and address
- Remain anonymous and share no information with charities

Update Account

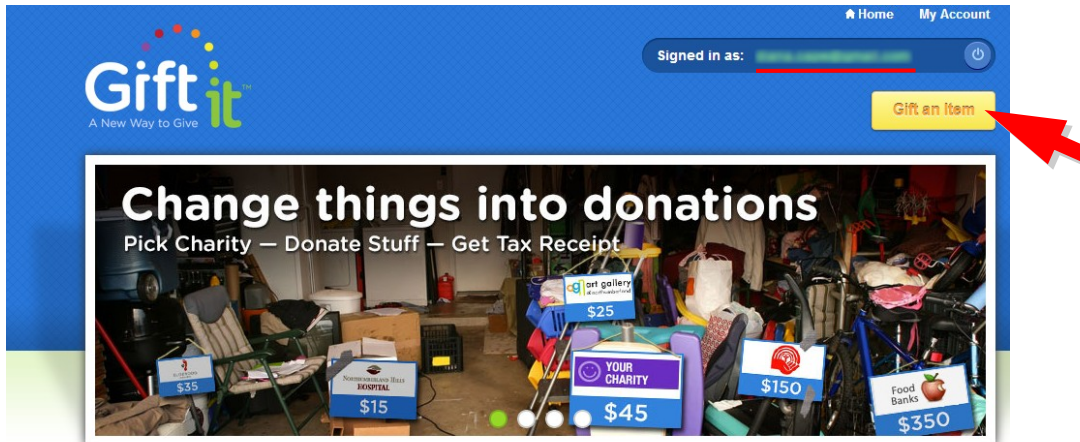
Now you are registered!

If you have any problems, you will find the answers on our [FAQ page](#) or you can contact our [Customer Service](#).

The next step is to list your item for sale.

To donate/sell:

Step 4. Back on the home page, click [Gift an item](#). If you are signed in, your email address will appear in green.



If you come back to the home page at another time, sign in by entering your email and password. Then click [Gift an item](#).

Step 5. Fill in the boxes on the Gift an item page. Give your item a good description that will encourage buyers — don't forget to include a photo. When you have completed the steps, click [Post item](#). **Voila, your item is online!**

A screenshot of the 'Gift an item' form on the Gift it website. The form is titled 'Gift an Item' and contains several input fields: 'Item Name', 'Description', 'Donation Amt: \$' (with a 'CAD' dropdown), 'Map Address', 'Search Tags', 'Category' (set to 'Household'), 'Charity of Choice' (set to 'Adopt a Village In Lar'), and 'Image(s)' (with a 'Choose Files' button and 'No file chosen' text). A blue 'Post Item' button is located at the bottom left of the form, with a red arrow pointing to it. The top navigation bar is identical to the previous screenshot, showing the user is signed in. Below the navigation bar is a search bar with the text 'Search for a donated item by keyword' and a 'Search' button. The location is set to 'Vancouver'.

Step 6: When your item sells, you and the buyer can easily communicate to arrange pickup and other logistics. Your donation will be sent directly to your charity.