

Setting up Your Grapevine Account



www.grapevine.org

These instructions explain how to set up your account and donation for the March – May 2026 donation cycle. Details may differ slightly if you plan to set up your donation for the June 2026 or future meetings.

Setting up Your Personal Account

1. Click on **Log In** (top right, next to *Start a Grapevine*).
2. Next to *New to Grapevine?*, click on **Join Now**.
3. Click on **Continue with email**.
4. Enter your **First name**, **Last name**, **Email**, and create a **Password** (at least 8 characters and not commonly used).
5. Click on **Sign up**.

Verify Your Email

6. Grapevine will send a verification email.
 - o Open the message and click **Confirm My Email**.
 - o *Tip:* Your browser may ask to save your password. Saving it can make future log-ins easier but choose whatever you're comfortable with. If you don't save, you'll need to remember your credentials the next time you log in.
7. After verifying, you will return to Grapevine.

Log In

8. Enter the email and password you used to register (these may auto-fill if saved).
9. Click **Log in with email**.

Complete Your Profile

10. You'll see the welcome page. You may upload a photo or select interests -- these are optional.
11. You must select a **motivation** for joining to continue.
12. Choose whether you want to *Receive email updates from Grapevine*.
13. Click on **Save & Continue**.
14. Bookmark nonprofits page - you can **Skip for now** if you're not interested.

You will then be taken to the **homepage**.

Setting up Your Donation

Option 1: On Your Computer

(Make sure your Grapevine account is set up already, see page 1 for instructions)

1. On the Grapevine home page, click **Find a Grapevine.**
2. In the Search bar , enter "**100 Women Who Care Salt Lake City Giving Circle.**"
 - o Click on **100 Women Who Care Salt Lake City Giving Circle.** It has the lanterns on the image.
3. You are now on the giving circle page.
 - o You should see your name on the top right corner, confirming you are logged in.
4. On the right side of the page (where it shows "**March to May 2026**"):
 - o Select **\$100** on the first drop down menu.
 - o Select **Quarterly** on the 2nd drop down menu. (Or if you prefer to repeat this process each quarter, you can select **Give Once.**)
 - o Click on **Donate.**

Set Up Your Donation Method

5. On the left side of the page, enter your **Payment Method**: Card number, expiration date, and CVC.
 - o Optional: To use a different payment method -- bank account, a different credit card, or a Donor Advised Fund (DAF) -- click **Change payment method.** Most members will use a credit card.
6. On the right side of the page, you should see **\$100** and **Quarterly** – matching your selections
 - o Because you are setting this up for the March 2026 meeting, you will see the following:
 - First Donation, "Mar 1, 2026"
 - Next Donation, "June 1, 2026"
 - o *These dates will adjust automatically based on when you set up your account.*

Grapevine Community Support ("Tip") & Fees

7. Grapevine is a nonprofit and suggests an optional community support or tip (default is \$15 or 15%). **You are NOT required to add this tip. You may select Not at this time.** Extra contribution or "tip" to grapevine is voluntary.
8. Grapevine will, however, charge a processing fee depending on what donation method you choose. These fees (ranging from 2.2%+\$.30 to 5%) are noted in the grey text below the blue bar **Complete donation.**

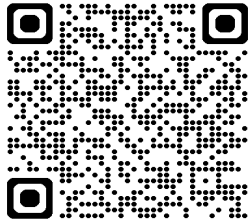
Finalize Your Donation

9. Review a few optional items -- make your selections as desired or accept the default options.
10. Click on the blue bar **Complete donation.**

Setting up Your Donation

Option 2: Scan the QR Code

(Make sure your Grapevine account is set up already, see page 1 for instructions)



1. **Click** on the 4 bars on the top right.
2. Click **Log In**. Log in with the credentials you used to set up.
3. You should see “**Donation Summary**”
 - “**100 Women Who Care Salt Lake City Giving Circle**”
 - “**March to May 2026**”
4. Donation Amount - **\$100** is the default
5. Frequency – Select **Quarterly Recommended**. Or if you prefer to repeat this process each quarter, you can select **Give Once**.
 - Because you are setting this up for the March 2026 meeting, you will see the following:
 - i. First Donation, "Mar 1, 2026" (or “Today”)
 - ii. Next Donation, "June 1, 2026"
 - *These dates will adjust automatically based on when you set up your account.*
6. Grapevine Community Support
 - Grapevine is a nonprofit and suggests an optional community support or tip (default is \$15 or 15%). **You are NOT required to add this tip. You may select Not at this time.** Extra contribution or "tip" to grapevine is voluntary.
7. Payment Processing Fee
 - Grapevine will charge a processing fee depending on what donation method you choose. These fees (ranging from 2.2%+\$0.30 to 5%) are noted.
8. Enter your information and credit card number
9. Review a few optional items -- make your selections as desired or accept the default options.
10. Click on the blue bar **Complete donation**.