

Digital Contributions

Digital contributions are received by the group using the Venmo payment platform. Thus the group must have a Venmo account to receive digital contributions. For anonymity, the Venmo account should be named to reflect the group name. This is accomplished in the account Profile by making the group name the First and Last name of the account. For example, a meeting named "Topic Tag" uses the word *Topic* as the First Name and *Tag* as the Last Name.

Note: Venmo has a limitation of requiring a unique; 1) email address, 2) phone number and 3) bank account for each account. If you already have a Venmo account, they will not allow you to create a new account using any of those three items. In this case, you will need to change the Profile Name and Username in your account so it can be used by the group while your acting as Treasurer. Another option could be for the Treasurer to identify an Assist Treasurer who is willing to establish or rename their Venmo account to use the group name.

To create a new Venmo account go to www.venmo.com and create a new account for the group, or use the Venmo App on your phone. For a group just getting started with digital contributions, choose a Username for the Venmo account that's similar to the name of the meeting or group. This makes it simple for members to recognize which group they're contributing to and also keeps a personal name from being published on the internet. Here's some sample Venmo Usernames:

Meeting Name	Venmo Username
Topic Tag	topictag or topic_tag
Good Morning Carmel	gmc
Primary Purpose Group	primarypurpose or aprimarypurpose

When creating the account, use the group's bank account (or the treasurer's bank account if the group doesn't have one), the treasurer's email and phone for the Profile.

Privacy/Anonymity

We strongly suggest going to: > *Settings* > *Privacy* and choosing "Private" as the *Default Privacy Setting* for anonymity reasons. Groups will want to encourage members making contributions to do the same, or at least set each contribution to "Private". Private payments are only visible to the sender and recipient. Please suggest to members that they also set their Privacy setting to "Private". This can be done on the Default level or per payment.

Enabling On Your Meeting Page

Once the groups Venmo account has been created, provide your Venmo username to the MBAIAA website administrator using the [Request an Update] link on your meeting page.

Digital contributions will then be activated on your meeting page. Once published on the website, members will see a Venmo button on the meeting page like the one below. By clicking on it the Venmo App will open in their phone so they can make their 7th Tradition contribution.



Making Digital Contributions to Central Office

Central Office is now accepting contributions digitally through Venmo. Please be sure to *include your Group Number* when making a contribution to Central Office for your group. The Venmo username for Central Office is: @aamonterey

Transferring Your Group's Venmo Username to a New Treasurer

As a new treasurer rotates in you will likely want to transfer the group's Venmo Username to them. The process is very simple:

1. Outgoing treasurer sits down with the new treasurer.
2. Outgoing treasurer removes the group's Venmo username from their Venmo account and replaces it with whatever username they want to use in their account going forward.
3. The new treasurer immediately changes their username to the group's Venmo username.
4. The username change is made immediately by Venmo.

Please be sure to use the identical username. Otherwise it could cause confusion with those making contributions and conflict with the Venmo Username on the group's meeting page on the website.

Need Help?

For questions about digital contributions or to get help setting up a Venmo account, please contact the AAMonterey WebTeam using the contact form on our technology page.