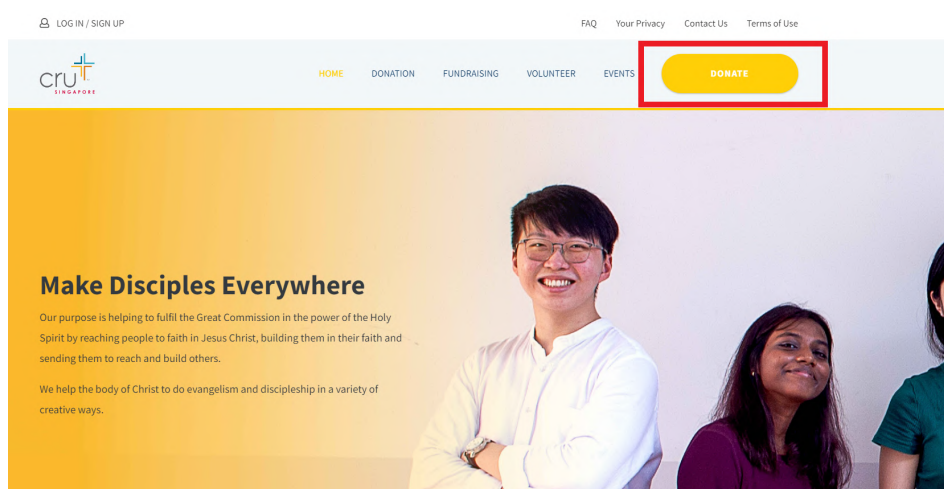


User Guide for Cru Singapore's ministry partner portal <https://mde.cru.org.sg>

How to give a donation?

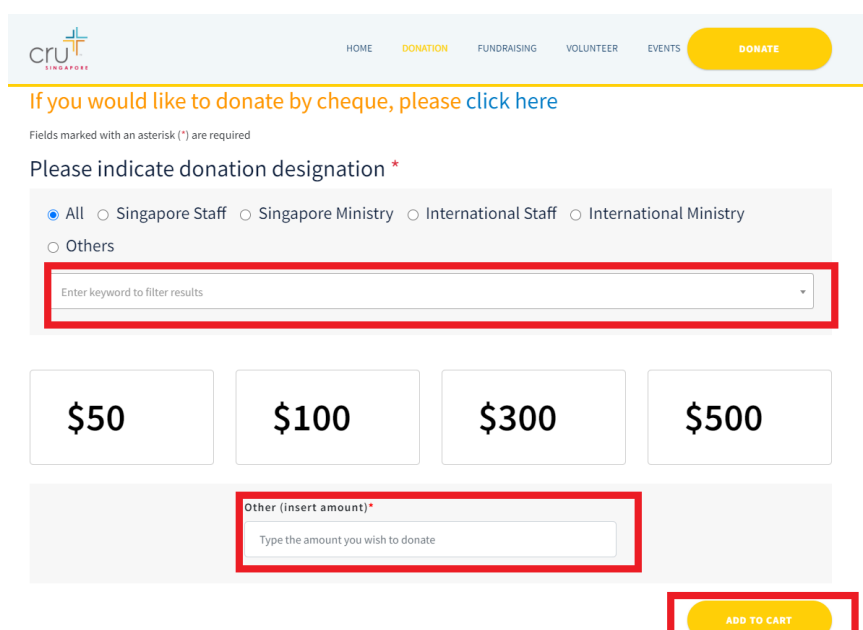
Step 1

Access the portal at <https://mde.cru.org.sg> and click "Donate" on the menu bar.



Step 2

Fill in the fields according to your giving preference.



The screenshot shows the donation form on the Cru Singapore ministry partner portal. The top navigation bar includes links for HOME, DONATION, FUNDRAISING, VOLUNTEER, EVENTS, and a prominent yellow DONATE button, which is highlighted with a red rectangular box. Below the navigation bar, there is a section titled "If you would like to donate by cheque, please click here". The form includes a section for "Please indicate donation designation *" with radio buttons for "All", "Singapore Staff", "Singapore Ministry", "International Staff", "International Ministry", and "Others". Below this, there is a text input field for "Enter keyword to filter results" which is highlighted with a red rectangular box. Further down, there are four buttons for donation amounts: "\$50", "\$100", "\$300", and "\$500". Below these, there is a section for "Other (insert amount) *" with a text input field for "Type the amount you wish to donate" which is highlighted with a red rectangular box. At the bottom right, there is a yellow "ADD TO CART" button, which is also highlighted with a red rectangular box.

- a. For **donation designation**, type in the search box and select the staff or ministry that you are giving to. If you are unable to find the name/s, you can select “Others” and manually key it in.
- b. Alternatively, each staff and ministry will now have a unique QR code that they can use in their collaterals. Once scanned, the QR code will open up the donation page on the portal with the designation prefilled. To add more designations to cart, please follow the steps in Step 2a (unable to scan multiple QR codes).

(Note: QR codes in our Business Reply Envelope (BRE) and monthly hardcopy letters will direct you to the Cru bank account, instead of the portal. Please refer to the BRE for the instructions.)

Remember to click “Add to cart”.

Step 3


Complete the transaction by following the instructions on the page.

For **PayNow**, a customised QR code will be generated for you. Use your bank app to scan the QR code within **5 minutes**.

Donation Payment Summary

Donor Name	
Order No	D816C083E69
Donation Amount	\$100.00

PAY BY QR CODE



Please Complete the payment using your Mobile app and then Click "Complete" button below.

COMPLETE

You will receive an acknowledgement email following the transaction. There is no need to fill in the donation form on our website.

How to scan PayNow QR Code displayed on my mobile phone I am making a donation or a payment with?

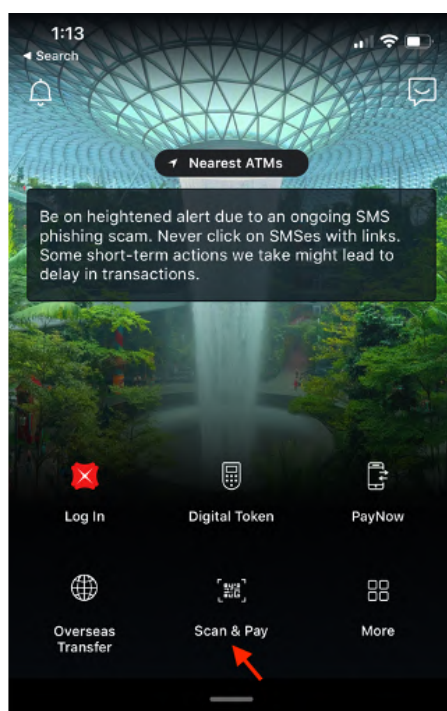
Step 1

Click on “PAY BY QR CODE” and a unique QR will be generated. Take a screenshot of the PayNow QR code on your phone. Please note that QR code will expire after 5 minutes.



Step 2

Switch to your banking app and select “Scan & Pay”.



Step 3

Upload the screenshot of the QR Code from your PHOTO LIBRARY/GALLERY.



Scan QR Code

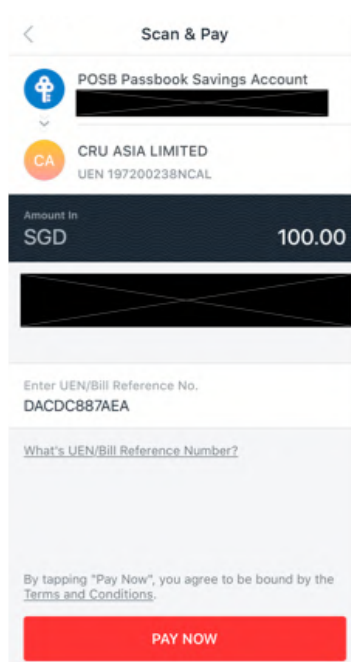
Line up with the frame to scan PayLah!, NETS, SGQR, PayNow QR codes.

PHOTO LIBRARY



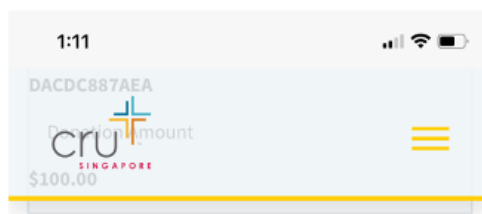
Step 4

You will be prompted to login to your banking app, then confirm payment by clicking “PAY NOW”.



Step 5

Once payment on your banking app is complete, please return to cru.sg/donation page to click "COMPLETE".



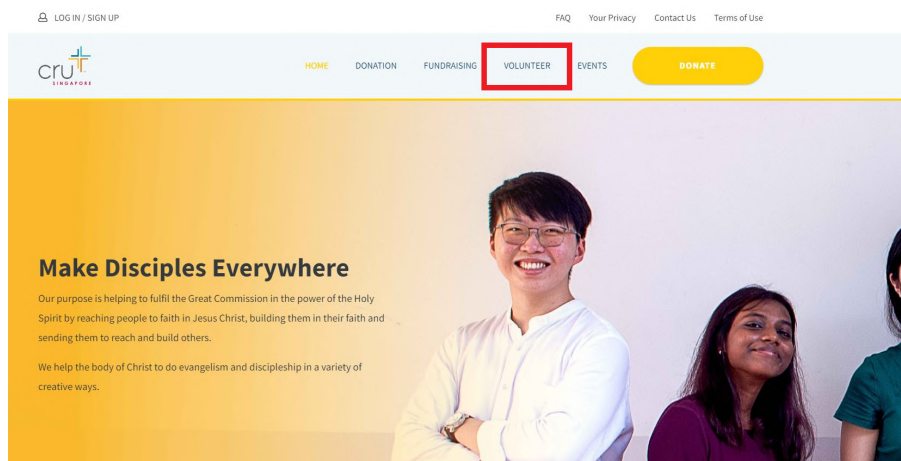
Please Complete the payment using your Mobile app
and then Click "Complete" button below.



How to sign up as a volunteer?

Step 1

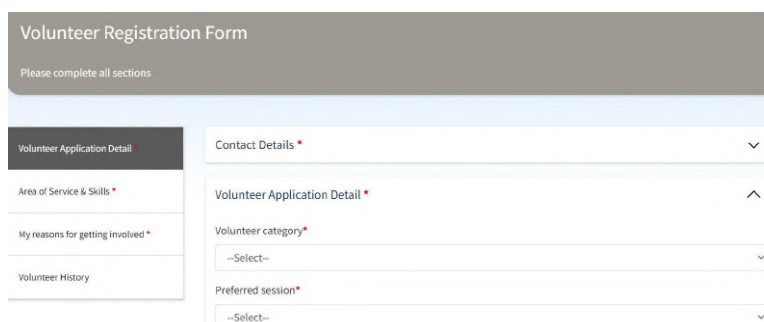
Click the “Volunteer” tab on the menu bar.



Step 2

Fill in the form and indicate the areas that you are interested in. If you want to read about the opportunities in detail, visit <http://cru.sg/volunteer>

Do make sure to select all tabs on the left and fill in the compulsory fields marked with an *.



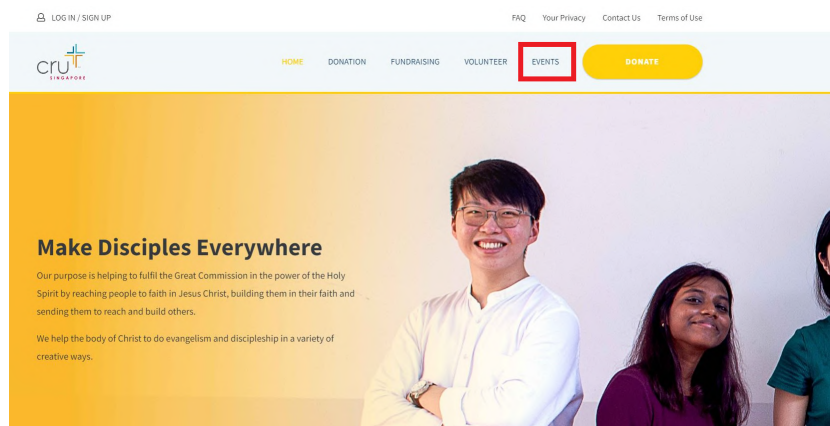
The screenshot shows the 'Volunteer Registration Form'. It has a title bar 'Volunteer Registration Form' and a subtitle 'Please complete all sections'. On the left, there is a sidebar with tabs: 'Volunteer Application Detail' (selected), 'Area of Service & Skills *', 'My reasons for getting involved *', and 'Volunteer History'. The main content area is divided into two sections: 'Contact Details *' and 'Volunteer Application Detail *'. The 'Contact Details *' section contains a dropdown menu for 'Volunteer category' with a '--Select--' option. The 'Volunteer Application Detail *' section contains a dropdown menu for 'Preferred session' with a '--Select--' option.

Click “Submit” and that’s it! Someone from our team will contact you to discuss further.

How to sign up for events?

Step 1

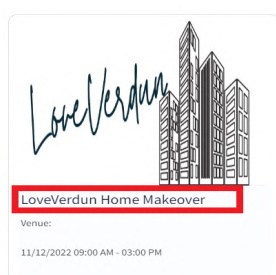
Click the “Events” tab on the menu bar.



Step 2

Search for an event in the search bar or click on the event title to read more.

Search for Event



Step 3

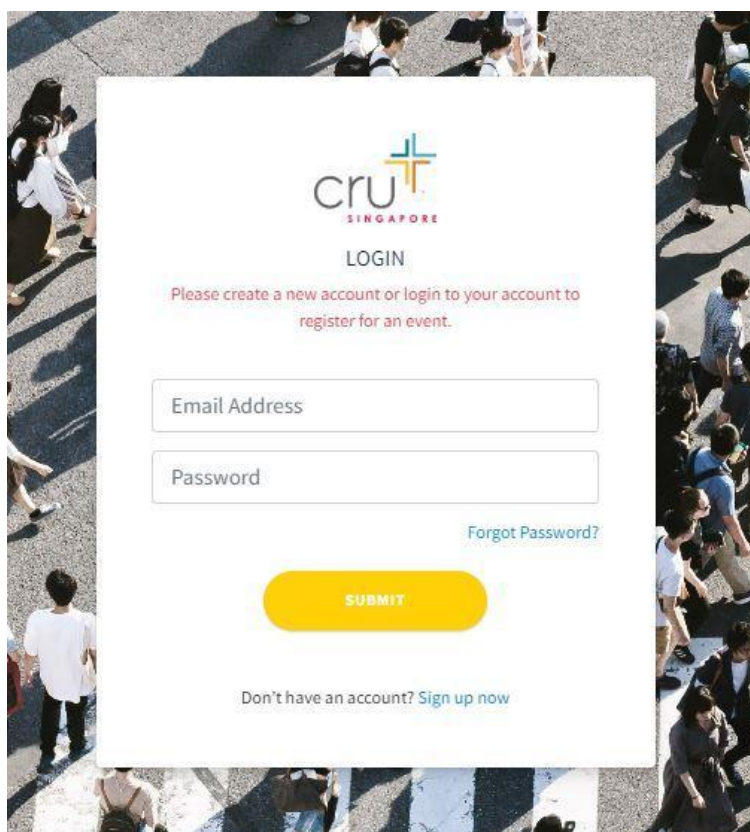
Click the box/es on the right to attend, volunteer or donate.



Step 4

If you choose to attend or volunteer, you will be prompted to sign-in to your account or sign up for one. For the latter, you will then be redirected to fill up a volunteer form.

If you choose to donate, you will be directed to the donation page. The donation designation will be auto populated for you.



The image shows a login form for CRU Singapore. The form is centered on a background image of a crowd of people. The form includes the CRU Singapore logo at the top, followed by the word "LOGIN". Below this is a red text prompt: "Please create a new account or login to your account to register for an event." There are two input fields: "Email Address" and "Password". To the right of the "Password" field is a link that says "Forgot Password?". Below the input fields is a yellow "SUBMIT" button. At the bottom of the form is a link that says "Don't have an account? Sign up now".

You will receive an acknowledgement email following the transaction. There is no need to fill in the donation form on our website.

If you still have questions, please email us at opsteam@cru.org.sg

Thank you for being a part of the mission to make disciples everywhere!