AngelWeb

Managing Sponsors and Adoptions

From the main menu, select Adoption Sponsor Menu

Select Search Sponsors to work with Sponsor information.



Search for and select a Sponsor



From the Sponsor screen, you can manage Sponsor Contact information, Look at Adopted Angel information, or add/remove more angels to this Sponsor



Manage Sponsor information



View details about an adopted Angel



# Adopting Angels:

Click on Adopt an Angel to select from a list of 30 available angels. You can search by Gender and Age range.



Click on an angel and confirm adoption to add to the Sponsor.

Click on Assign Group to add a batch of angels to the sponsor.

Select a number of Angels to assign to the Corporation / Organization

and Click on Assign



Click on List Angel Details to see gift requests for all angels assigned



At the warehouse, click on Check in Gifts to mark the gift bags as they arrive

This screen opens to show only Angels that have not been checked in.

 Click on a tag to check in that Angel.



You can change the view by selecting All / Adopted for this sponsor



From the Sponsor menu, click on Manage Adoptions

You can search by a specific Angel ID or by status



From the Sponsor menu,

* Generate Sponsor, Adoption, and Check-in Reports
* Send a Reminder Email
* Send a thank-you Email to the sponsors of checked in gifts

Sends a batch to those who have not been sent yet

