Group Administrator/Treasurer information for Digital Basket Set up.

{Venmo eliminated the Group option. For a workaround, the person managing the incoming payments will not be able to make digital contributions. There may be a change to this option in the future.}

For group treasurers, here is the recommended list of steps for getting a Venmo account set up for the meeting people to make their 7th Tradition payments to.

1) create a group email address with gmail {see android/I phone directions below}
   This is just to satisfy the app's requirement. No one will be sending or receiving messages using this address
2) when you sign up for Venmo, open the app and tap **sign up with email** (not Facebook)
3) put the group name rather than your 1st & last name, and the group email you just set up
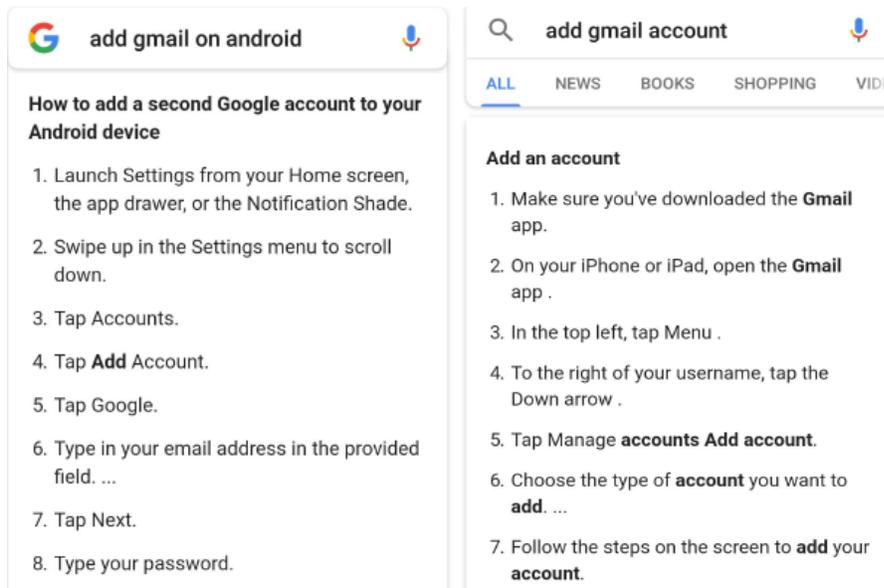4) use your own phone number (you can change this in Venmo when you rotate positions)
5) when picking your handle (user name) make it's your group name, eg @abc-group
6) under Payment Methods enter the bank account into which the money people paying into the 7th tradition will be deposited. (you can change this in Venmo when you rotate positions)
7) once it's set up, let your group know by announcing it and making at least one sign. advise them to **set their contribution to "private"** to preserve their anonymity.
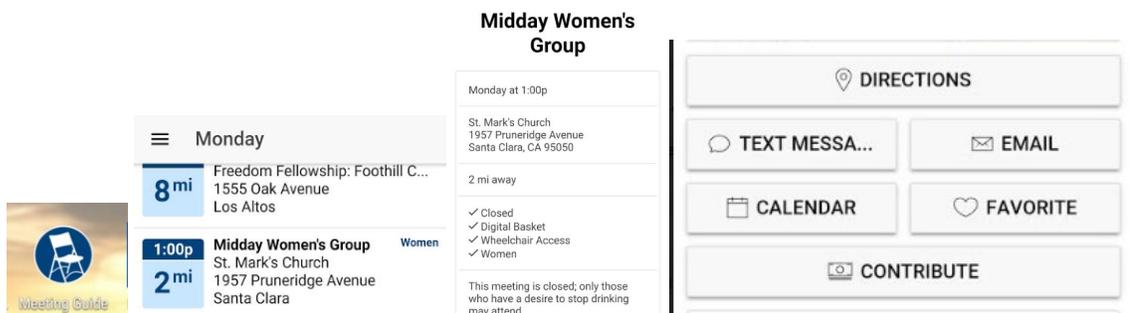Under Venmo Code/My Code there is a QR code people can scan with their phones to contribute
8) let intergroup know and you will added to the meeting directory + the meeting guide app

When a group begins accepting Venmo, notify Bruce at Central Office and it can added to the aasanjose.org website + the Meeting app.

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When using the Meeting Guide app, groups that have the digital basket have a direct link to contribute eliminating the need to type in the group name for contribution.Venmo Digital Basket is also integrated with out Meeting Guide phone app

Locate the meeting in the Guide & open it. At the bottom, click CONTRIBUTE to got to Venmo for that group.