Paul’s Partners Water Bottle Attribute

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## The Attribute

* 1. Category: Paul's Partners Water Bottle
  2. Descriptions: Have not sent water bottle; Sent water bottle; Requests no water bottle

## Adding the attribute

* 1. BSD donors
     1. Overnight global change (QS – P’sPs Water Bottle Attribute) will add attribute to donors with new zero dollar recurring gift who don’t already have the attribute—description: Have not sent water bottle
  2. Telefund donors (processed through BSD)
     1. After importing gifts, DevOps sends Telefund sustainer files to Annual Giving
     2. AG compiles sheets, prepares attribute import with description “Have not sent water bottle” (see below for template), and uploads to web importer
  3. First Data (Engage CC)
     1. TBD

## Sending the bottles

* 1. AG will pull query of donors with “Have not sent water bottle” description and use export
  2. Send this information to Fenway Print Services

## Updating the attribute

* 1. AG prepares attribute import for web importer, description set to “Sent water bottle”
  2. At any point, attribute can be manually changed to “Requests no water bottle”

## Web Import Template Column Headings

* 1. Constituent ID
  2. Attribute Category
  3. Description
  4. Date
  5. Comments