

Accessing The Donation Accounting Report

1. Go to www.active.com/myevent
2. Go to the Yellow box titled **Registration Center Login** and type in your username and password, click log in
3. When the page refreshes go to the **Donation Center** link located at the top of the page, in the Yellow line
4. Go to “VIEW REPORTS” tab located on the purple header at the top of the page.
5. Go to the **Accounting Report**
 - if you have questions about your check you can select a specific 2 week payment period (in the scroll bar)
 - you can select “use all dates” to see an entire campaign total
 - the “donation summary” chart shows the total amount raised with the breakdown of the amount of online donations & offline donations & the amount deducted for the processing fees.