

### **ACCESSING DONATION/FUNDRAISING REPORTS:**

1. Go to [www.active.com/donations](http://www.active.com/donations)
2. Go to the green box titled “Login” and type in your username and password.
3. When the page changes go to the Donation Center link.
4. Go to VIEW REPORTS located on the blue line at the top of the page.
5. Go to the FILTER REPORT section and select USE ALL DATES and click on GET REPORT
  - When the page changes scroll down to the bottom of the page and click on DOWNLOAD DATA – all donor information will be downloaded into Excel.

### **3 Reports to Choose From:**

- 1) **Donation Report:** lists all donor information, such as donation amount & date
  - specifies whether the donation was made to a certain fundraiser
  - lists the donors’ names and to which fundraiser the donation was made to – if this field is blank then it was a straight donation made to the main donations page (not to a fundraiser)
  - Can select specific dates or “all dates” to get report
  - Push the “get report” button for report to process
  
- 2) **Fundraiser Report:** lists all fundraiser activities & amounts collected
  - lists out each fundraiser’s total amount raised
  - click “all dates” & “get report” to get a full report of all fundraising activity
    - you can sort this report by clicking on the header (ie: Name, Total etc)
  - click on the fundraiser’s name to get his/her specific fundraiser summary report
    - will show each donation made to that specific fundraiser
    - listing names & amounts

3) **Accounting Report**: lists the amount of donations made through the entire donation campaign, divides it out by check payment period

- 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
- you have the option to get a report from either online donation/offline donations/all
- 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.

#### **ACCESSING TEAM FUNDRAISING REPORTS:**

1. Go to [www.active.com](http://www.active.com)
2. Go to the green box titled “Login” and type in your username and password.
3. When the page changes go to the Donation Center link.
4. Go to VIEW REPORTS located on the blue line at the top of the page.

#### **Team Reports:**

If you have fundraising teams you will have 2 additional reports available to you.

1) **Teams Report**: lists out all of your fundraising teams

- Shows how much money each team has raised
- Lists the number of donations received
- You can click on a specific team name and see more detailed information
- Can select specific dates or “all dates” to get report
- Push the “get report” button for report to process

2) **Comprehensive Fundraising Report**: lists out each fundraiser (individuals & team members), along with the fundraising teams

- This breaks down the number of donations received & total amount raised per team &/or individual
  - Page type:
    - Individual = individual fundraiser
    - Member = team members (part of team)
    - Team = team captain (in charge of team's page, lists team's total raised)
- Can select specific dates or "all dates" to get report
- Push the "get report" button for report to process