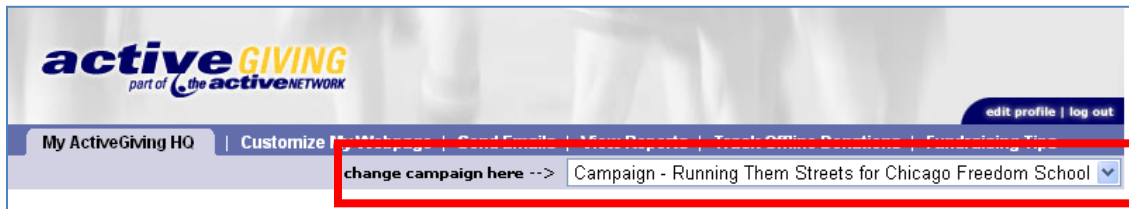
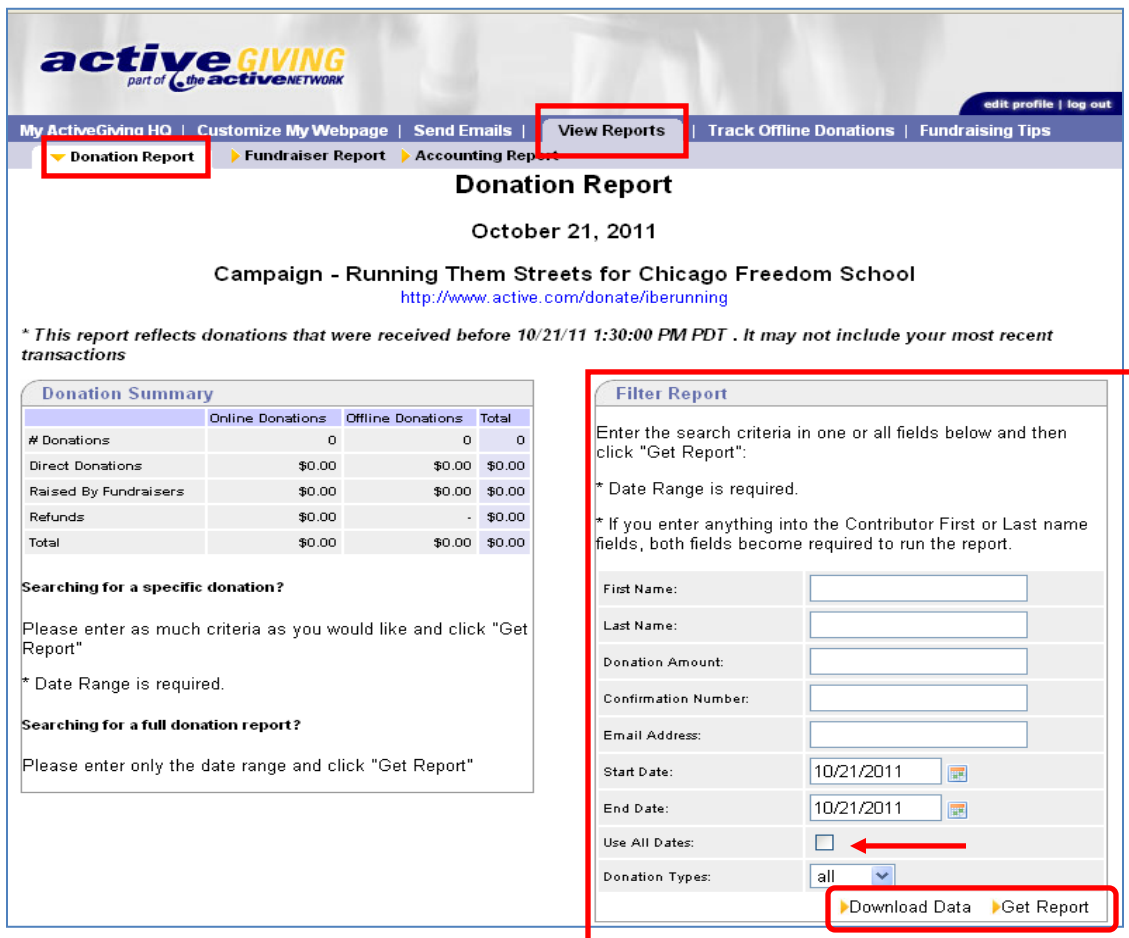


Accessing Donation/Fundraiser Reports:

1. Go to www.active.com/donations
2. Enter your username and password, **Continue**
3. Select the campaign from the drop down menu at the top of the page

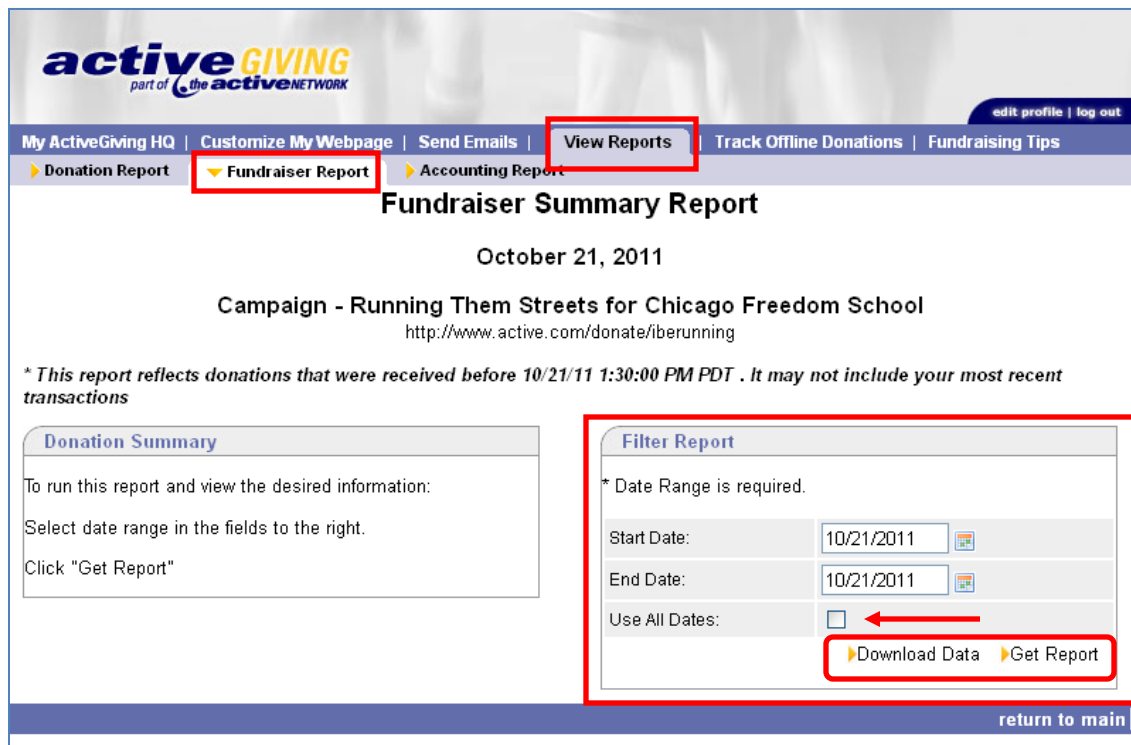


4. Click on the **View Reports** tab at the top of the page
5. Go to the **Filter Report** section and select **Use All Dates**
 - a. Click **Download Data** if you would like to export the data into an Excel document that you can sort and save/print
 - b. Click **Get Report** if you would like for the data to appear within the browser window



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
- To Download into Excel scroll down to the bottom of the report and click on “Download Data”



The screenshot shows the 'activeGIVING' interface. At the top, there are navigation links: 'My ActiveGiving HQ', 'Customize My Webpage', 'Send Emails', 'View Reports', 'Track Offline Donations', and 'Fundraising Tips'. Below these are report categories: 'Donation Report', 'Fundraiser Report', and 'Accounting Report'. The 'Fundraiser Report' is selected. The main heading is 'Fundraiser Summary Report' for 'October 21, 2011'. The campaign is 'Running Them Streets for Chicago Freedom School' with the URL 'http://www.active.com/donate/iberunning'. A note states: '* This report reflects donations that were received before 10/21/11 1:30:00 PM PDT . It may not include your most recent transactions'. There are two main sections: 'Donation Summary' and 'Filter Report'. The 'Filter Report' section includes a note '* Date Range is required.', 'Start Date' (10/21/2011), 'End Date' (10/21/2011), and a 'Use All Dates' checkbox. A red arrow points to the 'Use All Dates' checkbox. At the bottom of the 'Filter Report' section, there are two buttons: 'Download Data' and 'Get Report', which are highlighted with a red box.

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 (e.g. 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