

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

1. Go to [www.active.com/myevent](http://www.active.com/myevent)
2. Go to the Yellow box titled **Registration Center Login** and type in your username and password.
3. When the page changes go to the **Donation Center** link located on the Yellow line at the top of the page
4. Go to VIEW REPORTS located on the purple header at the top of the page.
5. Go to the FILTER REPORT section and select USE ALL DATES and click on GET REPORT
6. 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

### **2 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