

Offline Donations

Entering In Specific Donation Information (donation amount, donor name etc)

1. Go to 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>**Donation Report**
5. Search for the name of the offline donor in question under the **Filter Report** area.
6. Click on “**Edit**” next to the name to make any changes.
7. Click “**Save**”.