

Edit Offline Donations

1. Go to www.active.com/donations
2. Enter your username and password, click **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. Click on **Donation Report**
6. Search for the name of the offline donor in question under the **Filter Report** area.
7. Select **Use All Dates**
8. Click **Get Report**
9. Click **Edit** next to the donor's name and make any necessary changes
10. Click **Save**

