

## Offline Donations

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

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 **TRACK OFFLINE DONATIONS** located on the purple header at the top of the page.
5. Under the “**Detailed Offline Donations**” section fill out the offline donation form by entering in the donor’s information
  - If this donation is made to your general campaign scroll down to the bottom and click “save this donation”
  - If you would like to assign this donation to a specific fundraiser, please select the fundraiser’s name from the pull down bar. Highlight the fundraiser’s name and then scroll down to the bottom and click “save this donation”

My ActiveGiving HQ | Customize My Webpage | Send Emails | View Reports | **Track Offline Donations** | Fundraising Tips

**Detailed Offline Donations** | **Undetailed Offline Donations**

### Offline Donations

**Campaign - The Susan G. Komen Breast Cancer Foundation**  
**CT Affiliate Race for the Cure 2006**  
<http://www.active.com/donate/ct2006>

This feature allows you to record the "offline donations" you collect, i.e. the cash and checks handed outside of ActiveGiving's credit card processing system. All of this information will be reflected in your reports and downloads. You may also assign offline donations to your fundraising pages. To view offline donations already entered for your fundraisers, [click here](#).

**Offline Donation Details**

Fill out the form to keep track of donations received offline.  
Fields marked with a red (\*) are required.

\*First name:

\*Last name:

Phone:

E-mail:

Address:

City:  State:

Country:  USA  Province/Other:

Zip/post code:

This contribution is in honor of

This contribution is in memory of

If there is someone you would like to be notified of your gift, please give us their contact info.

**Donation Amount Details**

\*Amount: \$

Payment Type:  Check

If you would like to assign this donation to a fundraiser, please select the fundraiser:

None

Make this donation anonymous:

Hide this donation amount:

**Offline Donations List**

No offline donations have been entered.

**Undetailed Donations**

No undetailed donations have been entered.

- Click to Modify -

Select a fundraiser's page or team page to allocate the donation to.

Click on Save this Donation.

exit without saving | save this donation

### Entering in Lump Sum (no name specifics)

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 **TRACK OFFLINE DONATIONS** located on the purple header at the top of the page.
5. Click on the "**Undetailed Offline Donations**" section, a pop up box will appear called "Update Undetailed Donations"
  - On this page you can enter in a lump sum amount

- This amount will be included in your total raised for this campaign, however no donor details will be saved (**only the amount is saved this way**)
- Enter in the lump sum amount, enter in the number of undetailed donations and click “submit” button

6. You can edit this amount at any time by clicking on the “- [Click to Modify](#) -” link that is shows on the right hand side of the screen in the **Undetailed Donations box**

### Undetailed Donations

This feature allows you to track "Offline" contributions without adding individual donor details. For example, if you have received \$200 from 5 different contributors but don't wish to enter their individual information. *(Offline donations are those you collect outside of ActiveGiving's credit card system, i.e. checks and cash)*

Set Your Undetailed Offline Amount to:   
*(currently \$560.00)*

Set Number of Undetailed Donations to:   
*(currently 1)*