

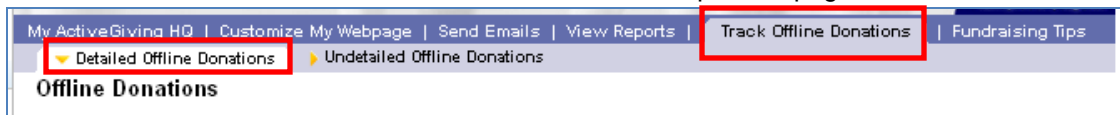
Entering Offline Donations

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

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 **Track Offline Donations** tab at the top of the page



5. Enter the donation information in the **Offline Donation Details** section
 - a. If this donation is for the general campaign, scroll down to the bottom and click **save this donation**
 - b. If this donation should be assigned to a specific fundraiser or team, please enter the fundraiser's name in the search area, click **Search** and then scroll down to the bottom and **click save this donation**

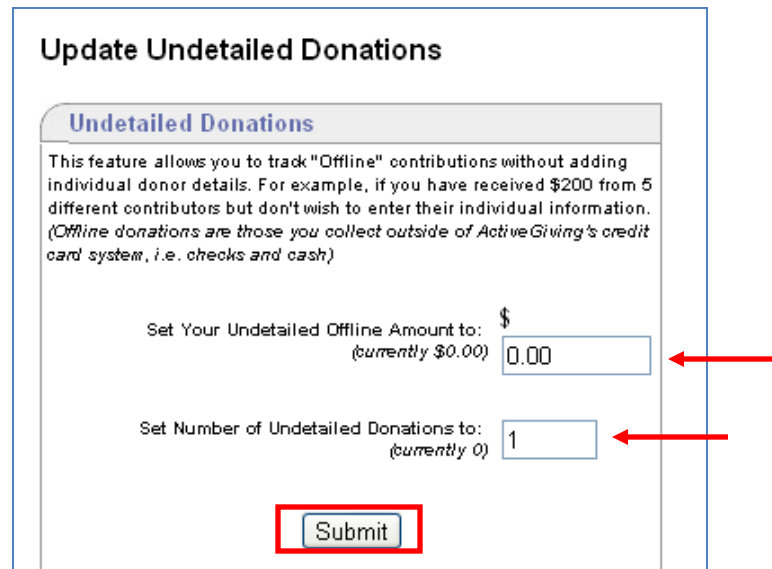
The screenshot shows the 'Offline Donation Details' form. A red box highlights the entire form area. The form includes the following sections and fields:

- Offline Donation Details**: A section with a note: 'Fill out the form to keep track of donations received offline. Fields marked with a red (*) are required.'
 - *First name: [text input]
 - *Last name: [text input]
 - Phone: [text input]
 - E-mail: [text input]
 - Address: [text input]
 - City: [text input] State: [dropdown]
 - Country: USA [dropdown] Province/Other: [text input]
 - Zip/post code: [text input]
- Donation Amount Details**:
 - *Amount: \$ [text input]
 - Payment Type: Check [dropdown]
- Assign Donation To**: A section with a red box around it. It contains:
 - No fundraiser selected
 - First Name [text input] Last Name [text input] Search [button]
 - or simply click "Search" to view a list of all fundraisers.
- Make this donation anonymous:**
- Hide this donation amount:**

At the bottom of the form, there are two buttons: 'exit without saving' and 'save this donation', with the latter highlighted by a red box.

Entering in Lump Sum (no name specifics)

1. Follow steps 1 – 4 as listed above
2. Click on the **Undetailed Offline Donations** tab, a pop up box will appear called **Update Undetailed Donations**
 - a. Enter in the lump sum amount you would like to add to the campaign and the number of undetailed donations
 - b. Click Submit



NOTE:

- 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)
- 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

