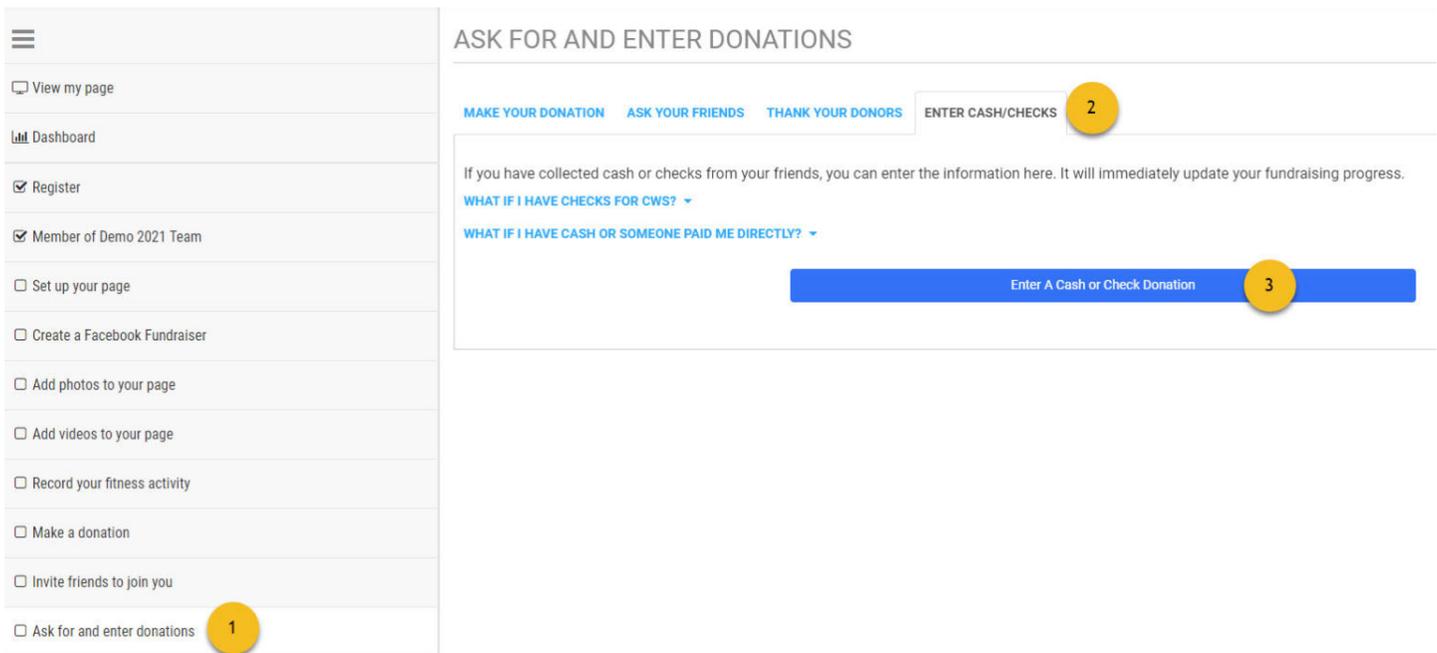




## ENTER OFFLINE DONATIONS

Choose “Ask for and enter donations” from the left menu (1). Then choose the “Enter Cash/Checks” tab (2), and then click the “Enter A Cash or Check Donation” button (3).



ASK FOR AND ENTER DONATIONS

[MAKE YOUR DONATION](#) [ASK YOUR FRIENDS](#) [THANK YOUR DONORS](#) [ENTER CASH/CHECKS](#) 2

If you have collected cash or checks from your friends, you can enter the information here. It will immediately update your fundraising progress.

[WHAT IF I HAVE CHECKS FOR CWS?](#) ▾

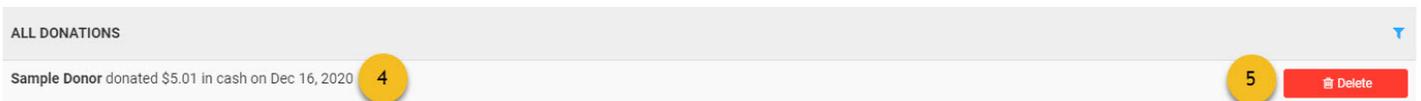
[WHAT IF I HAVE CASH OR SOMEONE PAID ME DIRECTLY?](#) ▾

[Enter A Cash or Check Donation](#) 3

Complete the entry form. The amount, method of payment, date and donor name fields are required. When finished, click “Save” at the bottom of the form.

You’ll see the donation in the “Your Offline Donations” list (4). If you made a mistake when entering the gift, simply click the red “Delete” button (5) next to that gift and start fresh.

Your Offline Donations



ALL DONATIONS ▾

Sample Donor donated \$5.01 in cash on Dec 16, 2020 4

Delete 5