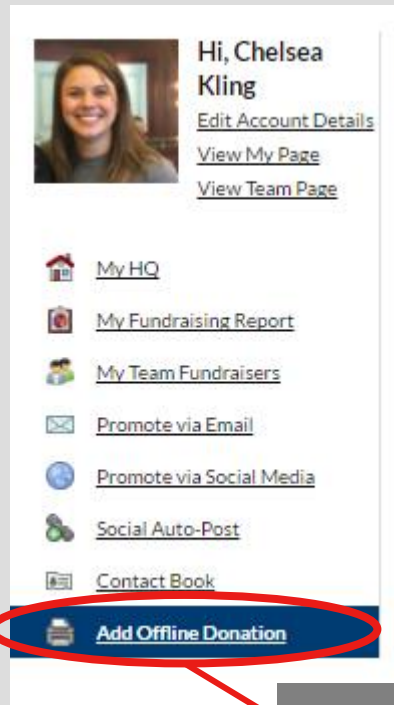


Entering Offline Donations



Entering in Cash or Check Donations

When you receive a check or cash donation, or someone pledges (meaning promises) to donate to your cause, you want to track this. We call these “offline donations” because they are not processed online. You can enter an offline donation by selecting “Enter Offline Donation” on the bottom left of your Headquarters, or within your ‘My Fundraising Report’ tab.

A screenshot of the 'Enter Donation' form on the Johns Hopkins Children's Center website. The form is a modal window with the following fields: First Name, Last Name, Address, Apt, Country (set to UNITED STATES), City, State (dropdown), Zip, and Email. Under 'Donation Type', a dropdown menu is open showing options: Cash, -Select-, Check (highlighted), Cash, and Pledge. There are also 'Date Received' input fields and a 'Submit Donation' button at the bottom right.

Offline donations will initially be considered “unverified” donations. They will only become verified when the program Administrator verifies them. This means these donations will not count towards your goal until they become verified. You can check on the status by looking under “Status” on your fundraising report.

If a donation is entered in error, you will have the ability to delete if it is in an unverified state.