

Q: What is an “offline donation” and why should I use this feature?

A: An offline donation is any donation given to you for the Badminton Bash that was not done electronically through your active.com page. This will help you track donations that have come in the form of cash, checks, etc. All credit card donations are handled securely through active.com

### Adding Offline Donations

1. Log in to your activegiving.com page and, under Returning Users, select “Campaign Center”
2. This will bring you to the main campaign headquarters page. At the top, you will see a selection of tabs. Select “Track Offline Donations” to record non-electronic pledges.
3. By default, the “Detailed Offline Donations” page will be displayed first. This will allow you to track donations by sponsor name, address, etc. The only required fields are first and last name, and donation amount.
4. Enter all available information on the sponsor, as well as the amount of their sponsorship and the method by which the funds were given (selected through the drop down menu.)
5. Below are options to make the donation anonymous or to hide the donation amount. These selections are voluntary. Choosing the former will mask only the name of the donor, while the former will hide the dollar value of the donation.
6. Select the “Save this donation” button at the bottom of the screen to enter your donations into the website. As you accumulate more donations, they will be tallied in the donations lists on your activegiving.com page.

Q: What do I do if I don't remember all of my donors information, or if I don't want to record my donors names, or if that information simply is not available to me (example: the contents of a collection jar set up in the break room.)

A: On the offline donations page, select the “Undetailed Offline Donations” button. This will open a small window that will allow you to enter the total sum of undetailed donations. This will also provide you with a tally of how many undetailed donations you have entered – keep track of this number for your records. Once you have entered the donated amount, press submit, and your information will be saved.