

How to Record Cash or Checks Sponsorship on your Fund Easy Participant Page

A. Log into your personal Fund Easy Fundraising Page. (Screen shot below of participant page).

When you are logged into your personal account, you will see the green “Record Offline Gift” button. If you have received a cash or check (checks payable to “Assist Pregnancy Center”) contribution, you can easily record those amounts as an “Offline Gift” so they are added to your fundraising total. Click the “Record Offline Gift” button to do so.

(Log in to your page by visiting the event homepage here: <http://bit.ly/wrrforlife2017>)

The screenshot displays the participant page for the "Walk/Run/Ride for LIFE 2017" event. At the top, the event title is centered, with an "Edit Title" button to the right. Below the title is a photo of four women, labeled "The 2016 Walk!", with an "Add Photos or Video" button underneath. To the right of the photo, the participant's name "Leanna Baumer" and location "Arlington, VA" are listed, along with an "Edit Profile & Social Sharing" button. The beneficiary is identified as "Assist Pregnancy Center" in "Annandale, VA". The fundraising progress is shown with a goal of "\$1,000" and an "Edit Goal" button, and an amount raised of "\$325" (32%). A progress bar with a red liquid level is also visible. A "Time Remaining" section shows 30 days, 15 hours, 35 minutes, and 24 seconds. At the bottom, a navigation bar includes "Details", "Sponsors 5", "My Team 0", "Visitors 47", and "Updates 0". Below this, the "My Sponsors" section has "Add Sponsor" and "Print List" buttons. On the right side, two green buttons are present: "Record Offline Gift" (circled in blue with a blue arrow pointing to it) and "Online Gift".

B. Record donor details for individual who gave you cash/check sponsorship contribution.

1. Enter sponsor information and select either “Cash” or “Check” as appropriate.
2. Only record “Offline Gifts” that you have actually received.
3. Click on the “Record” button to save the entered contribution and the amount will appear as part of your fundraising total!
4. Make sure to bring all cash and check gifts with you on the morning of the Walk | Run | Ride. During the registration process on Saturday morning, you will be able to turn in those sponsorship contributions.

Questions? Call Megan at 703-354-7291 or outreach@assistcpc.org

Recording details for an "Offline Gift"

New Sponsor X

First Name: *

Last Name: *

Gender: *

Amount: * \$

1. Payment: *

Anonymous? Yes

Please be sure that you have the check in-hand before you add this donation to your list. Thank you.

Give as a Company? Yes

Address: *

Suite / Appt. Number:

City: *

State: *

Zip: *

Country: *

Phone:
Include Area Code

Email:

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