

# How to Enter Your Offline Donations

If you've collected donations by **cash or cheque**, you can record them in your fundraising page so they show up in your total. Here's how:

## 1. Log in to Your Fundraising Page

- Go to the event website and click **Log In**.
- Use the same email and password you registered with.
- If you have forgotten your login information, please email [holly.calvert@niagarahealth.on.ca](mailto:holly.calvert@niagarahealth.on.ca)

## 2. Add an Offline Donation

- Once logged in, click "**Offline Pledges**" (sometimes shown as "**Enter Cash/Cheque Donation**").
- Click **Add Donation**.

## 3. Fill in the Donor's Information

- Enter the **donation amount** and **payment type** (cash or cheque).
- Add the donor's name and contact info.
  - *Tip: A full mailing address is needed if the donor would like a tax receipt.*
- Choose how the donor's name should appear on your **honour roll** (public fundraising page).

## 4. Save the Donation

- Once saved, the donation will show in your fundraising total as "pending."
- Bring the cash/cheque with you to the event (or submit it to Niagara Health Foundation in advance) so it can be confirmed.

## 5. (Optional) Pay for Offline Donations Online

- If you'd like, you can **pay by credit card** on behalf of your donors.
- Just select the offline donations in your portal and click "**Pay Now.**"
- Once processed, the donations are confirmed and will count toward your official fundraising total.

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✓ **That's it!** Entering your offline donations makes sure your efforts are recognized and your fundraising thermometer is up to date.