

Entering an Offline Donation

Category: Offline Raising

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Reading Time: 1 min

There are no fees for Offline Donations.

What is an offline donation?

Any funds you collect by **check** or **cash** during or after your campaign are all yours; **you keep 100% of Offline Donations!**

Entering your Offline Donations in the Dashboard allows you to track your Offline Donations in reports, and be counted towards your goal(s), progress indicator(s), and leaderboard(s) on the website.

To add an Offline Donation, go to **Site Builder → Features → Donations → Offline Donations**, and click the "**Add Offline Donation**" button.

The screenshot shows the myfunrun dashboard. On the left sidebar, the navigation menu includes Home, Tutorial, Resources, Site Builder (highlighted with a red box), Brand, Pages, Layout, Features (highlighted with a red box), Donations (highlighted with a red box), Offline Donations (highlighted with a red box), Updates, Fundraising, Custom, Settings, Administration, and Reports. The main content area is titled 'Offline Donations' and includes an 'Actions Guide' section with instructions on how to use the icons: approve, unapprove, view history, manage donation details, and delete. Below the guide is a '+ New Offline Donation' button. A summary bar shows 'TOTAL AMOUNT FROM OFFLINE DONATIONS: \$1,180.00'. There are three buttons: 'Approved Selected' (green), 'Unapproved Selected' (yellow), and 'Delete Selected' (red). A table displays the list of offline donations with columns for Actions, ID, Name, Amount Entered, Participant, Status, and Date. The table shows two entries: Kiara Aleo and Larissa Talhado, both with a status of 'APPROVED'.

Actions	ID	Name	Amount Entered	Participant	Status	Date
    	422103	Kiara Aleo	\$75.00	Lucian Aleo	APPROVED	July 30
    	422102	Larissa Talhado	\$50.00	Jean Talhado	APPROVED	July 30

To **view** Offline Donations that have been entered in the system, go to **Site Builder → E-Commerce → Transactions**.

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https://myfunrun.com/demo-website-premium

Transactions

View the transactions report of your website.

Archive All

Download

E-Commerce > Transactions

TRANSACTION SUMMARY

\$0.00	\$1,040.00	\$0.00	\$0.00	\$1,140.00
Online Total	Offline Total	Net	Fees	Total

FILTER YOUR TRANSACTIONS

Type

Show all

Archive

Show unarchived transactions

Date range

Select a "From" date and a "To" date.

Make use of the calendar picker and then click on Apply.

Actions Guide

Use the icons below to manage transactions. Here's what each button does:

To view transaction history, click the history icon.

To view transaction details, click the view icon.

Archive

Show 100 entries

Previous 1 Next

Search:

Actions	Transaction #	Name	Amount Gross	Amount Entered	Amount Net	Customer Fee	Organizer Fee	Taxes	Type	Status	Date
	100003133	Donor First Name Don...	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	Purchase	OFFLINE	2024-02-06
	100003149	Donor Name Donor Nam...	\$40.00	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00	Purchase	OFFLINE	2024-02-07 11:00
			\$1,040.00	\$1,040.00	\$1,040.00	\$0.00	\$0.00	\$0.00			

Under the heading "**Filter Your Transactions**", select "**Show offline transactions**" from the "**Type**" dropdown field.

FILTER YOUR TRANSACTIONS

Type

Show all

Show all

Show online transactions

Show offline transactions

Show unpaid transactions