

# Entering Offline Sponsorship Sales

**Category:** Offline Raising

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**Reading Time:** 1 min

There are no fees on Offline Sponsorships you sell.

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

Entering your Offline Sponsorship sales in the Dashboard allows you to track your Offline Sponsorships in reports along with your *Online* Sponsorships.

In addition, your Offline Sponsorship can be counted towards your goal(s), progress indicator(s), and leaderboard(s) on the website.

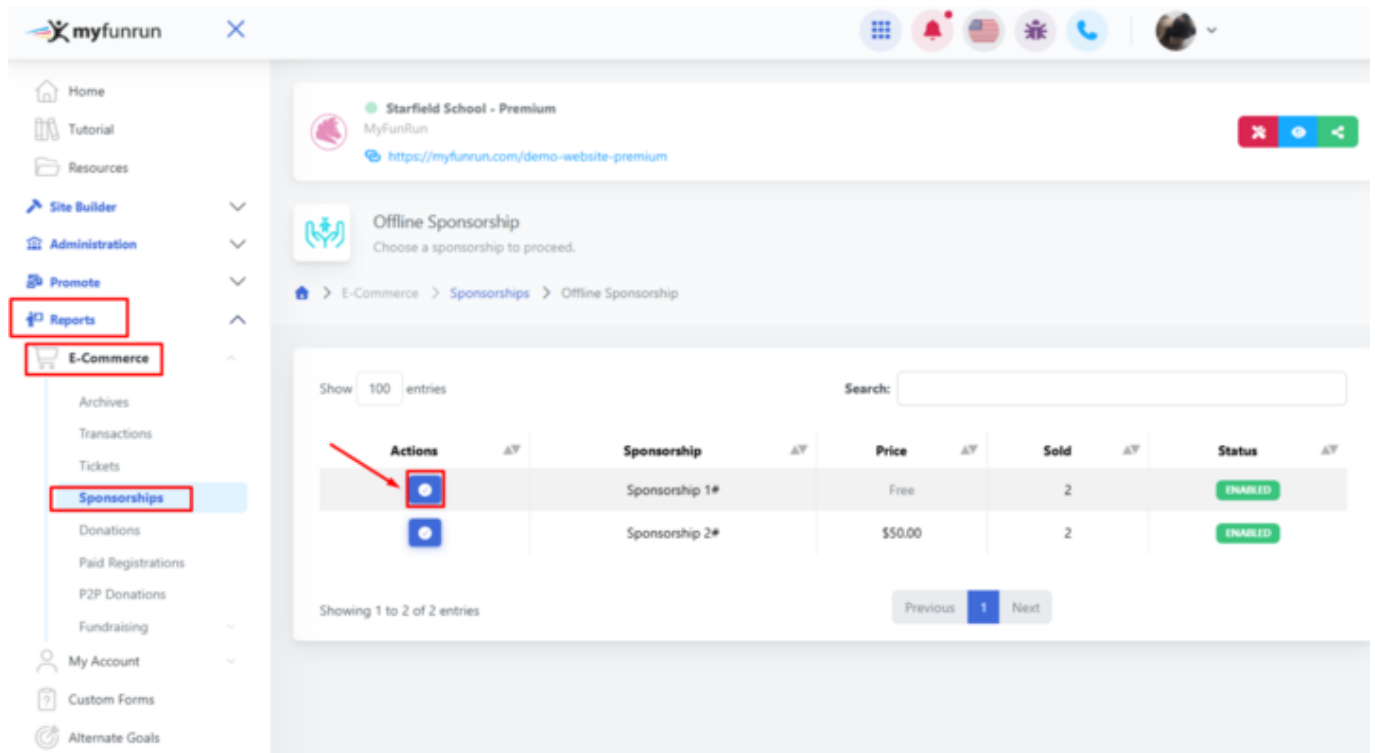
To enter or record an Offline Sponsorship sold, go to **Reports → E-Commerce → Sponsorships**, and click the "Offline Sponsorship" button.

The screenshot shows the MyFunRun dashboard interface. On the left sidebar, the navigation menu includes Home, Tutorial, Resources, Site Builder, Administration, Promote, Reports, E-Commerce, Archives, Transactions, Tickets, Sponsorships, Donations, Paid Registrations, P2P Donations, Fundraising, My Account, Custom Forms, and Alternate Goals. The 'Reports' and 'E-Commerce' items are highlighted with red boxes. In the main content area, the 'Sponsorships' section is active, showing a summary of sponsorship sales with a table:

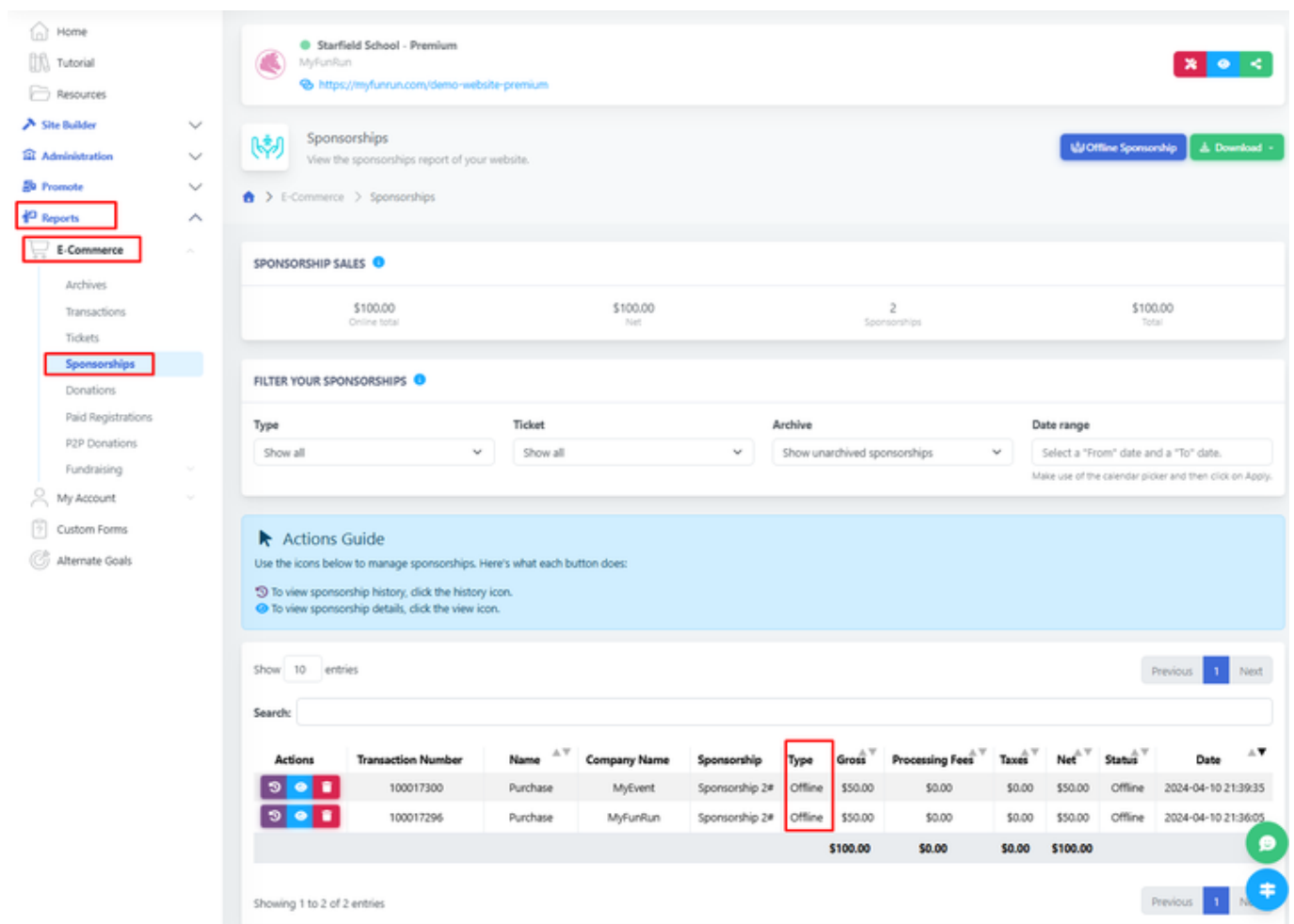
SPONSORSHIP SALES			
\$100.00 Online total	\$100.00 Net	2 Sponsorships	\$100.00 Total

Below the table, there is a 'FILTER YOUR SPONSORSHIPS' section with dropdown menus for Type (Show all), Ticket (Show all), Archive (Show unarchived sponsorships), and Date range (Select a "From" date and a "To" date). A red arrow points to the 'Offline Sponsorship' button in the top right corner of the Sponsorships section. At the bottom, there is an 'Actions Guide' section with instructions on how to use the history and view icons.

**Select** the correct option, and complete the form.



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



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

Type

Show all

Show all

Show online transactions

Show offline transactions

Show unpaid transactions