

# Entering Offline Sponsorship Sales

**Category:** Offline Raising  
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**Reading Time:** 1 min

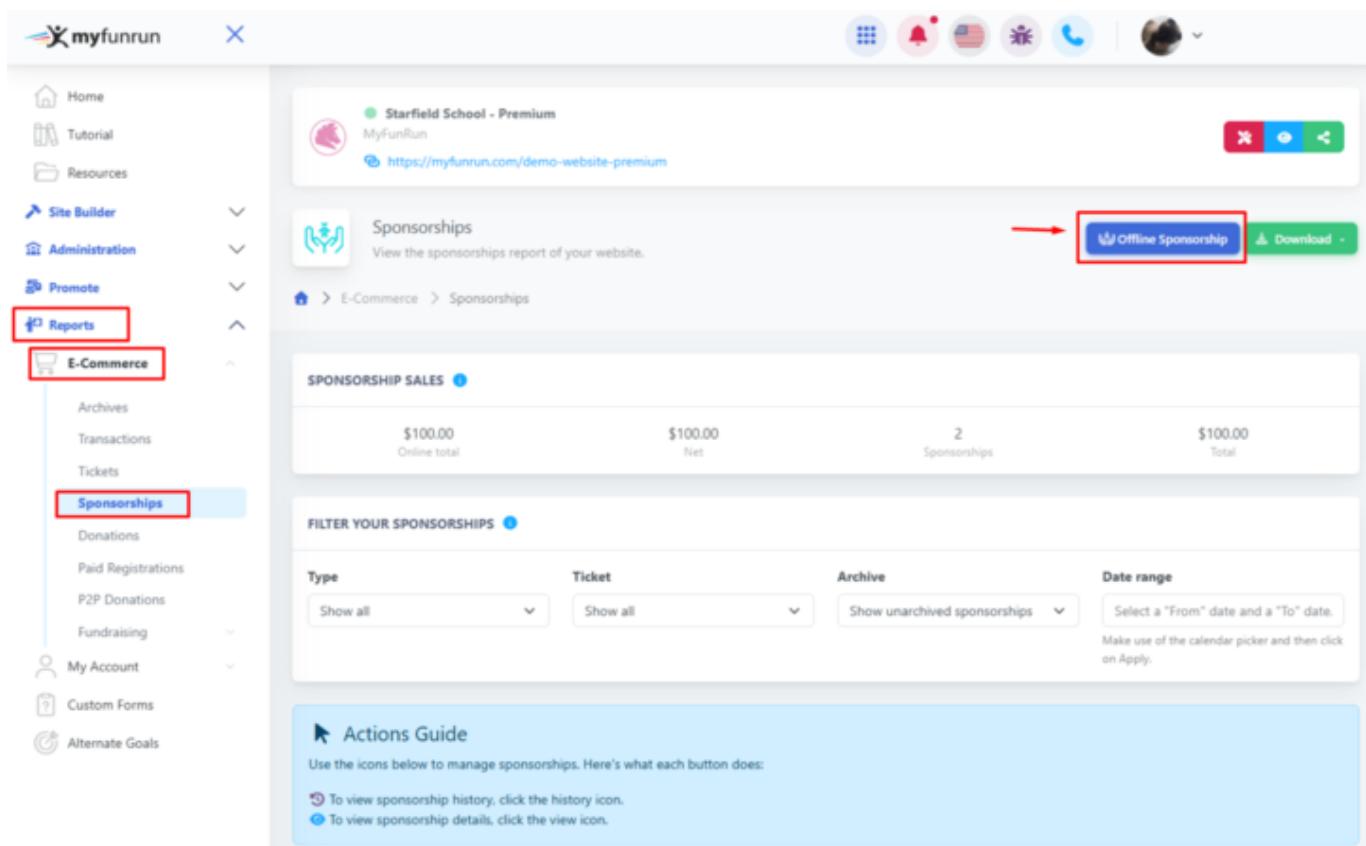
There are no fees on Offline Sponsorships you sell.

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 with the following interface elements:

- Left Sidebar:** Includes links for Home, Tutorial, Resources, Site Builder, Administration, Promote, Reports (highlighted with a red box), E-Commerce (highlighted with a red box), Archives, Transactions, Tickets, Sponsorships (highlighted with a red box), Donations, Paid Registrations, P2P Donations, Fundraising, My Account, Custom Forms, and Alternate Goals.
- Header:** Shows the website URL (Starfield School - Premium, MyFunRun, https://myfunrun.com/demo-website-premium) and various dashboard icons.
- Content Area:** Shows a "Sponsorships" report with a sub-section titled "SPONSORSHIP SALES". It displays the following data:

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

Below this is a "FILTER YOUR SPONSORSHIPS" section with dropdowns for Type (Show all), Ticket (Show all), Archive (Show unarchived sponsorships), and Date range (Select a "From" date and a "To" date). A note says "Make use of the calendar picker and then click on Apply."

**Actions Guide:** Provides instructions on how to use the sponsorship management icons.

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

myfunrun

Starfield School - Premium  
MyFunRun  
https://myfunrun.com/demo-website-premium

Offline Sponsorship  
Choose a sponsorship to proceed.

E-Commerce > Sponsorships > Offline Sponsorship

Actions	Sponsorship	Price	Sold	Status
	Sponsorship 1#	Free	2	ENABLED
	Sponsorship 2#	\$50.00	2	ENABLED

Showing 1 to 2 of 2 entries

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

Starfield School - Premium  
MyFunRun  
https://myfunrun.com/demo-website-premium

Sponsorships  
View the sponsorships report of your website.

E-Commerce > Sponsorships

**SPONSORSHIP SALES**

\$100.00 Online total	\$100.00 Net	2 Sponsorships	\$100.00 Total
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**FILTER YOUR SPONSORSHIPS**

Type	Ticket	Archive	Date range
Show all	Show all	Show unarchived sponsorships	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 sponsorships. Here's what each button does:  
 To view sponsorship history, click the history icon.  
 To view sponsorship details, click the view icon.

Actions	Transaction Number	Name	Company Name	Sponsorship	Type	Gross	Processing Fees	Taxes	Net	Status	Date
	100017300	Purchase	MyEvent	Sponsorship 2#	Offline	\$50.00	\$0.00	\$0.00	\$50.00	Offline	2024-04-10 21:39:35
	100017296	Purchase	MyFunRun	Sponsorship 2#	Offline	\$50.00	\$0.00	\$0.00	\$50.00	Offline	2024-04-10 21:36:05

Showing 1 to 2 of 2 entries

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

Type

