

# Entering Offline Paid Registrations

**Category:** Offline Raising

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**Reading Time:** 1 min

There are no fees on Offline Paid Registrations you sell.

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

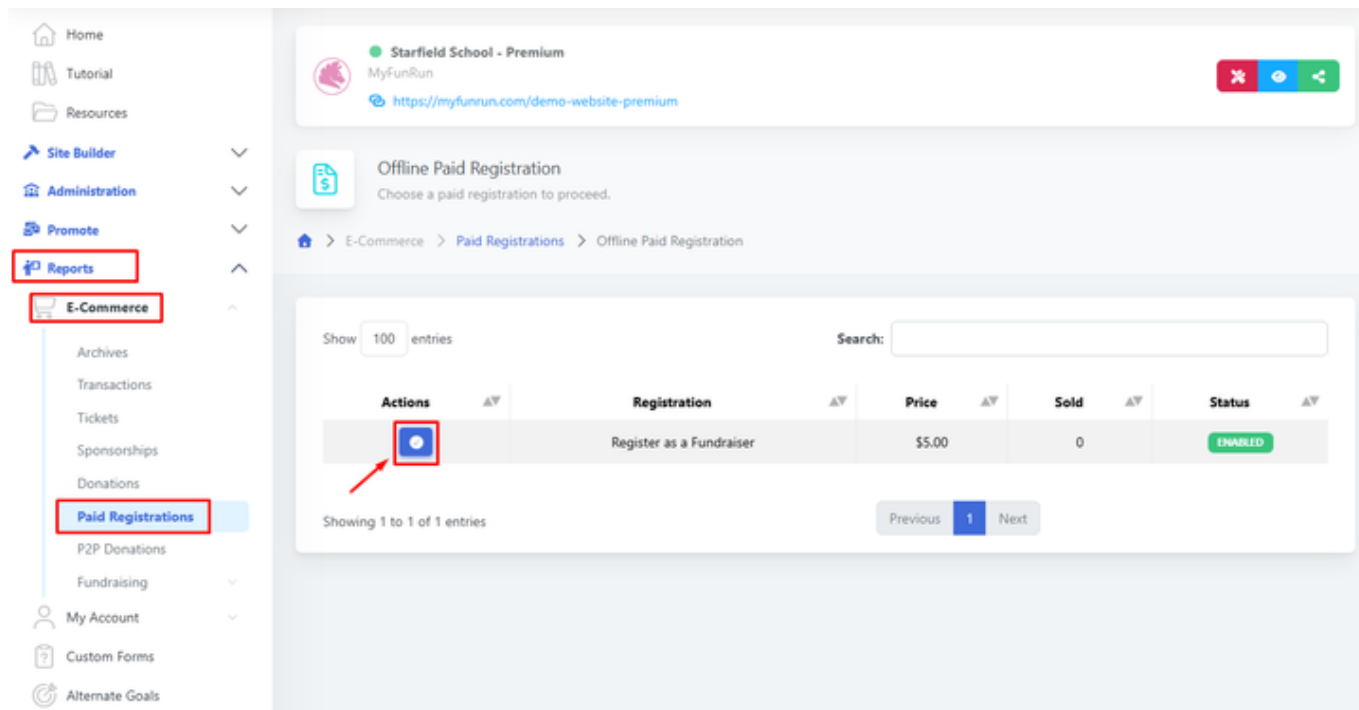
Entering your Offline Paid Registrations sales in the Dashboard allows you to track your Offline Paid Registrations in reports together in one place with your *Online* Paid registrations.

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

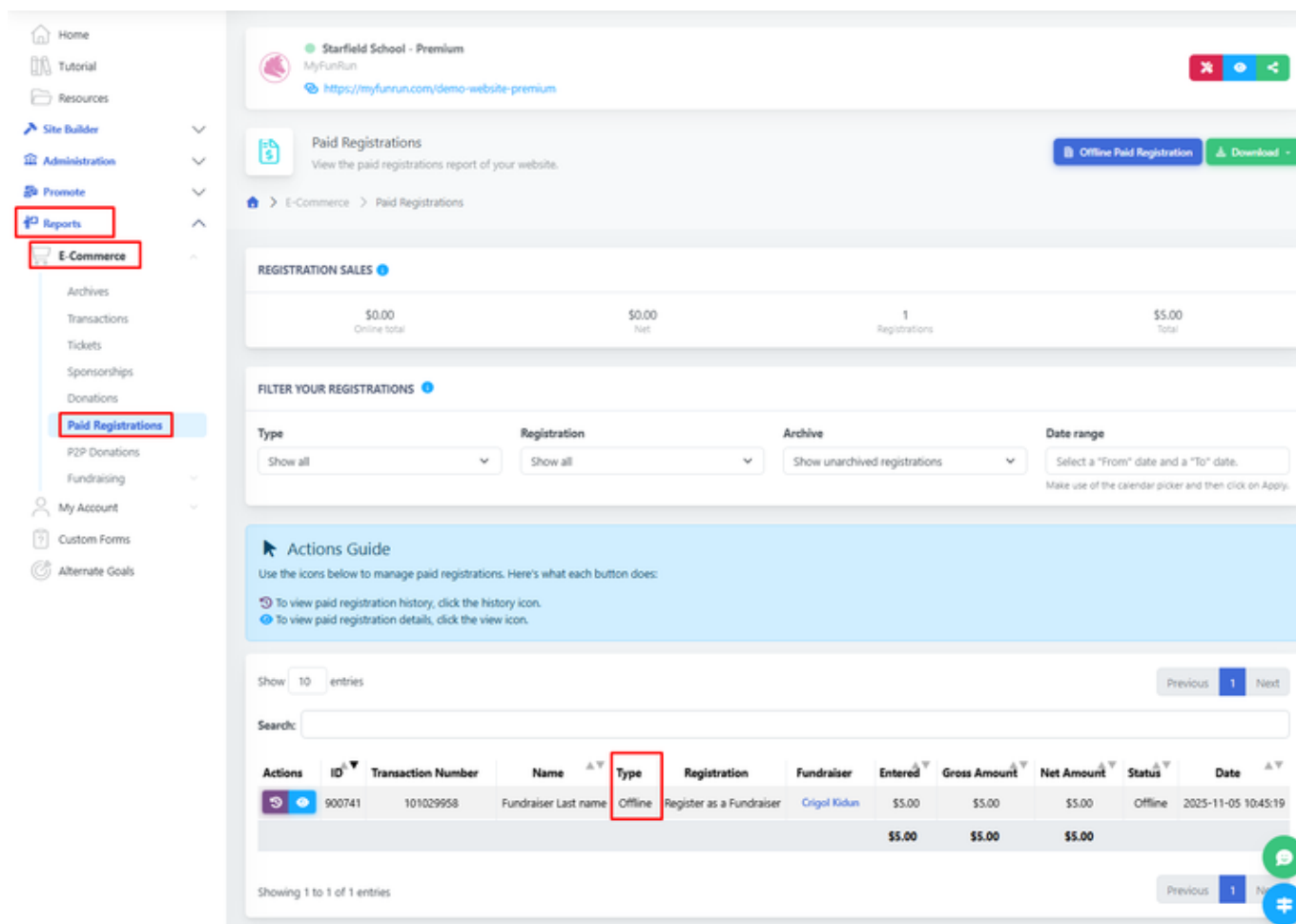
To enter or record an Offline Paid Registration sold, go to **Reports → E-Commerce → Paid Registrations**, and click the "**Offline Paid Registrations**" button.

The screenshot displays the MyFunRun dashboard for 'Starfield School - Premium'. The left sidebar contains navigation links: Home, Tutorial, Resources, Site Builder, Administration, Promote, Reports (highlighted with a red box), and E-Commerce (highlighted with a red box). Under E-Commerce, 'Paid Registrations' is selected. The main content area shows the 'Paid Registrations' report. At the top, there's a header with the school name, MyFunRun logo, and a URL. Below this is a 'Paid Registrations' section with a description and a red arrow pointing to the 'Offline Paid Registration' button. A summary table titled 'REGISTRATION SALES' shows: Online total (\$0.00), Net (\$0.00), Registrations (0), and Total (\$0.00). Below the table is a 'FILTER YOUR REGISTRATIONS' section with dropdowns for Type (Show all), Registration (Show all), Archive (Show unarchived registrations), and a Date range picker. At the bottom, there's an 'Actions Guide' section with instructions on how to use the history and view icons. The bottom right corner has a 'Show 10 entries' dropdown and 'Previous' and 'Next' buttons.

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



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



Under the heading "**Filter Your Registrations**", select "**Show offline registrations**" from

the "**Type**" dropdown field.

