Entering Offline Paid Registrations

Category: Offline Raising
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Reading Time: 1 min

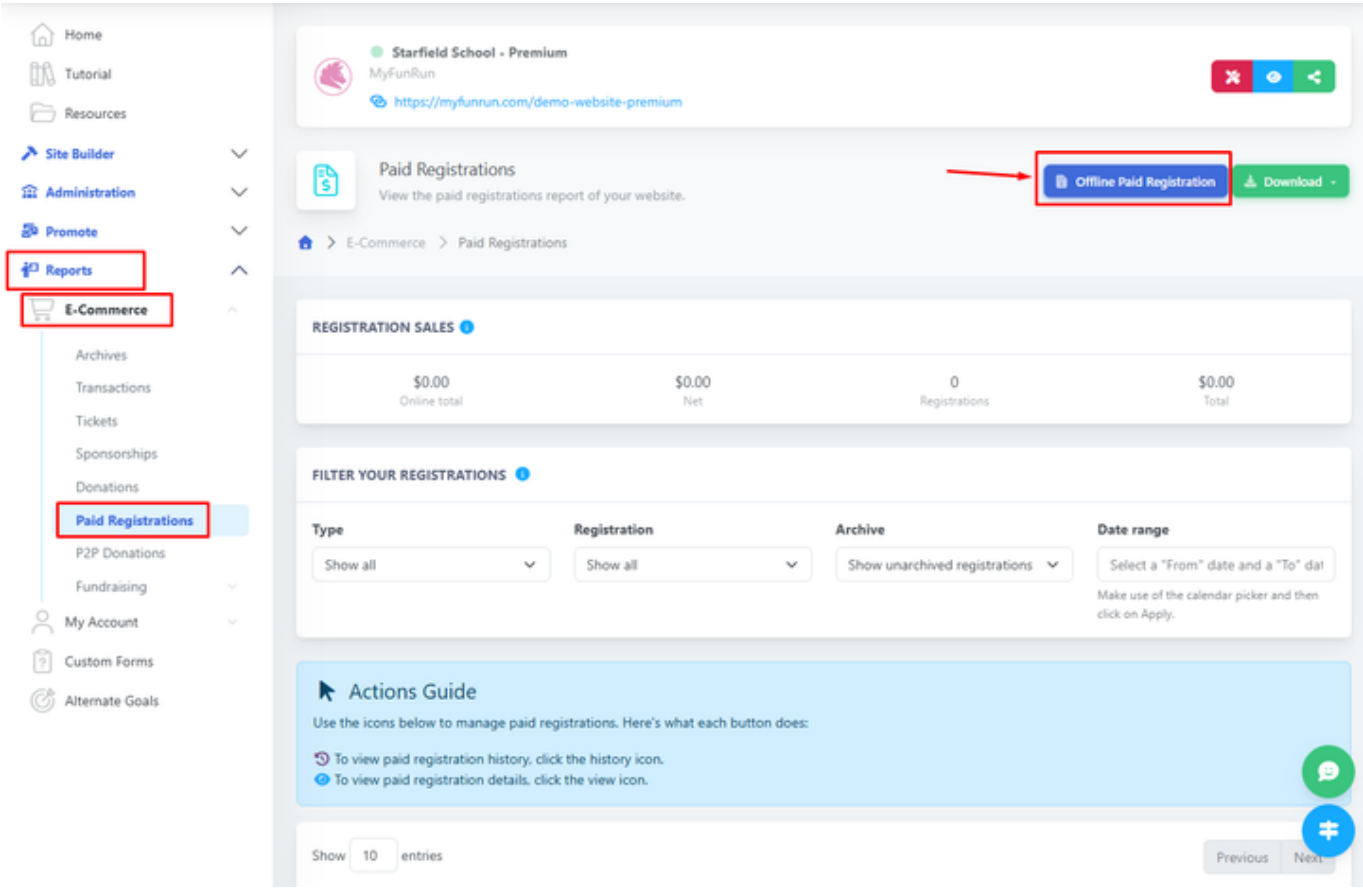
There are no fees on Offline Paid Registrations you sell.

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

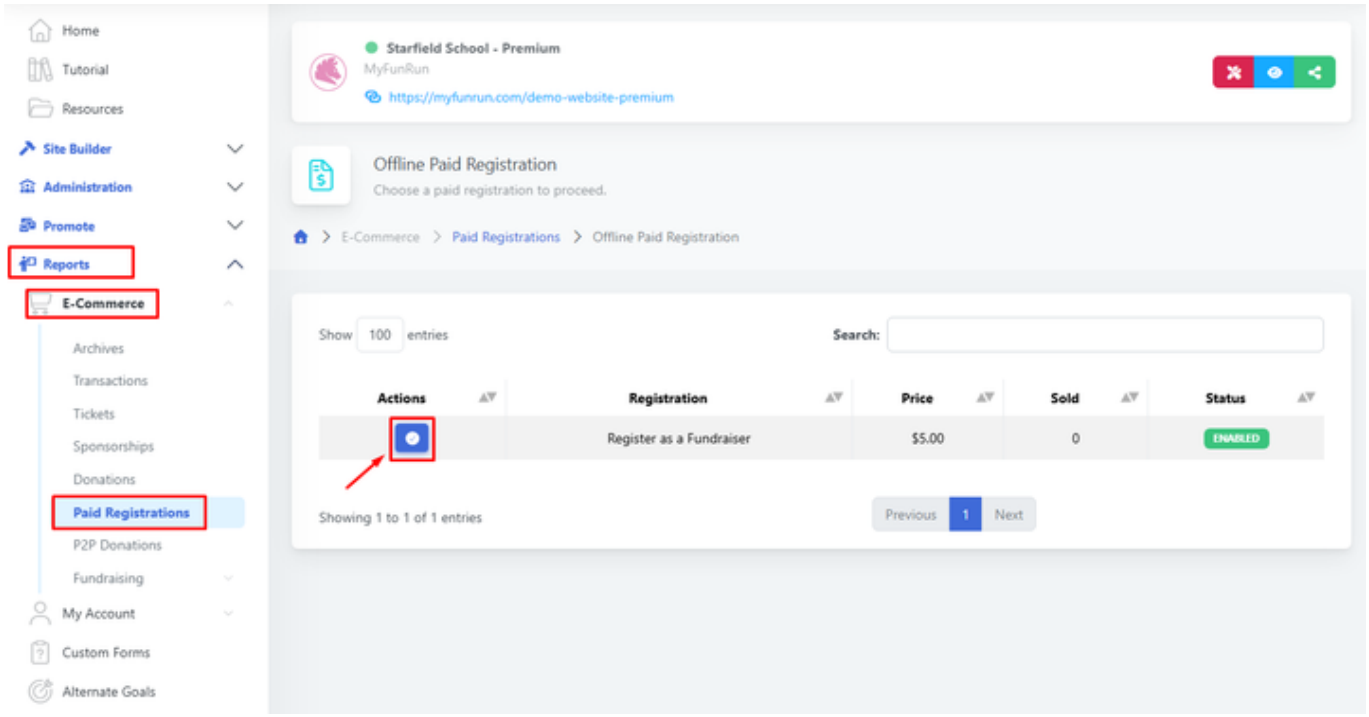
Entering your Offline Paid Registrations sales in the Dashboard allows you to track your Offline Paid Registrations in reports together in one place with your *Online* Paid registrations.

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

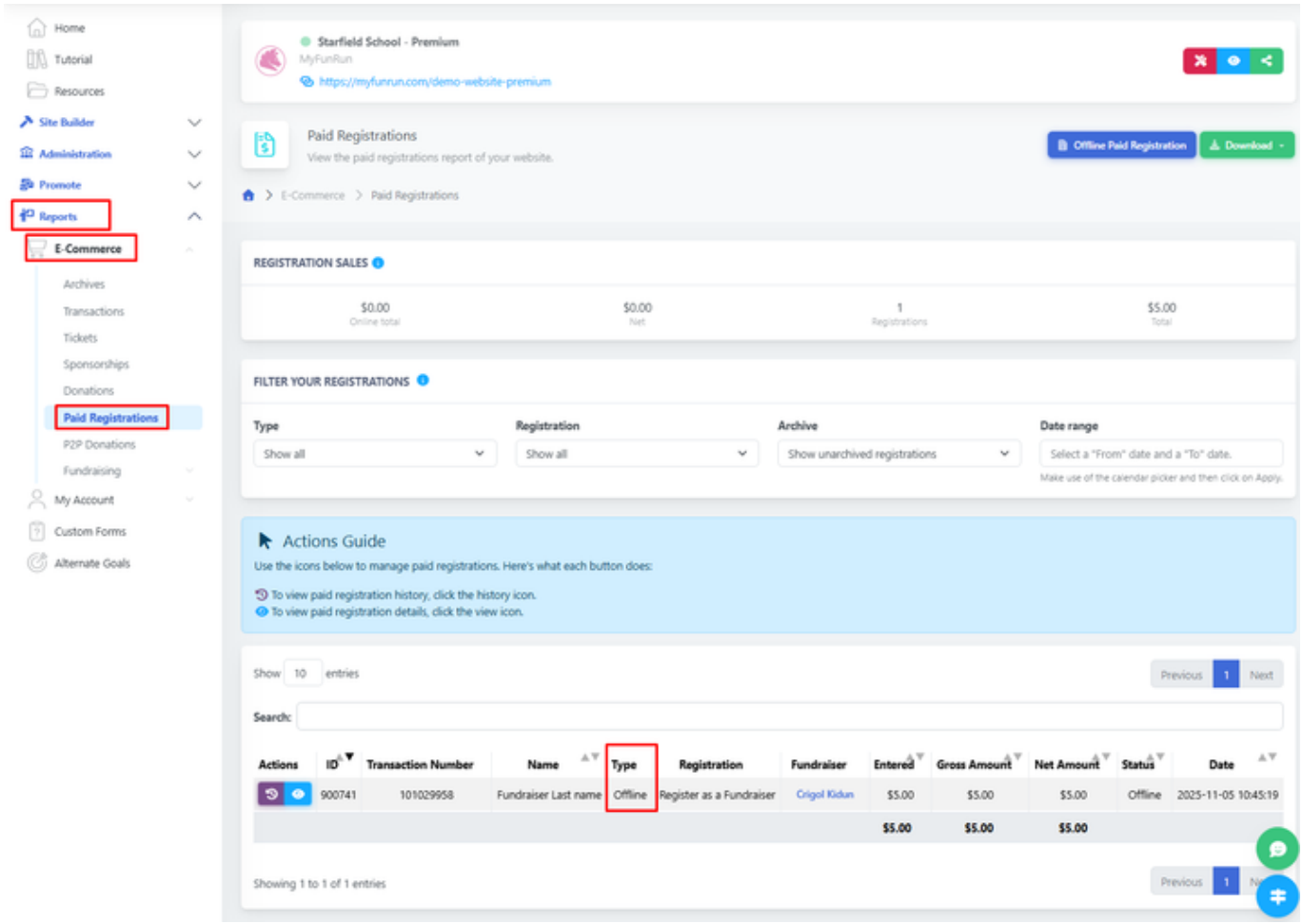
To enter or record an Offline Paid Registration sold, go to **Reports → E-Commerce → Paid Registrations**, and click the "**Offline Paid Registrations**" button.



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.

