

# Entering Offline Paid Registrations

Category: Offline Raising  
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Reading Time: 1 min

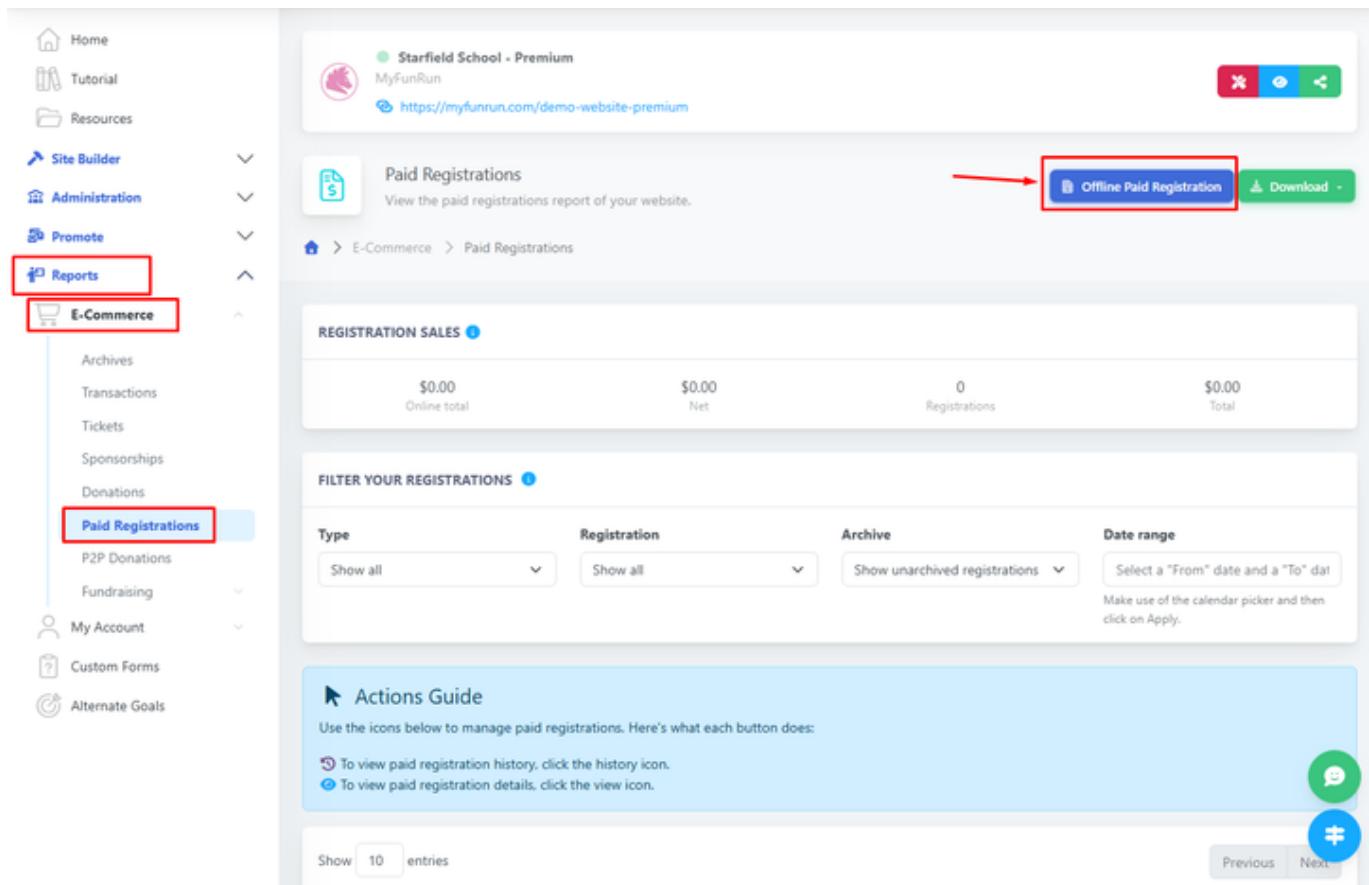
There are no fees on Offline Paid Registrations you sell.

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 shows the MyFunRun Dashboard with the following navigation path: Home > E-Commerce > Paid Registrations. The left sidebar is expanded, showing sections like Site Builder, Administration, Promote, Reports (which is selected and highlighted with a red box), and E-Commerce (which is also highlighted with a red box). Under E-Commerce, Paid Registrations is selected and highlighted with a red box. The main content area displays a report titled "Paid Registrations" for "Starfield School - Premium" with the URL "https://myfunrun.com/demo-website-premium". The report includes a "REGISTRATION SALES" section showing \$0.00 Online total, \$0.00 Net, 0 Registrations, and \$0.00 Total. Below this is a "FILTER YOUR REGISTRATIONS" section with dropdowns for Type (Show all), Registration (Show all), Archive (Show unarchived registrations), and Date range (Select a "From" date and a "To" date). At the bottom, there is an "Actions Guide" with instructions: "To view paid registration history, click the history icon." and "To view paid registration details, click the view icon." There are also "Previous" and "Next" buttons at the bottom right.

Select the option, and complete the form.

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

Offline Paid Registration  
Choose a paid registration to proceed.

E-Commerce > Paid Registrations > Offline Paid Registration

Actions	Registration	Price	Sold	Status
	Register as a Fundraiser	\$5.00	0	ENABLED

Showing 1 to 1 of 1 entries

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

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

Paid Registrations  
View the paid registrations report of your website.

E-Commerce > Paid Registrations

REGISTRATION SALES

\$0.00 Online total	\$0.00 Net	1 Registrations	\$5.00 Total
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FILTER YOUR REGISTRATIONS

Type	Registration	Archive	Date range
Show all	Show all	Show unarchived registrations	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 paid registrations. Here's what each button does:  
🕒 To view paid registration history, click the history icon.  
🕒 To view paid registration details, click the view icon.

Actions	ID	Transaction Number	Name	Type	Registration	Fundraiser	Entered	Gross Amount	Net Amount	Status	Date
	900741	101029958	Fundraiser Last name	Offline	Register as a Fundraiser	Crigol Kidun	\$5.00	\$5.00	\$5.00	Offline	2025-11-05 10:45:19

Showing 1 to 1 of 1 entries

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

the "**Type**" dropdown field.

Type

