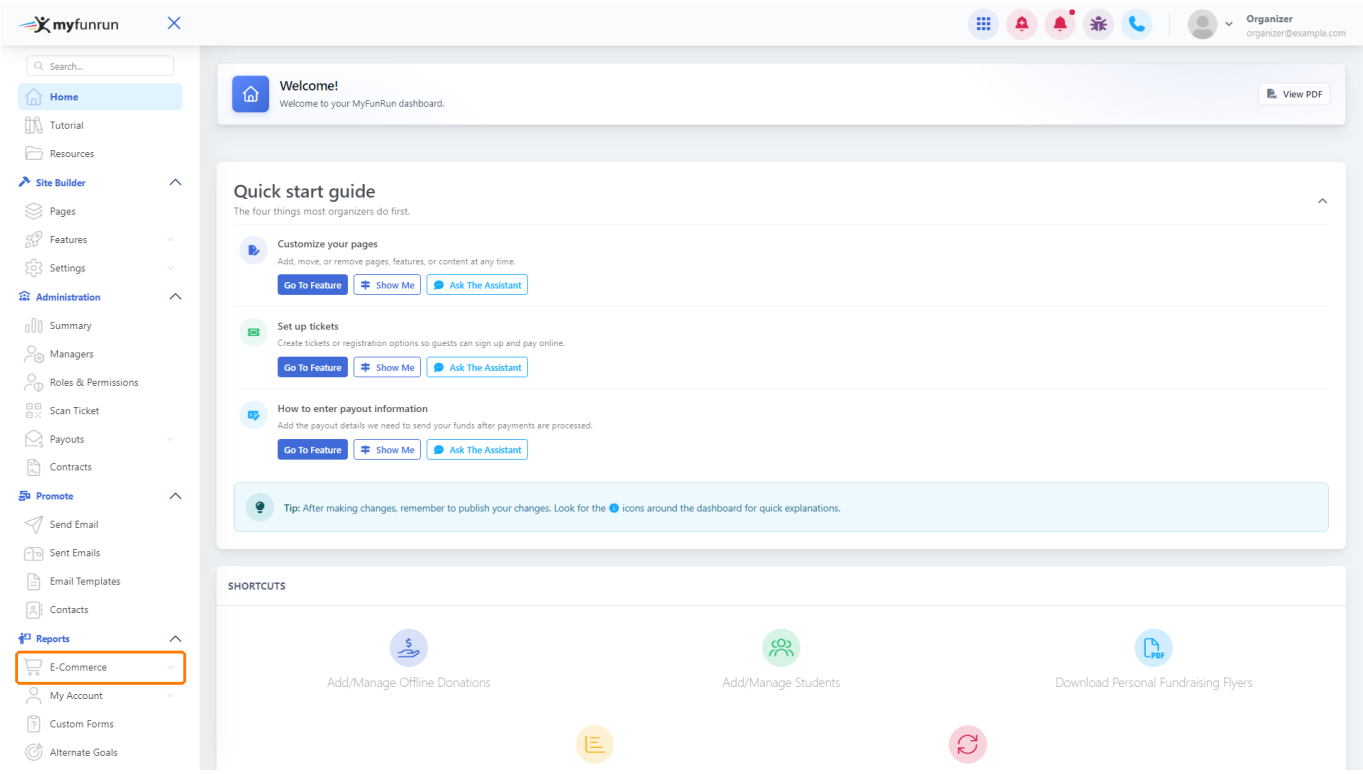
How to Reassign a P2P Donation to Another Participant

Category: Fundraisers
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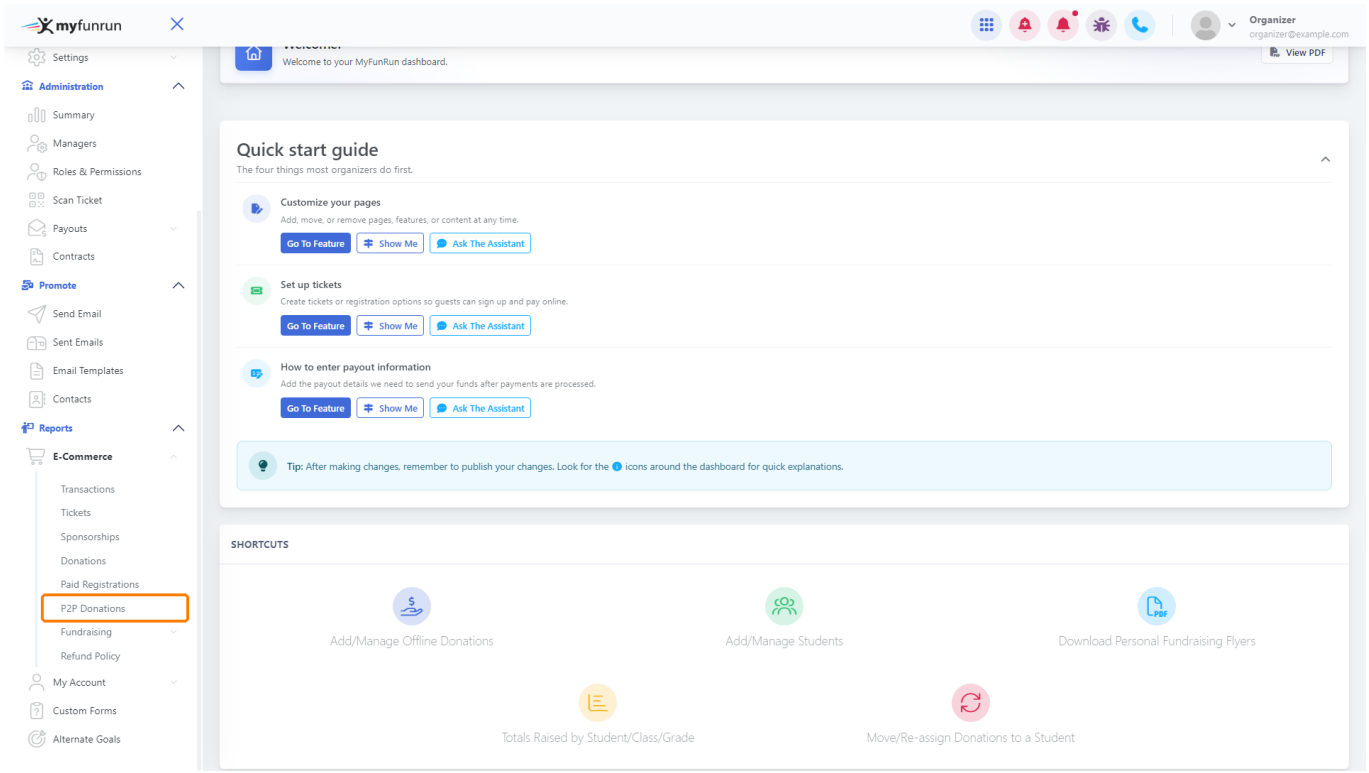
If a donor gave to the wrong participant, or a gift needs to count for another student, you can move the P2P donation yourself. The donation and its team credit follow the participant you pick.

Step 1: Open the P2P Donations report

From your dashboard, under **Reports**, click **E-Commerce**.

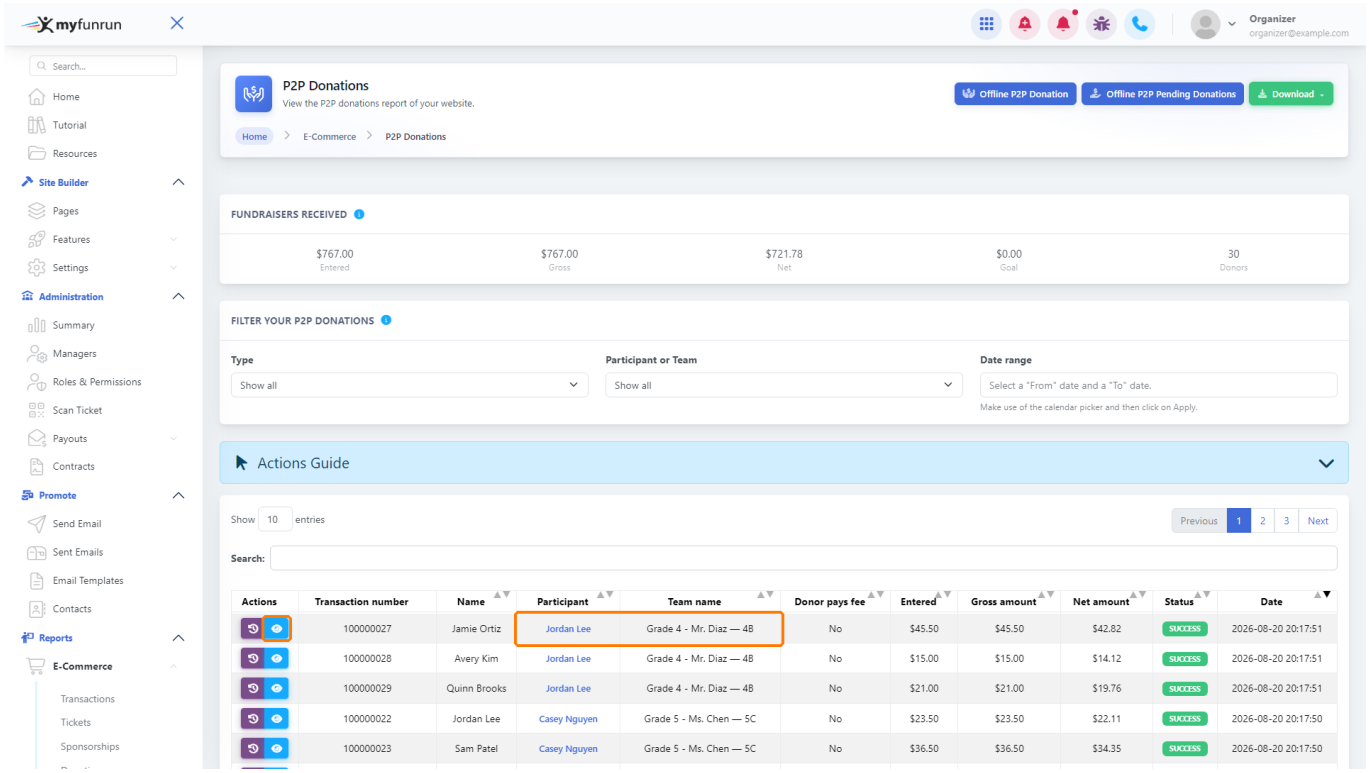


Then click **P2P Donations**.

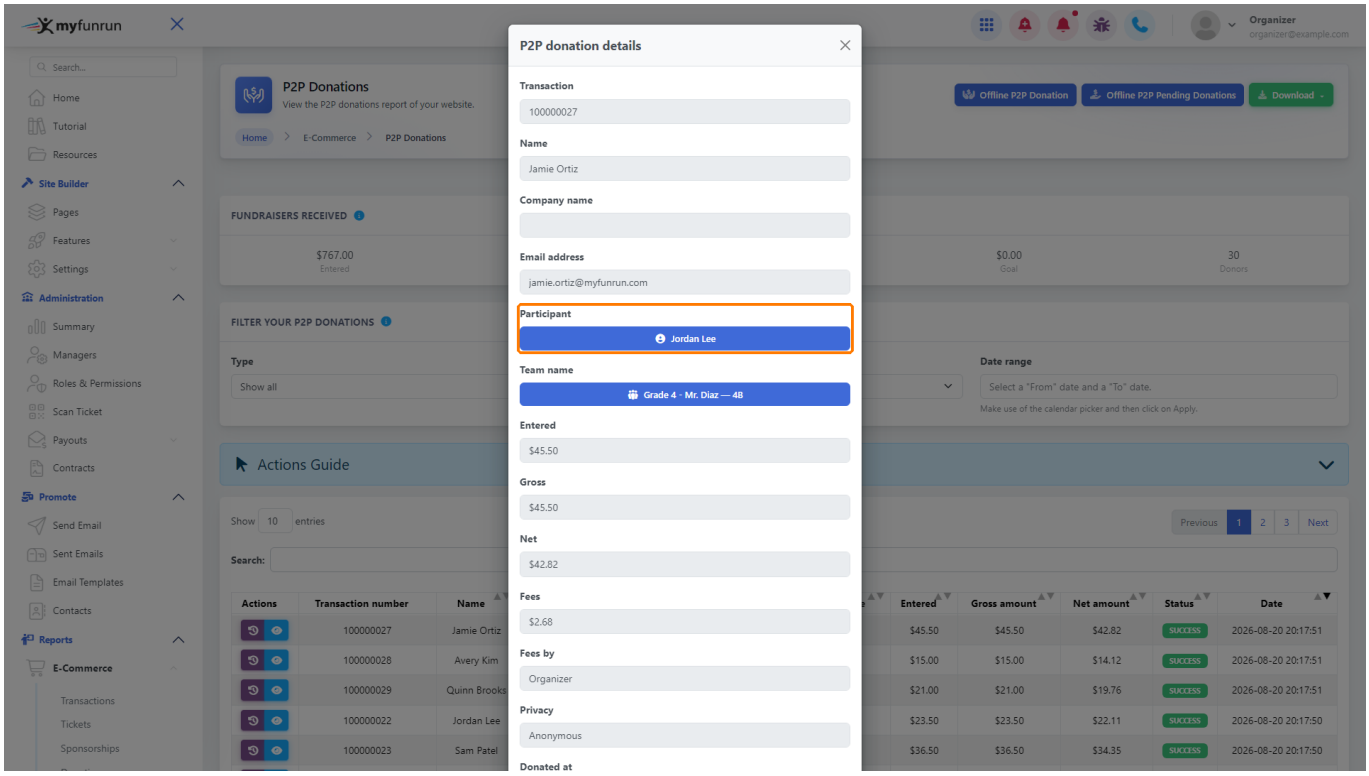


Step 2: Find the donation

The report lists every donation made to a participant. Find the row you want to move (check the **Participant** and **Team name** columns), then click the blue **Details** button on that row.

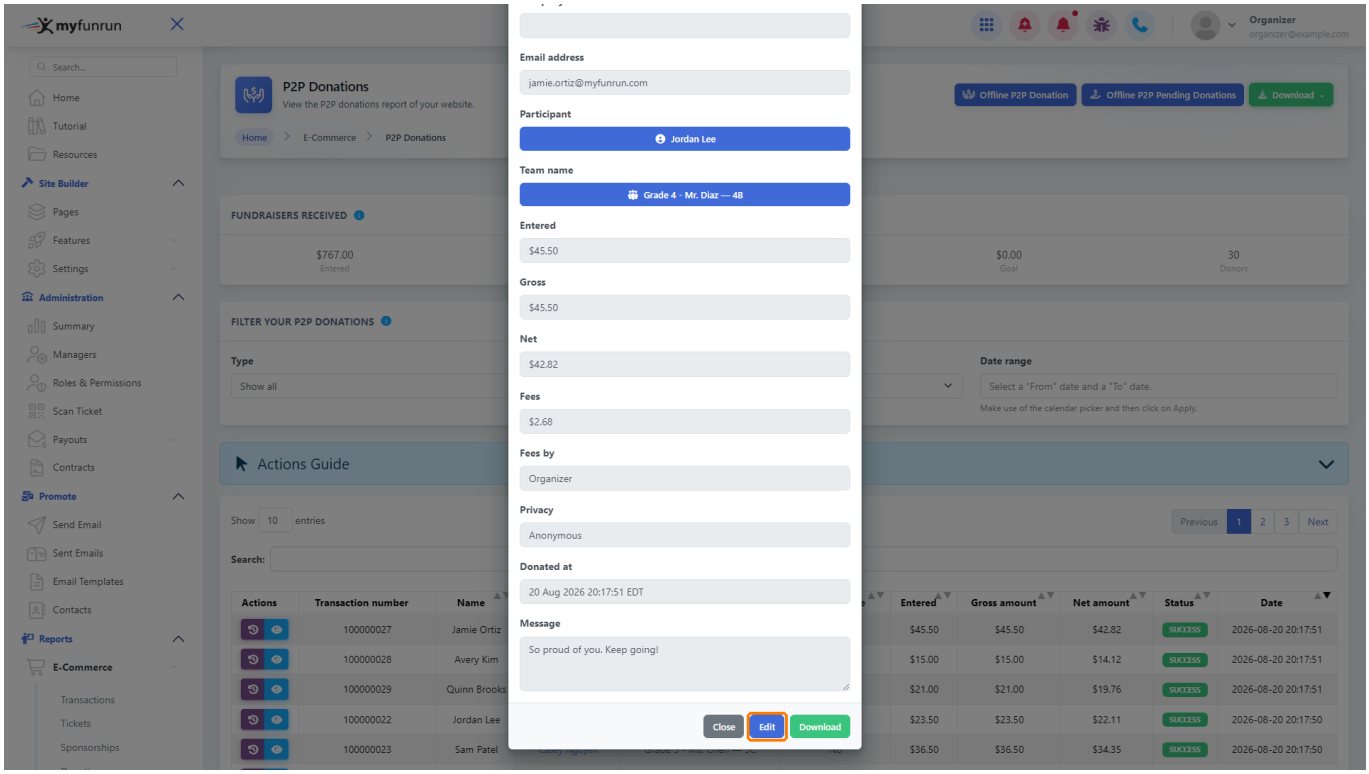


The **P2P donation details** window shows who the donation currently counts for.

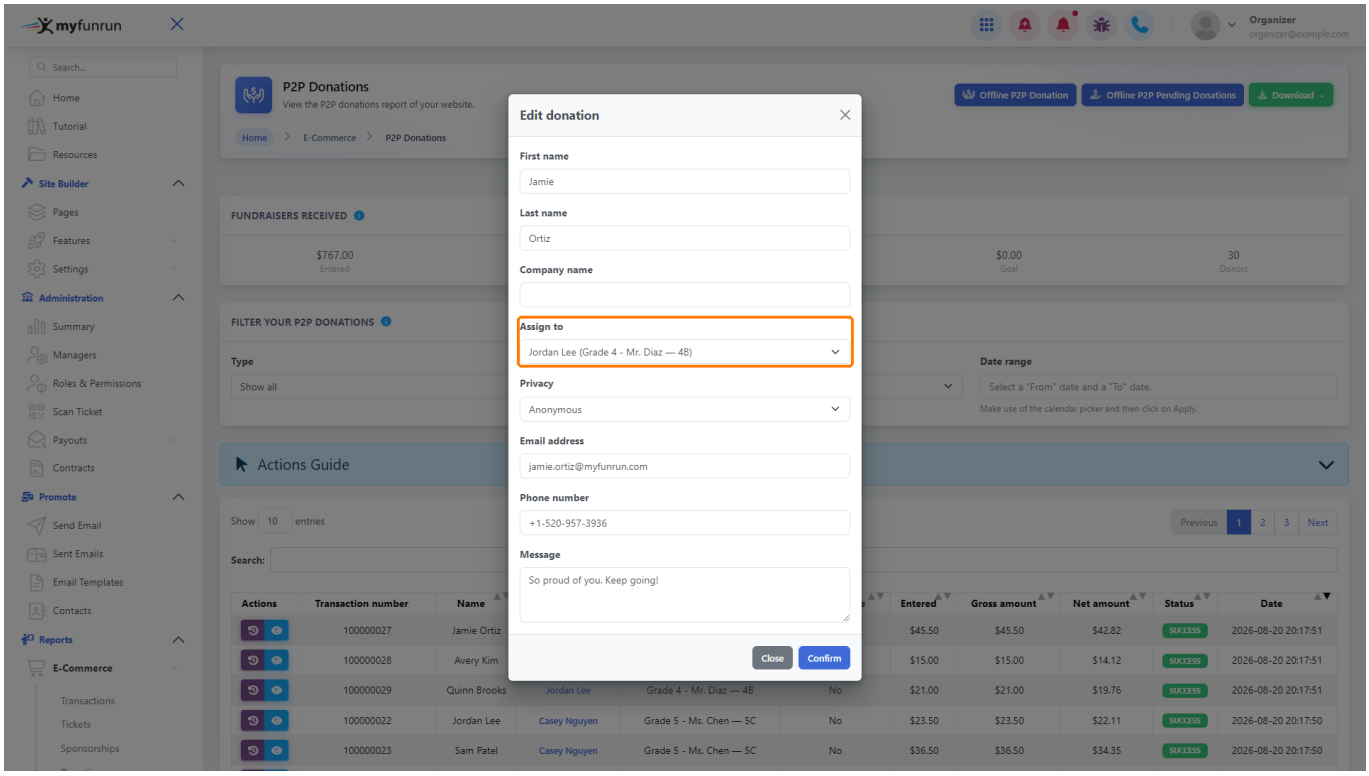


Step 3: Edit the donation

Scroll to the bottom of the window and click **Edit**.

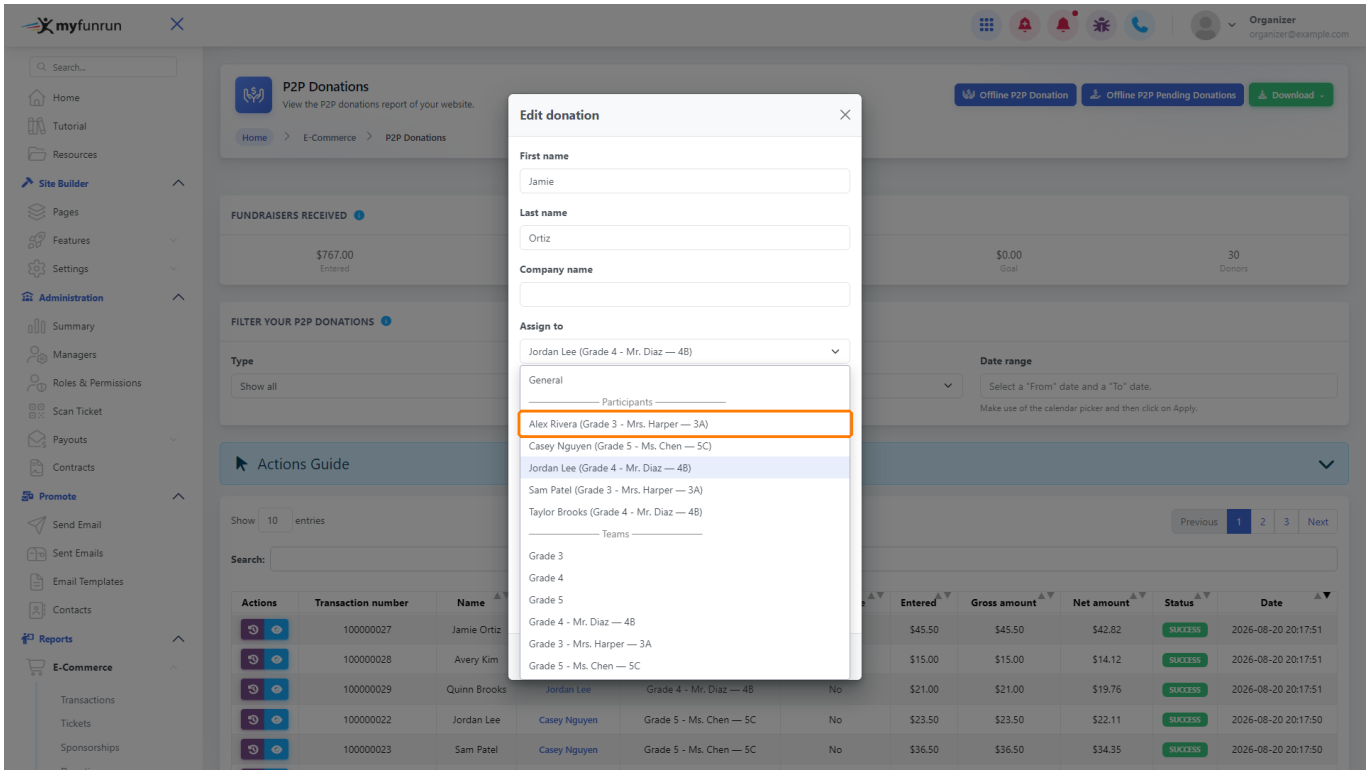


In **Edit donation**, the **Assign to** field sets who gets credit for the donation.

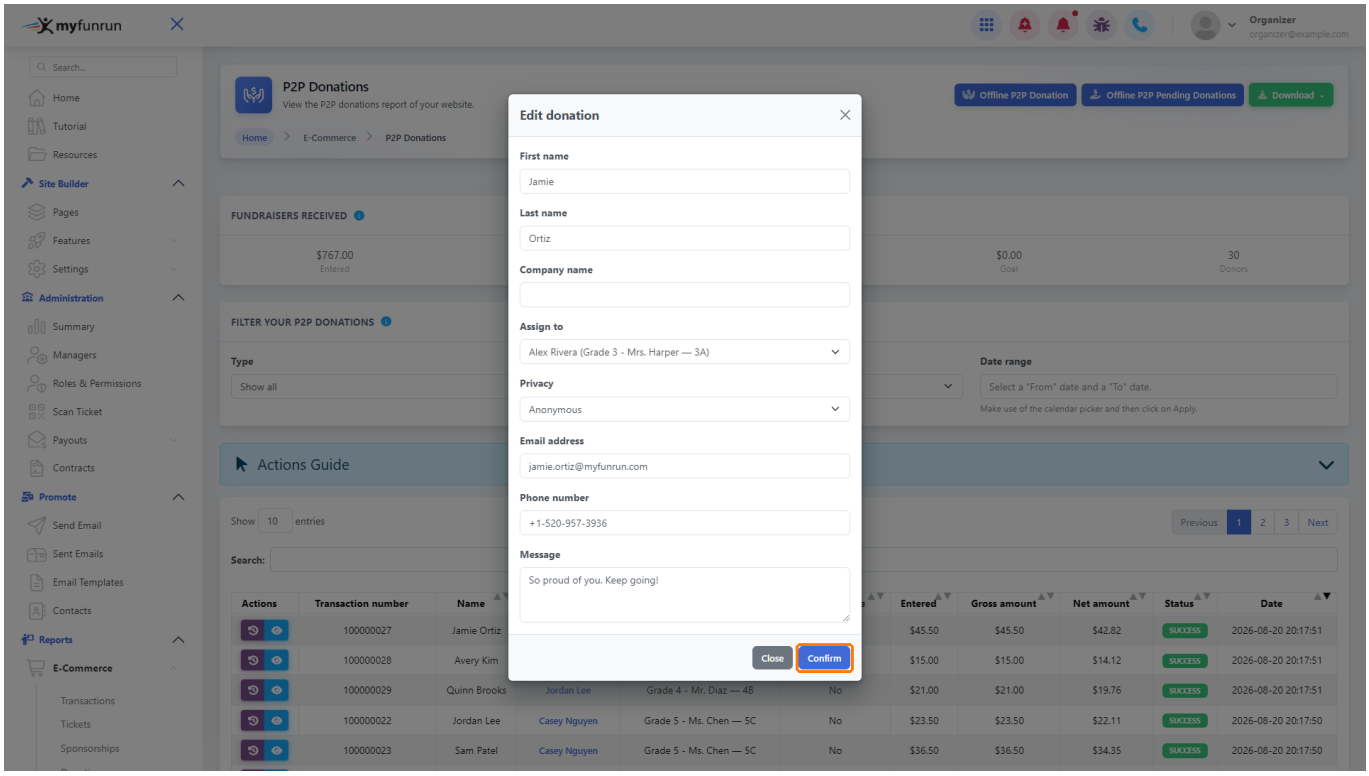


Step 4: Choose the new participant

Open the **Assign to** list and pick the participant. Participants are listed with their class. You can also choose a team, or General.

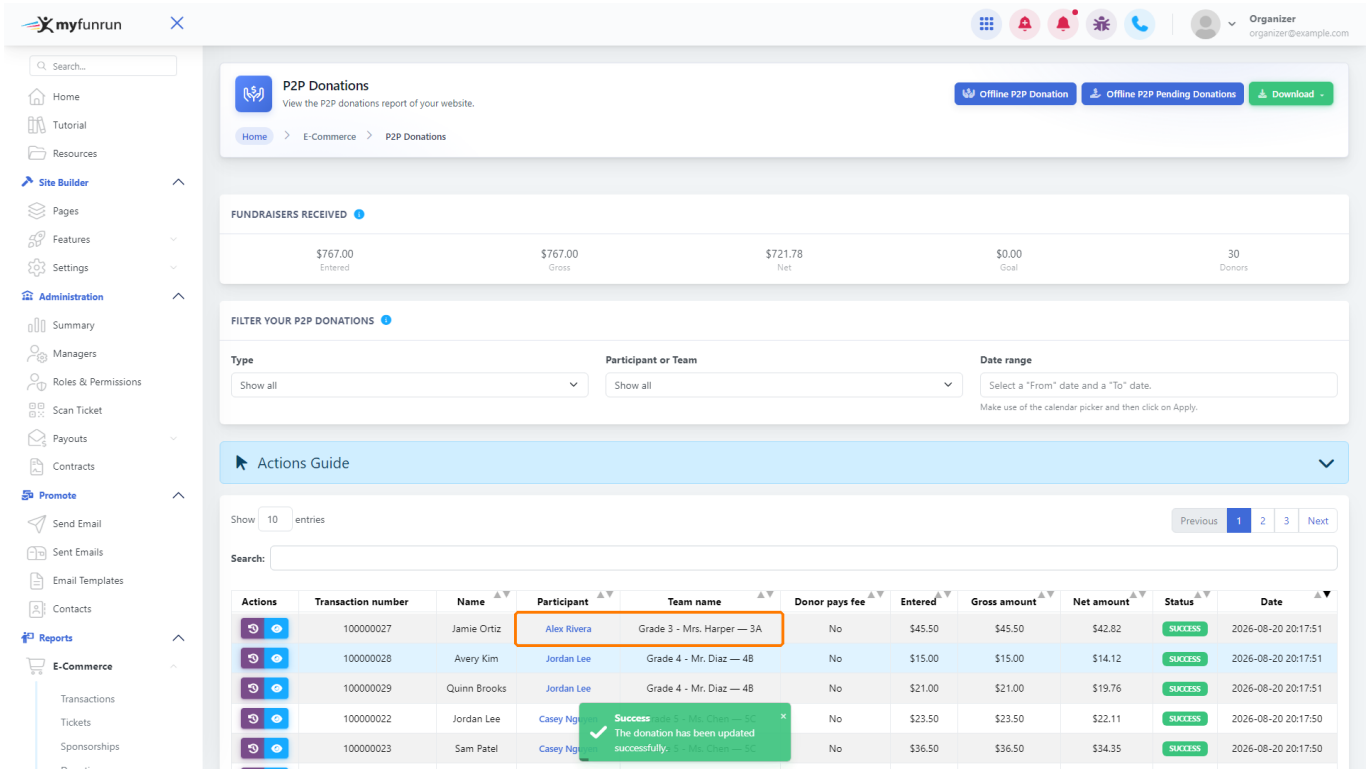


Click **Confirm**.

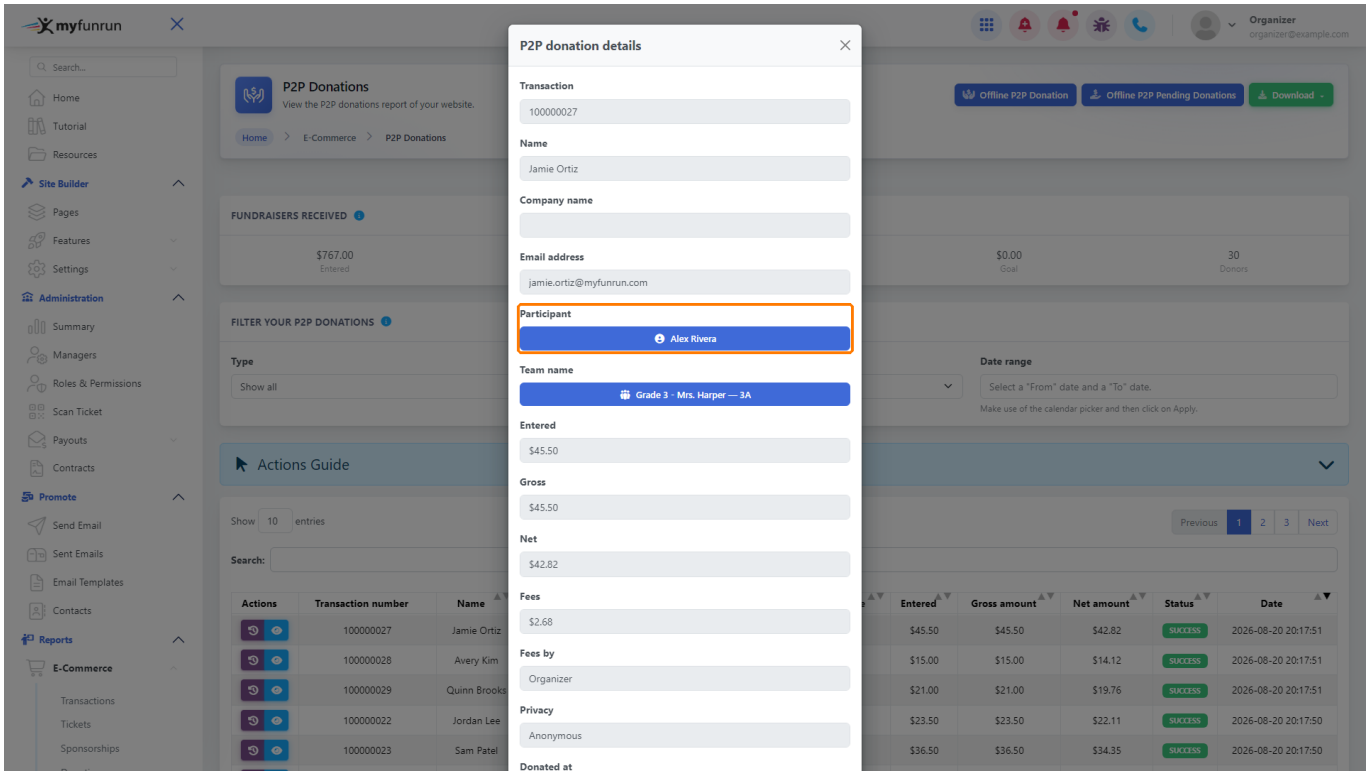


Step 5: Check the result

A message confirms that the donation was updated. The report now shows the new participant and their class.



To double-check, click **Details** again.



Tip

You can also reach this report from the **Move/Re-assign Donations to a Student** shortcut on your dashboard home page.