How to Move a Donation Between General and P2P

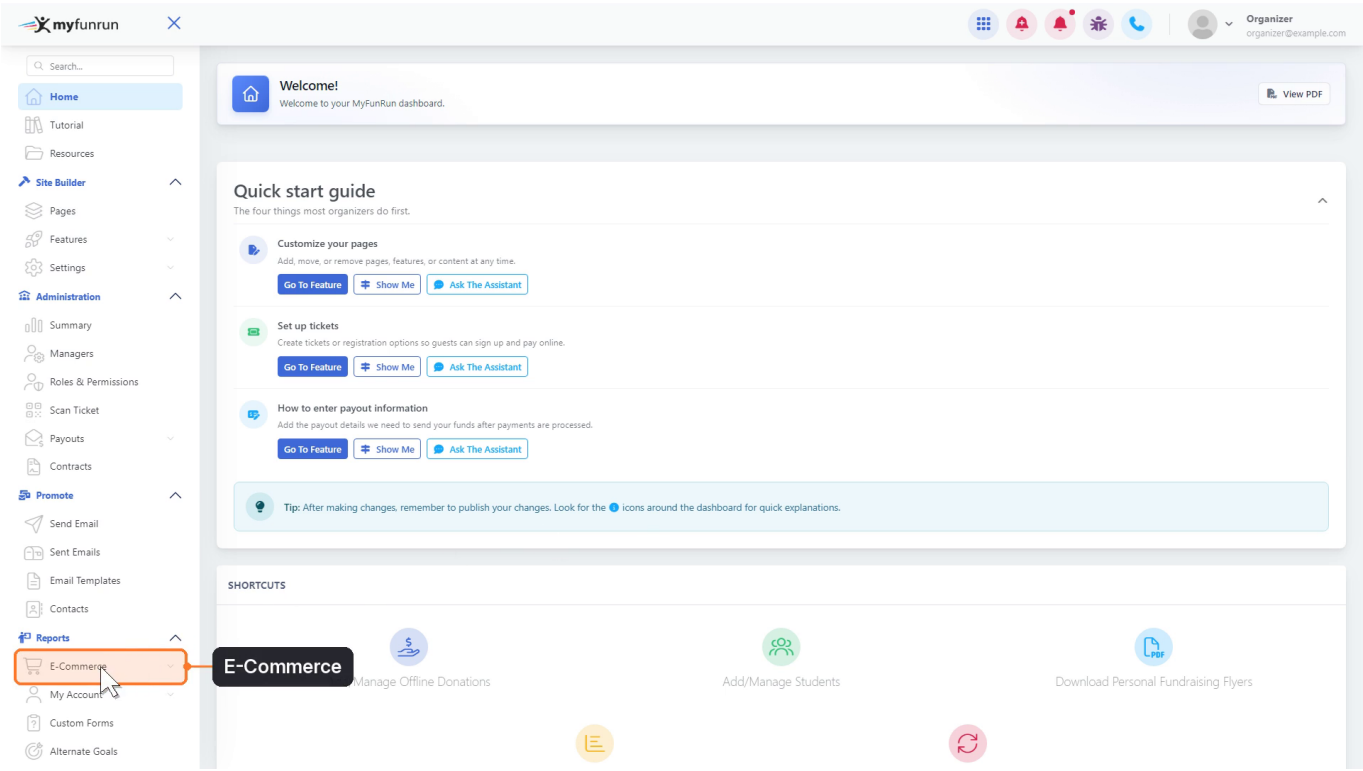
Category: Fundraisers
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Reading Time: 2 min

Sometimes a general donation was really meant for a participant, or a P2P donation should count for the whole fundraiser instead. You can move a donation either way from your reports, using the **Assign to** field.

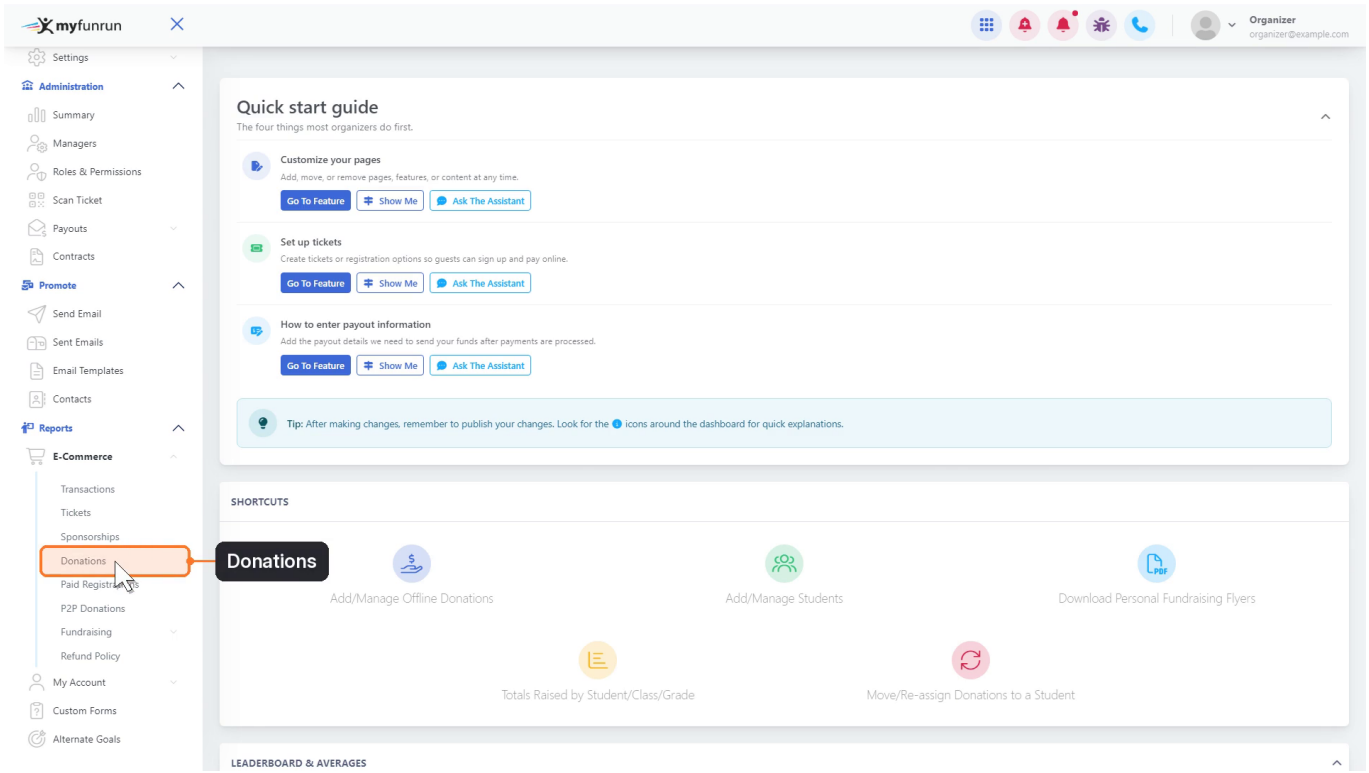
Move a general donation to a participant

Step 1: Open the Donations report

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

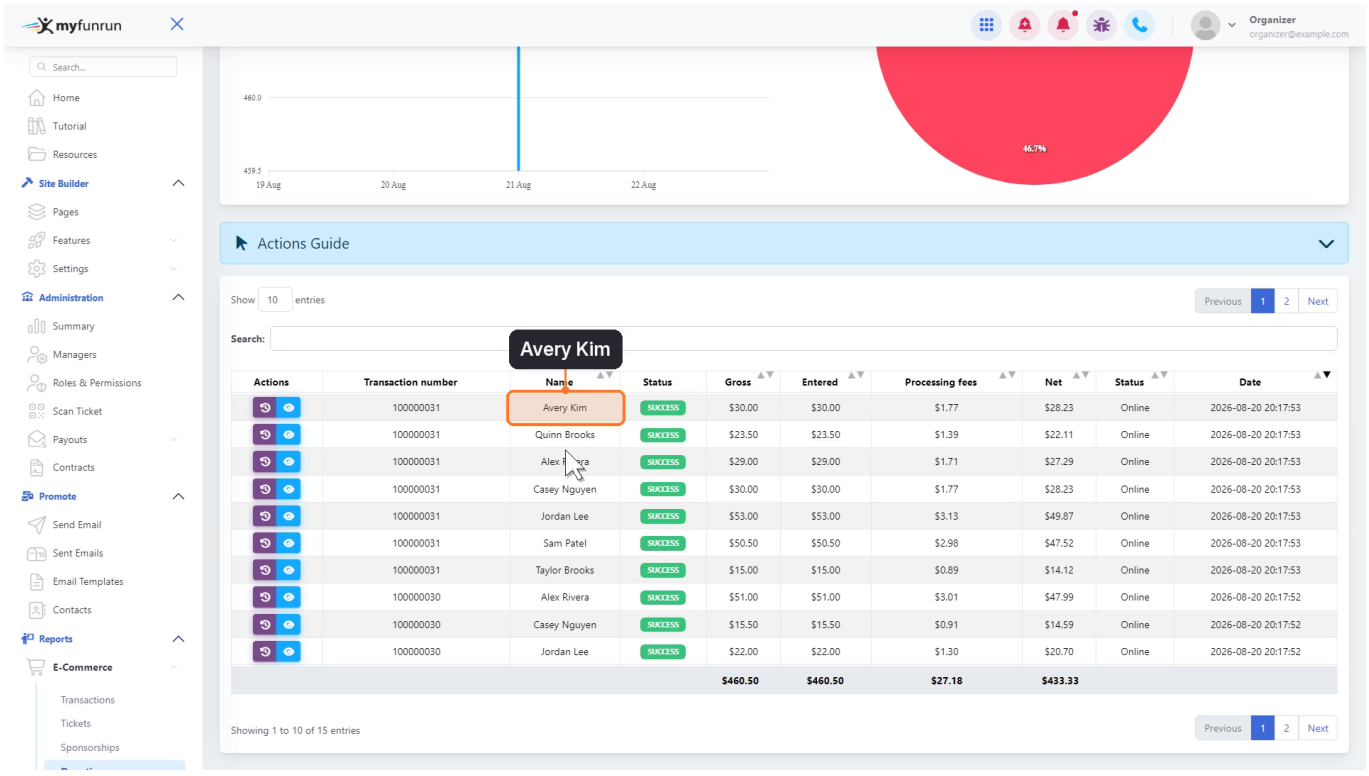


Then click **Donations**.

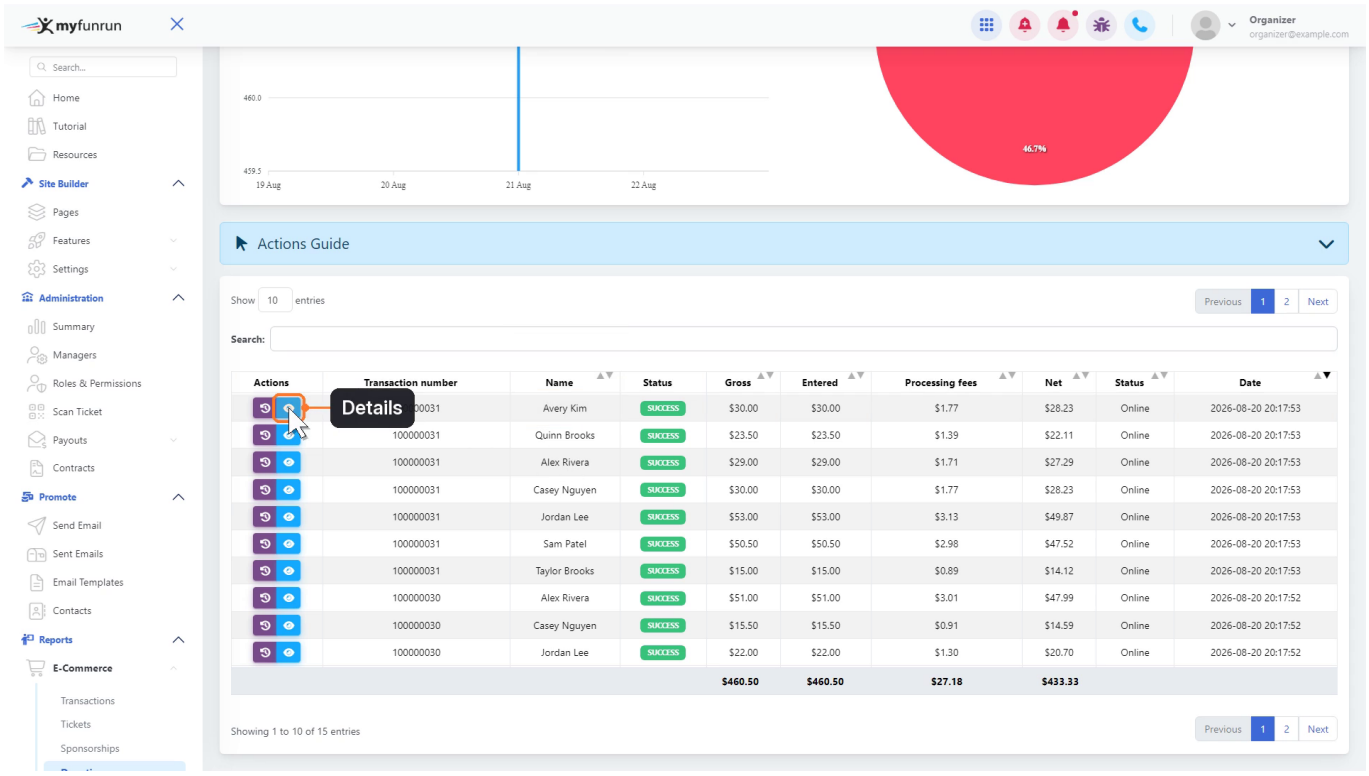


Step 2: Find the donation

This report lists your general donations. Find the donation you want to move.

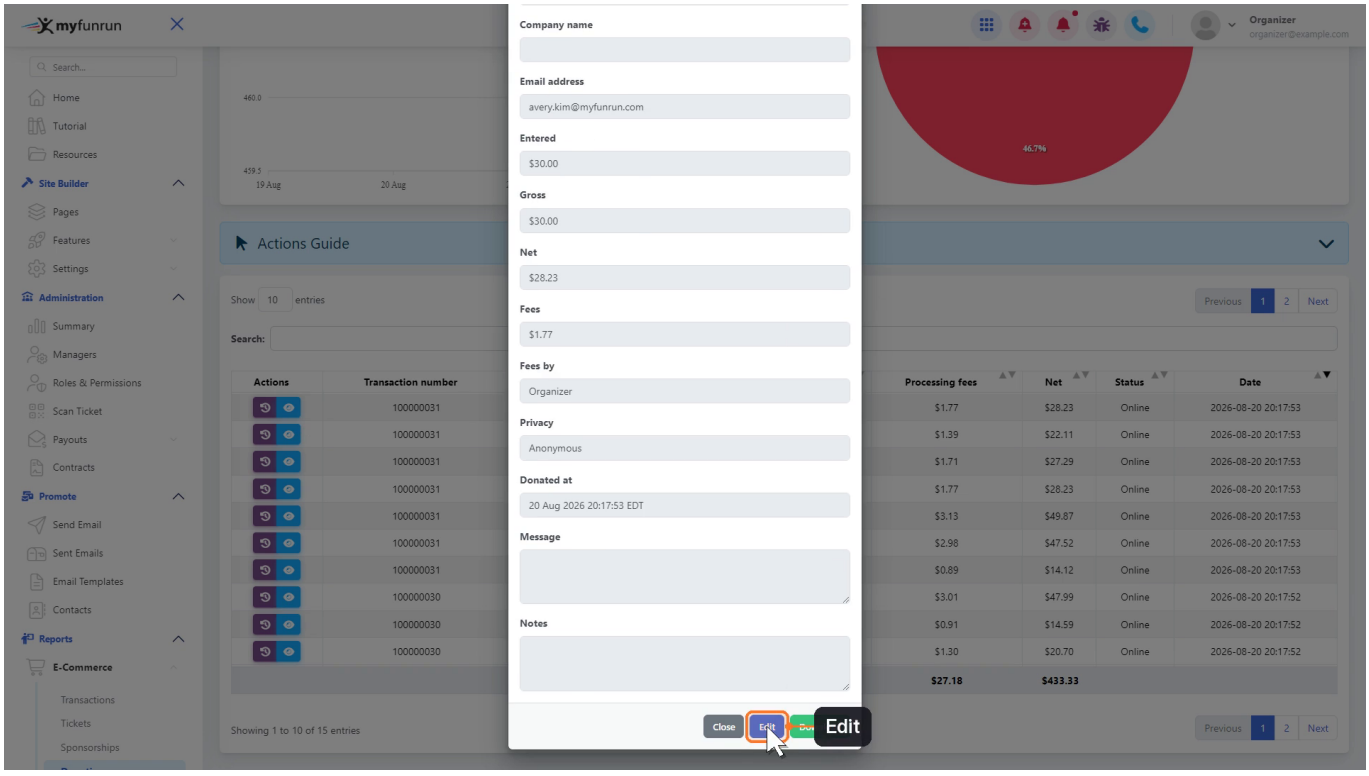


Click the blue **Details** button on that row.

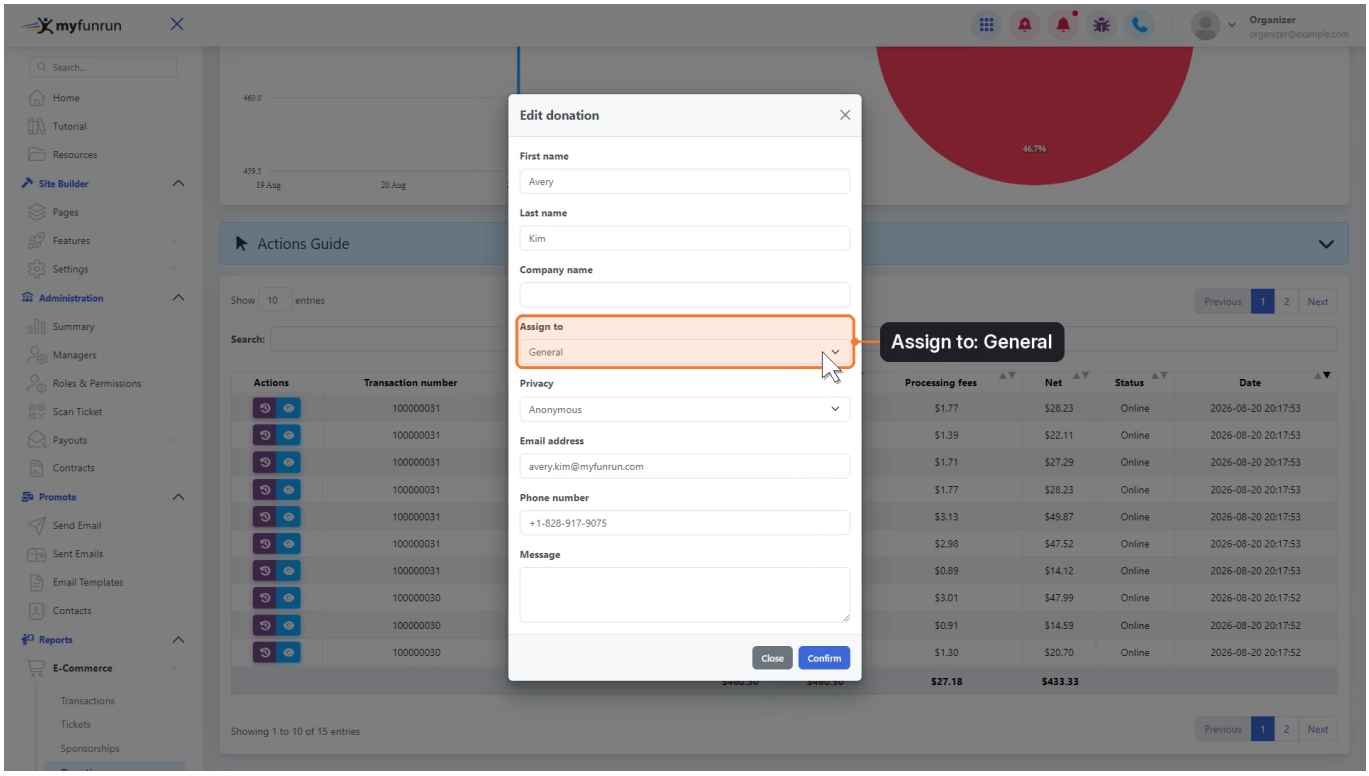


Step 3: Edit the donation

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

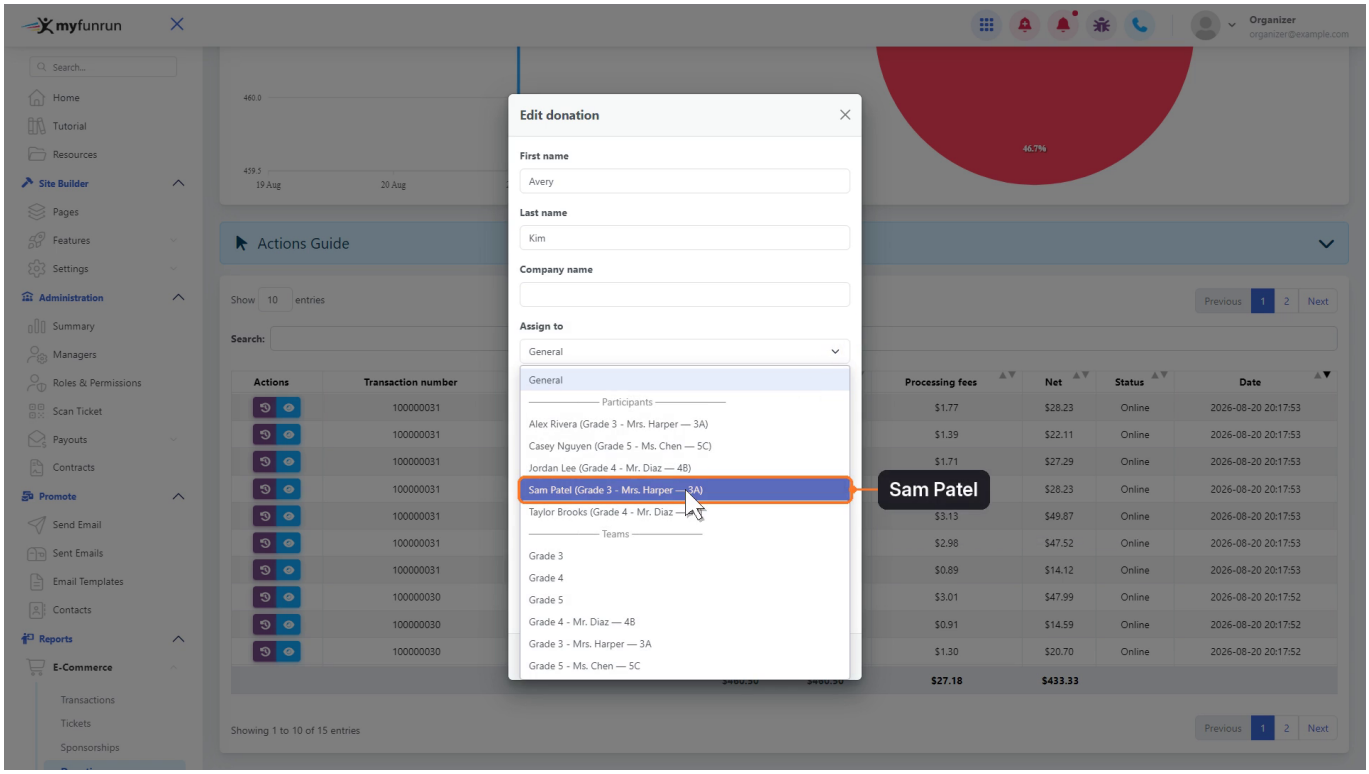


In **Edit donation**, **Assign to** is set to **General**.

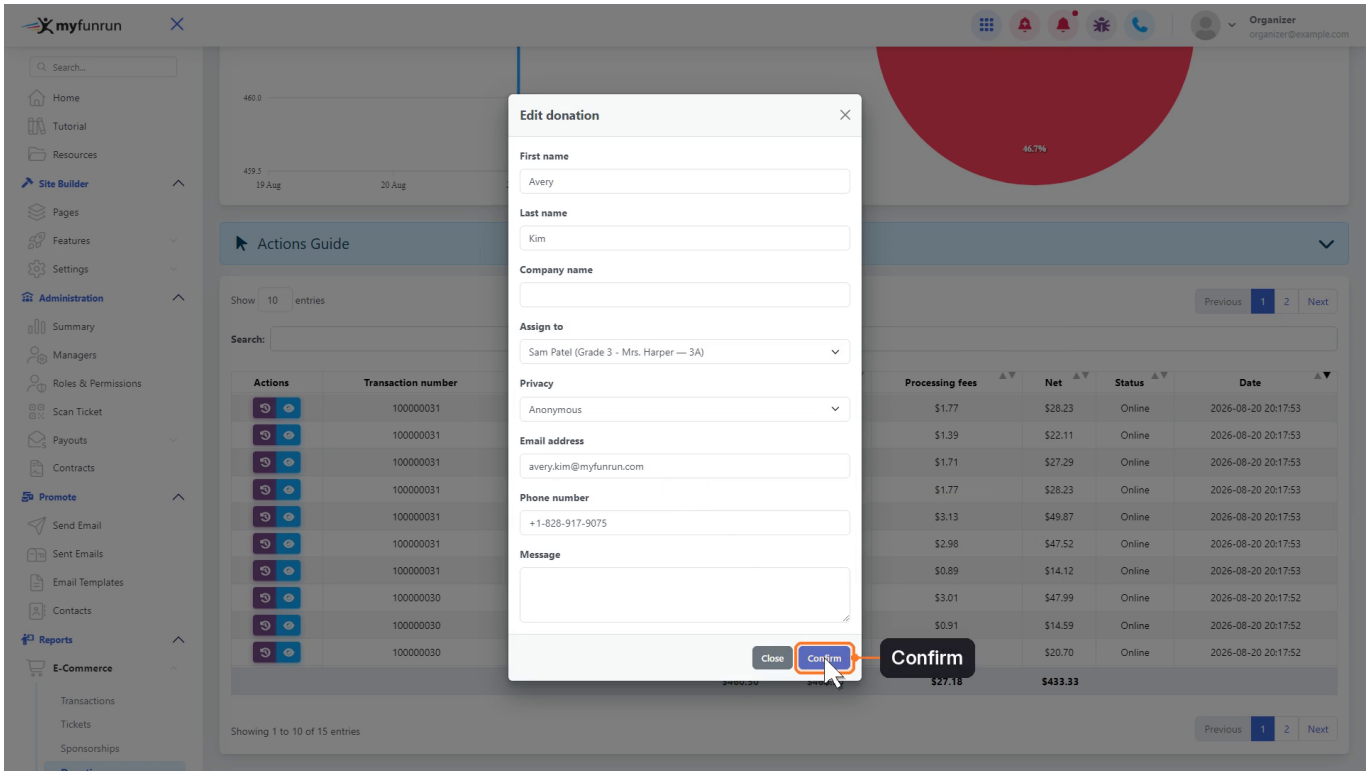


Step 4: Choose the participant

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

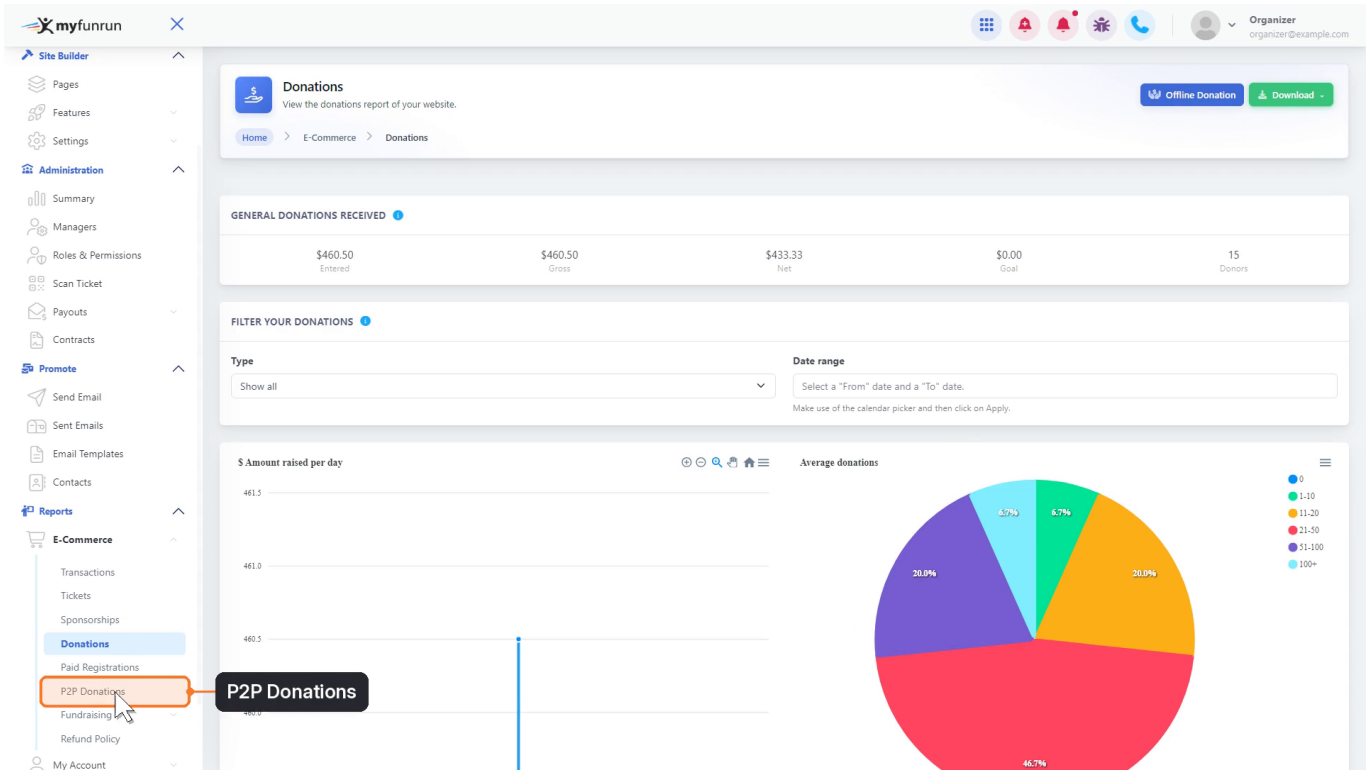


Click **Confirm**. A message confirms that the donation was updated.

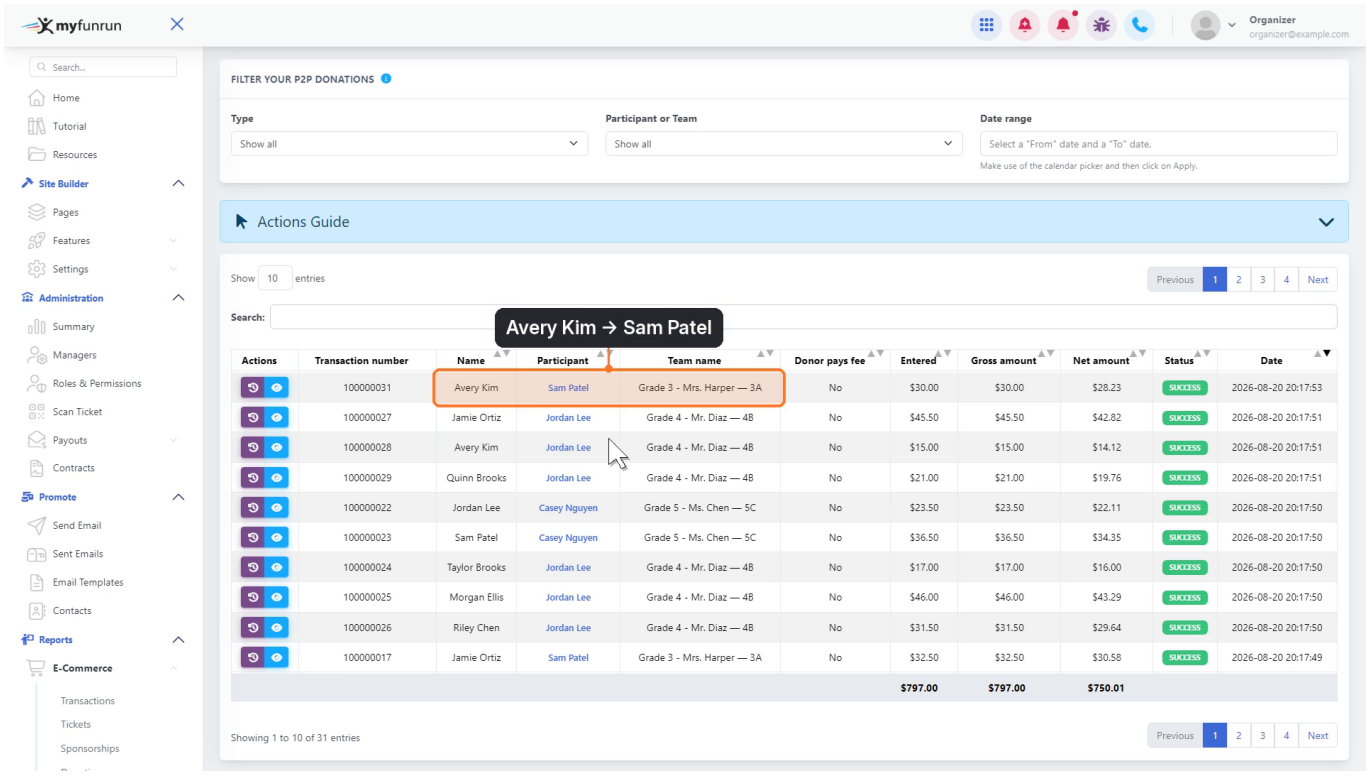


Step 5: Check the P2P Donations report

Under **E-Commerce**, click **P2P Donations**.



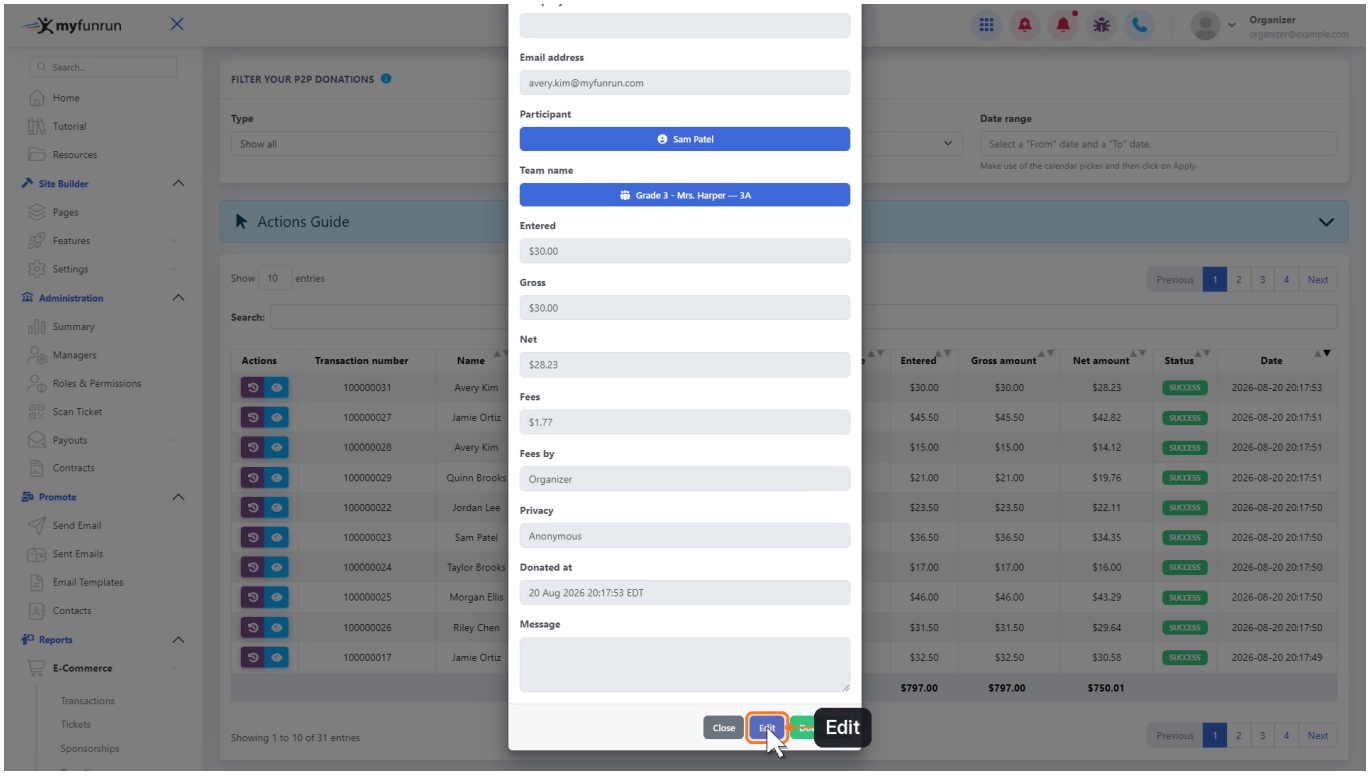
The donation is now listed under the participant and their class.



Move a P2P donation back to General

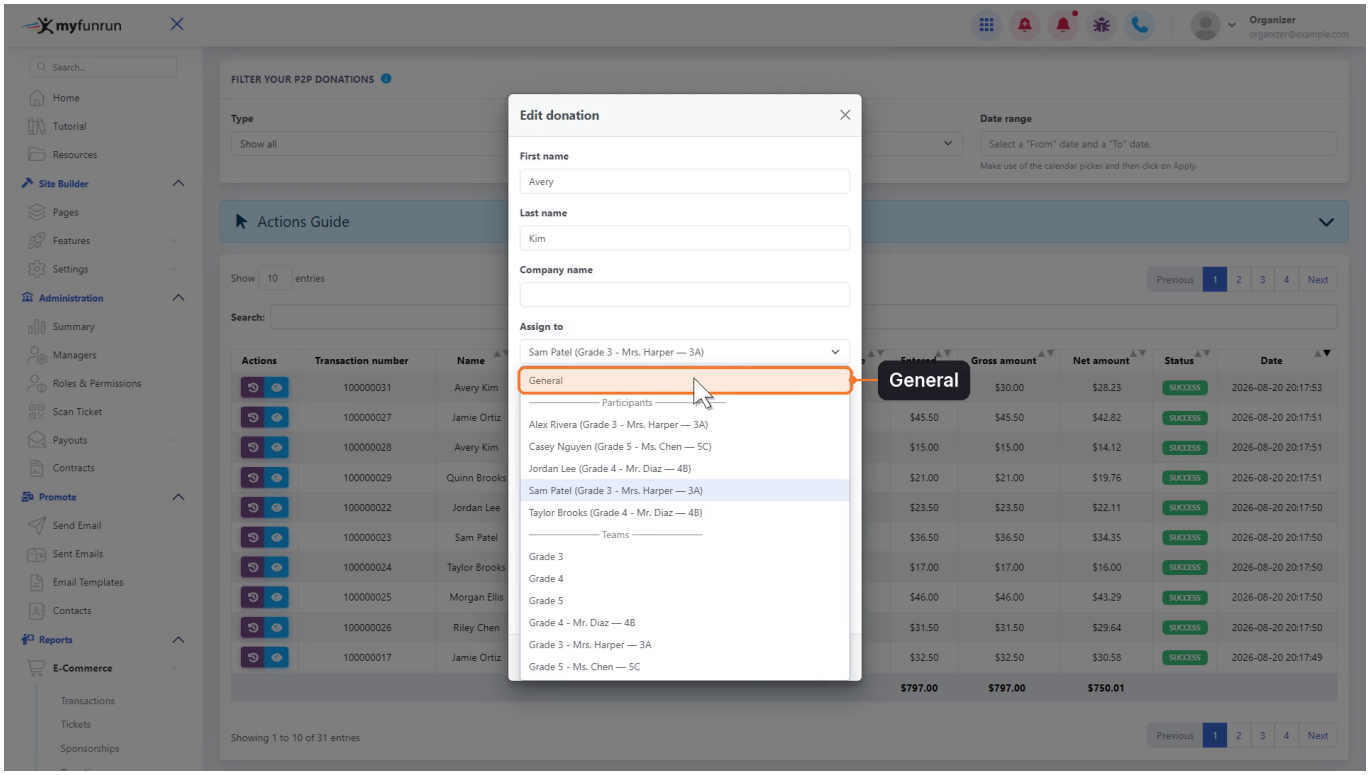
Step 1: Open the P2P donation

In **Reports** > **E-Commerce** > **P2P Donations**, click **Details** on the donation, scroll down and click **Edit**.

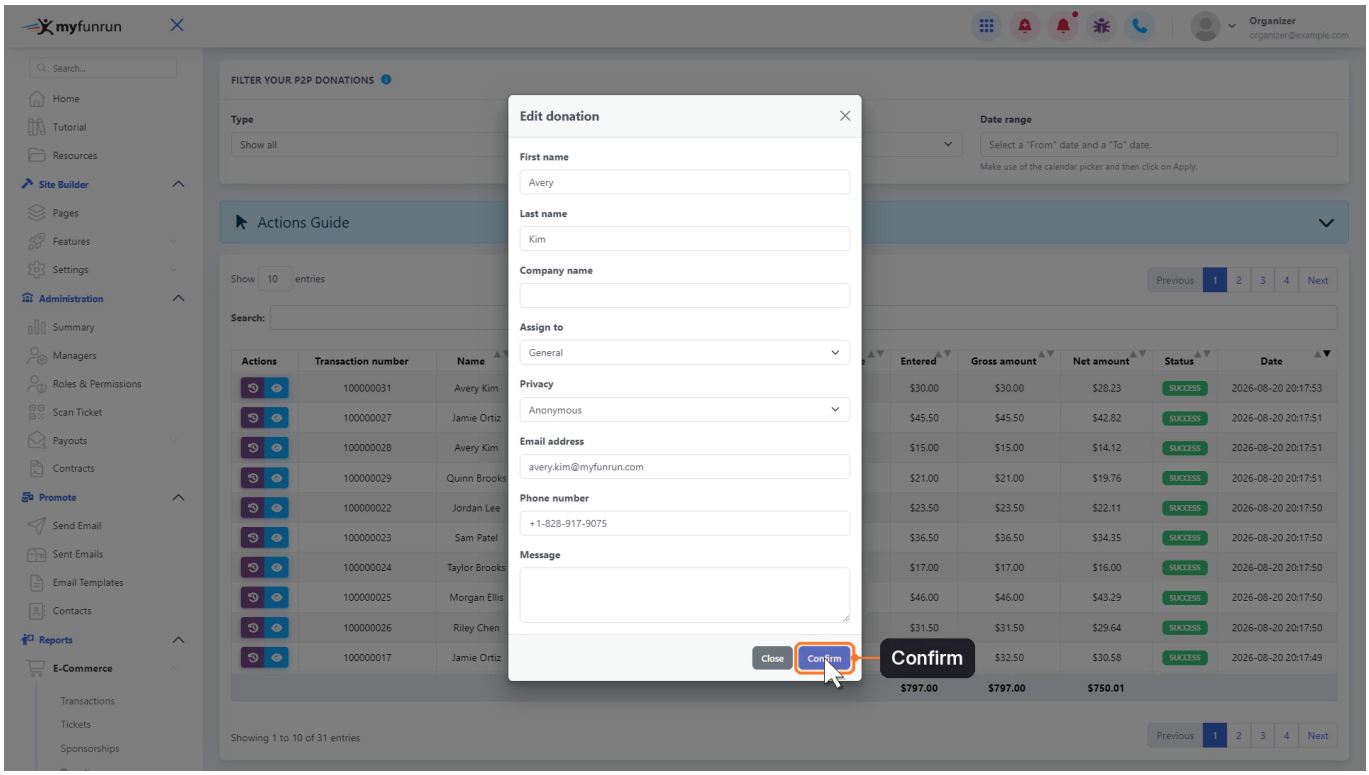


Step 2: Choose General

In **Assign to**, choose **General** at the top of the list.

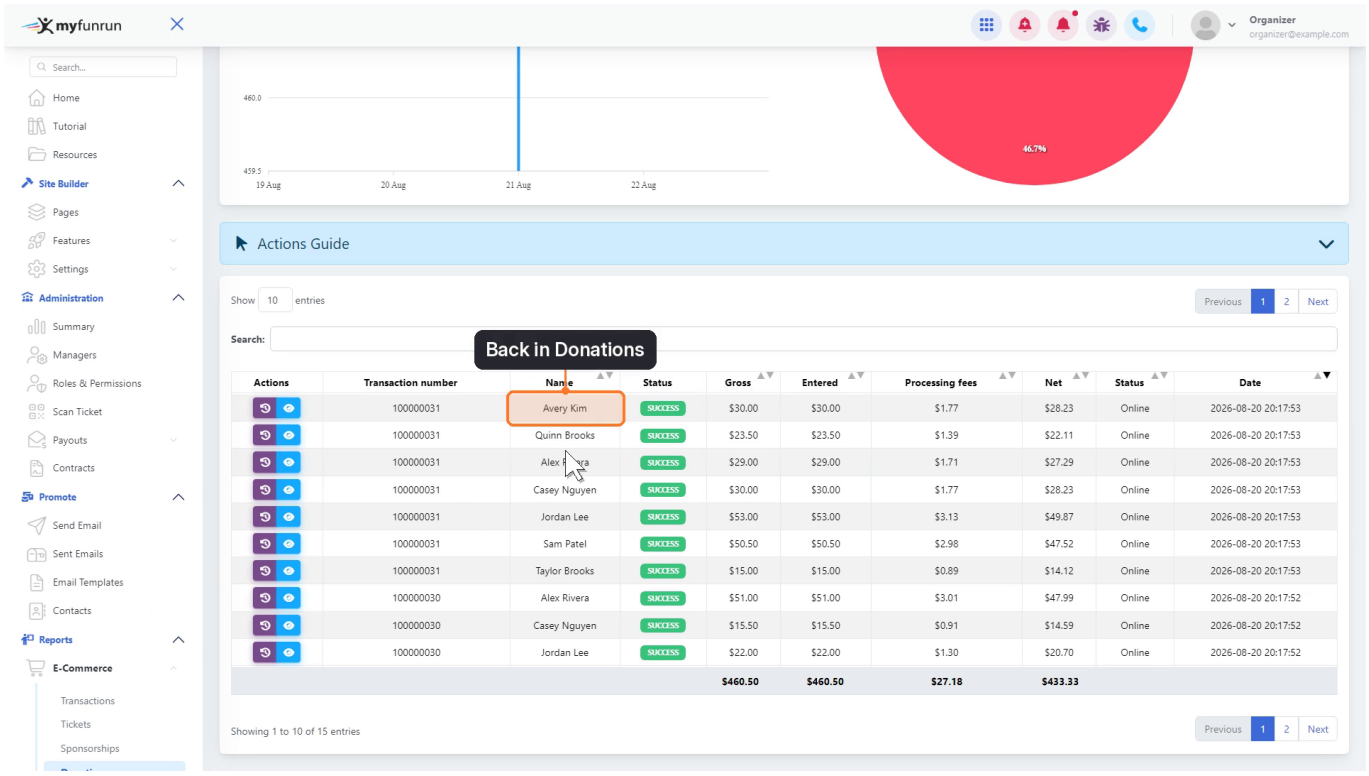


Click **Confirm**.



Step 3: Check the Donations report

After the success message, open **Donations**. The donation is back with your general donations.



Tip

To move a P2P donation to a different participant instead, follow the same steps and pick the new participant in **Assign to**.