

# How to verify an offline donation

If a fundraiser receives a check or cash donation, they must enter it as an offline donation. An administrator will need to verify the donation when it is received by the organization. Once the donation is verified, it counts towards the fundraiser's goal.

There are two ways for an administrator to verify an offline donation. The easy way is by clicking the verification link in the email sent to the administrator when an offline donation is entered.

Administrators can also verify an offline donation in the admin panel by following these steps:

1. Log in to the admin panel
2. Click "Donations" in the left sidebar
3. Locate the particular donation that needs to be verified. (If the donation isn't immediately viewable, in the top right of the grid, click the arrow in the cell that says "Is Verified", and select "Filters" > "No".)
4. **Option 1:** Check the box to the left of the relevant donation record, then click "Mass Action" (above the list) and click "Verify Selected"
5. **Option 2:** Select the donation to verify, and in the ensuing window, click "Verify" at the top of the window.
6. When verified, there will be a check in the "Verified?" checkbox of the donation record.

The screenshot displays a web application interface for managing donations. On the left, a table lists various donation records with columns for DonationID, Date, Donor, Amount, Payment Method, Payment for, Is Verified, Is Anonymous, and Is Sponsorship. A red arrow points to the 'Verify Selected' button in the 'Mass Action' dropdown menu above the table. On the right, a 'View Details and' modal window is open, showing details for a specific donation. A red arrow points to the 'Verify' button at the top of this modal. Below the modal, the 'Verified?' checkbox is visible, with a red arrow pointing to it. The interface includes navigation elements like 'Page 1 of 1' and 'Per Page: 50' at the bottom.

DonationID	Date	Donor	Amount	Payment Method	Payment for	Is Verified	Is Anonymous	Is Sponsorship
77752	09/16/2014 06:27 pm	Bob Hope	\$1,000.00	Cash	Donation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
82913	10/14/2014 09:06 pm	tes ttest	\$100.00	Cash	Donation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
82918	10/14/2014 09:23 pm	ll ll	\$99.00	Check	Donation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
172521	04/30/2015 02:17 pm	Grandma Magee	\$100.00	Cash	Donation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
242462	07/24/2015 11:38 am	test1 test	\$10.00	Check	Donation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
242463	07/24/2015 11:38 am	test2 test	\$35.00	Cash	Donation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
254874	08/24/2015 05:06 pm	John Doe	\$500.00	Cash	Donation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
254878	08/24/2015 05:08 pm	John Doe	\$500.00	Cash	Donation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
277213	09/22/2015 09:29 am	David Fuller	\$25.00	Cash	Donation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
305617	10/12/2015 04:05 pm	Jannene Wall	\$20.00	Cash	Donation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
312680	10/22/2015 07:23 am	we love	\$20.00	Check	Donation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>