

How to add or edit a donation (instructions for administrators)

Administrators can add donations manually on behalf of a donor or a sponsor. To do so, follow these steps:

1. Log in to your campaign admin panel (yoursite.com/admin)
2. Click "Transactions" > "Donations" in the left sidebar
3. Click "Make Donation" at the top of the window
4. In the resulting window, enter donor information for a new donor, or select an existing member
5. Select the donation recipient (General (to campaign), Member, Team)
 - Note: Member is searchable by fundraiser name or the page's campaign name
6. Enter donation details (payment type, amount, message, anonymity options)
7. Select whether the donor is a corporate sponsor (this helps for reporting)
8. Select whether to enter the donation as a pledge (a pledge will not be displayed on the campaign site, but will show up in reports)
9. Enter donation details (admin comment, date, if verified (applies to offline donation))
10. Enter billing/contact information
11. Click "Donate" to complete the donation

DonationID	Date	Donor	Donate To	Amount	Payment Method	Payment for	Is Verified
65925					Credit Card	Donation	✓
90294					Credit Card	Donation	✓
0					Credit Card	Registration	✓
0					Credit Card	Registration	✓
30858					Cash	Donation	✓
31113					Cash	Donation	✓

New Donation

Donor

New Donor Existing User

Existing Member: Pawara, Pooja #370

Choose where you'd like your donation allocated to:

Custom Field:

Donating to

General Member Team

Member: Winnie, Pooh #4157

Payment:

Credit Card In-Kind

Offline Credit Card Wire

Check Paypal

Cash

Amount: \$121.00

Donation Message: Good Luck!

(displayed on site):

Anonymous Name?

Anonymous Amount?

To edit an existing donation, open the desired record, click "Edit" in the top left, and edit the details as listed above.

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DonationID	Date	Donor	Donate To
<input type="checkbox"/> 65925	07/15/2014 03:32 pm	Post Donation	General
<input type="checkbox"/> 90294	11/17/2014 10:34 pm	pok poi	General
<input type="checkbox"/> 0	01/08/2015 06:51 am	Sarah Pollack	Sarah Pollack
<input type="checkbox"/> 0	01/08/2015 07:06 am	Sarah Pollack	Sarah Pollack
<input type="checkbox"/> 308580	10/16/2015 11:14 am	Pooja Pawara	Pooja Pawara
<input checked="" type="checkbox"/> 311133	10/20/2015 03:10 pm	Pooja Pawara	Team: Pooja's tea

Donation
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Donation ID: 311133
 Payment ID: 323140

Donor

First Name: Pooja

Last Name: Pawara

Company Name:

Email: pooja@rallybound.com

Choose where you'd like your donation allocated to:

Custom Field:

Donating to

General
 Member
 Team

Team: Pooja's team

Payment Type: Donation
 Payment Total: \$20.00

Payment:
 Credit Card
 In-Kind
 Offline Credit Card
 Wire
 Check
 Paypal
 Cash

Quicklinks
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