

Adding Offline Donations

If the charity and campaign you are fundraising in allow offline donations you can follow the steps below to add offline donations to your page that have already been sent to the charity. For example if you employer has sent a cheque to the charity to match your other donations etc.

1 [CLICK HERE](#) To log into your Eventmaster Account

2 From your Ticketing login, Click on My Account and then select fundraising from the left hand side menu.

The screenshot shows the Eventmaster Fundraising Portal interface. At the top, there is a navigation bar with the Eventmaster logo and several menu items: Products, PRICING, EVENT CALENDAR, FUNDRAISING PORTAL, and Services. Below the navigation bar, there is a sidebar on the left with a list of menu items: My Tickets, Personal Info, Organizer Profile, Account Settings, Preferences, Whats On, Fundraising (highlighted in blue), and Virtual Hub. An orange arrow points to the 'Fundraising' menu item. In the main content area, there is a table titled 'Fundraising Pages' with columns for Campaign, Fundraiser Name, Charity, and Actions. The table contains one row with the following data: Campaign: Cook Medical Mini Marathon 2022, Fundraiser Name: Joe Bloggs, Charity: Milford Hospice. In the Actions column, there are four buttons: OPEN PAGE, PAGE SETTINGS, PAGE UPDATES, and Add Offline Donation. An orange arrow points to the 'Add Offline Donation' button. On the right side of the page, there is a user profile dropdown menu for 'Welcome, Leanne' with options: Manage Application Settings, Manage Events, My Account (highlighted in blue), My Tickets, Virtual Hub, and Log out. An orange arrow points to the 'My Account' option.

3 You will see a list of all your Fundraising pages here. If offline donations are enabled, you should see the Add Offline Donations button next to your fundraising page

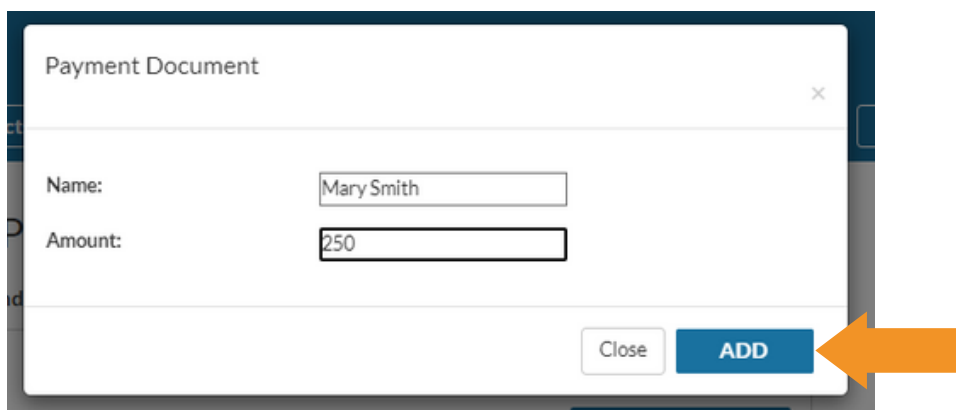
Campaign	Fundraiser Name	Charity	Actions
Cook Medical Mini Marathon 2022	Joe Bloggs	Milford Hospice	OPEN PAGE PAGE SETTINGS PAGE UPDATES Add Offline Donation

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- 4** A pop up will appear asking for the name and amount of the donation. The name doesn't have to be a person, this can be whatever you would like to appear on your page next to the amount. Please use **plain text only** and no emojis or special characters.

For the amount, please include **numeric digits only** and no special characters such as currency symbols.

Click on **Add** to complete the offline donation. Please note there is no option to edit the donation once it is complete.



- 5** Success! Your offline donation is complete and should now be visible on your fundraising page.

Offline Donations Not Available

If you have received cash donations and the offline donation feature is not turned on for your campaign. A lot of fundraisers will lodge the amount into their account instead and make a direct donation to their own page (using the name of the other cash donors). This means that the funds go directly to the charity in real-time and the fundraiser does not need to transfer the offline amount to the charity once the campaign is over.