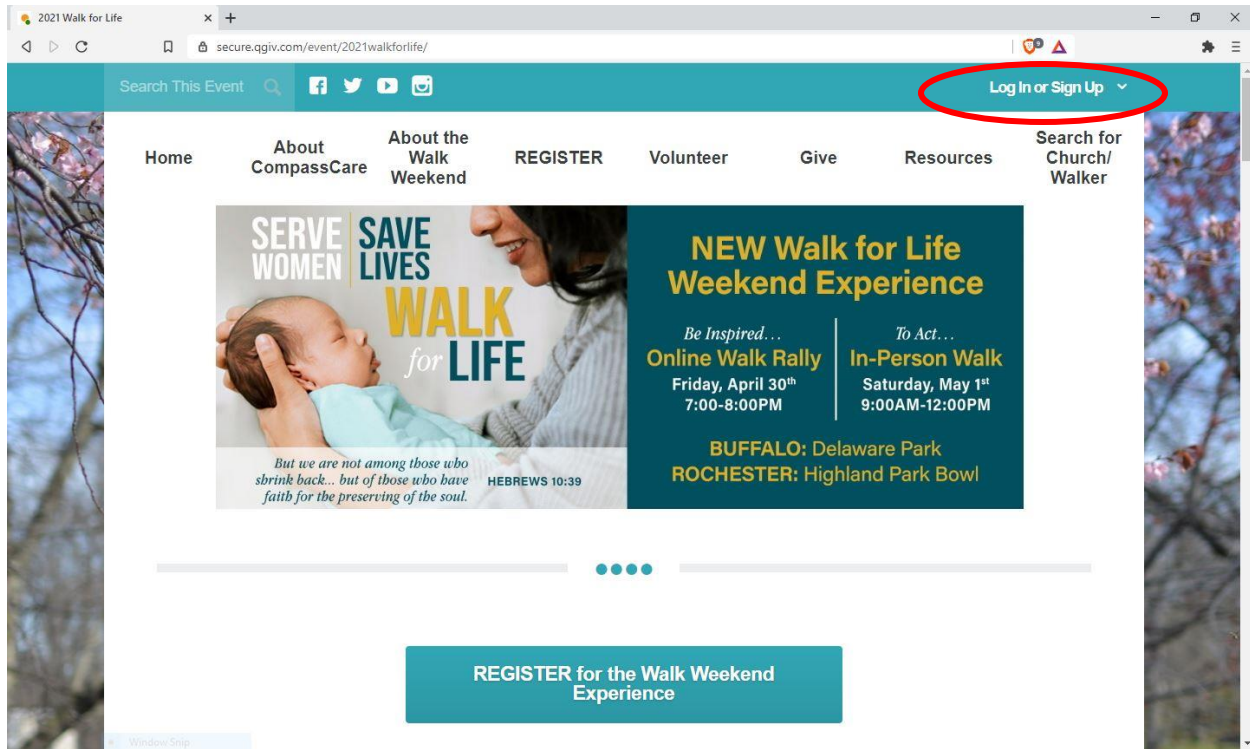


How to Add an Offline Donation

Step 1:

- Log into your account by going to www.compasscarewalk.com and clicking “Log In or Sign Up.”



Step 2:

- Click on “See all Donations.”

The screenshot displays the 'My Fundraising Dashboard' for the '2020 Walk for Life' event. The browser address bar shows the URL: secure.qgiv.com/event/account/965584/dashboard/. The dashboard features a teal header with a search bar and social media icons. A navigation menu on the left includes links to Home, About CompassCare, About the Walk, Register as a Walker, Webcast Sign-Up, Donate/Sponsor, Resources, and Search. The main content area is titled 'My Fundraising Dashboard' and includes a profile picture of a baby. Below the title, there is a section 'Get the Word Out' with four buttons: 'Send a Fundraising Email', 'Share on Facebook', 'Add a Registrant', and 'See All Donations' (which is circled in red). To the right of these buttons is a fundraising progress bar showing a goal of \$2,850.00 and a current amount of \$0.00 achieved. At the bottom, there is a 'Complete Your Profile' button and a 'Next Step: Update Your Personal Page' link.

2020 Walk for Life

secure.qgiv.com/event/account/965584/dashboard/

Search This Event

My Fundraising Tools

Home About CompassCare About the Walk Register as a Walker Webcast Sign-Up Donate/Sponsor Resources Search

My Fundraising Dashboard

Customizing your fundraising page will help you raise more money!
Creating a unique page for yourself is easy – all the tools are right here.

Get the Word Out

Providing easy access to your fundraising page is a great way to increase donations.

Send a Fundraising Email Share on Facebook Add a Registrant **See All Donations**

Links

My Page [Edit URL](#)

<https://secure.qgiv.com/event/2020walkforlife/...>

100% 80% 60% 40% 20% 0%

\$0.00
achieved

\$2,850.00
goal

Complete Your Profile Hide Next Step: Update Your Personal Page

Step 3:

- Click on “+ Add Cash or Check.”

The screenshot shows the '2020 Walk for Life' fundraising dashboard. The top navigation bar includes links for Home, About CompassCare, About the Walk, Register as a Walker, Webcast Sign-Up, Donate/Sponsor, Resources, and Search. The left sidebar contains links for Dashboard, Share Event, My Donations (highlighted), Resources, My Registration, Manage Registrations, My Recurring Gifts, and Our Team. The main content area is titled 'My Donations' and displays the following statistics:

Category	Amount
TOTAL RAISED	\$0.00
TOTAL ONLINE	\$0.00
TOTAL OFFLINE	\$0.00
OFFLINE VERIFIED	\$0.00
OFFLINE UNVERIFIED	\$0.00

To the right of these statistics is a progress thermometer showing 0% achieved towards a \$2,850.00 goal. Below the statistics is a section titled 'Donations Received' with a red circle around the '+ Add Cash or Check' button. Below this button, it states 'No donations received. [Add a donation](#)'. At the bottom of the dashboard, there is a progress bar with the text 'Complete Your Profile' and 'Next Step: Update Your Personal Page'.

Step 4:

- If Check, check the “Check” circle, then enter the amount and check number.
- If Cash, check the “Cash” circle, then enter the amount.
- If the sponsor wishes to remain anonymous, then uncheck the box next to “Show donor name on public Event Page.”

2020 Walk for Life

secure.qgiv.com/event/account/965584/mydonations/

Search This Event

My Fundraising Tools

Our Team

Edit My Page

Edit My Team Page

Add Cash or Check

☒ Check ☐ Cash

Amount required Check Number

\$

☒ Show donor name on public Event Pages. ?

☒ Show donation amount on public Event Pages. ?

Donor Information ☐ Company Donation

First Name required Last Name required

Address

Address Line 2

City State Zip Code

Select a ...

Complete Your Profile

Hide

Next Step: Update Your Personal Page

Step 5:

- Enter the following information:
 - The sponsor's first and last name
 - The sponsor's Address
 - The sponsor's Email address

2020 Walk for Life

secure.qgiv.com/event/account/965584/mydonations/

Search This Event

My Fundraising Tools

Edit My Page

Edit My Team Page

Check Cash

Amount required

\$ 20.00

Show donor name on public Event Pages. ?

Show donation amount on public Event Pages. ?

Donor Information Company Donation

First Name required Last Name required

Address

Address Line 2

City State Zip Code

Country

United States

Email Address

Complete Your Profile

Hide

Next Step: Update Your Personal Page

- Under “Additional Information,”
 - Select the church that the donor is attending.
 - If the church is not found, enter it in the box provided.
 - If the sponsor does not have a home church, enter N/A
- Select the donor’s age range.
- Click “Save Donation.”

2020 Walk for Life

secure.qgiv.com/event/account/965584/mydonations/

Search This Event

My Fundraising Tools

Additional Information

Church Attending

Please Choose an Option

Don't see your church listed above? Tell us here:

Age Range required

Please Choose an Option

\$20.00 TOTAL AMOUNT TO BE ADDED TO ISAAC HARDEN'S GOAL

Save Donation Cancel

CompassCare Pregnancy Services

walkforlife@compasscare.info | www.compasscarecommunity.com

Buffalo Office: 1230 Eggert Rd, Buffalo, NY 14226 | 716.800.2309

Rochester Office: 2024 W Henrietta Rd, 6D, Rochester, NY 14623 | 585.232.3894

Peer-to-Peer Fundraising
Powered By

Qgiv

Complete Your Profile

Next Step: Update Your Personal Page

Step 6:

- Review donation.
- The donation will appear in the “Offline Unverified” portion of your donations page but will still count towards your goal.

The screenshot shows a web browser window with the URL `secure.qgiv.com/event/account/965584/mydonations/`. The page is titled "2020 Walk for Life" and features a teal header with navigation links: Home, About CompassCare, About the Walk, Register as a Walker, Webcast Sign-Up, Donate/Sponsor, Resources, and Search. A sidebar on the left contains a profile picture of a baby and links to Dashboard, Share Event, My Donations (highlighted), Resources, My Registration, Manage Registrations, My Recurring Gifts, and Our Team. The main content area is titled "My Donations" and displays a summary of fundraising progress. A large green "\$20.00" indicates the total raised, with a thermometer graphic showing 0% of the \$2,850.00 goal reached. Below this, a grid shows \$0.00 total online, \$20.00 total offline, \$0.00 offline verified, and \$20.00 offline unverified (highlighted with a red box). A "Donations Received" table lists a single entry: \$20.00 offline cash payment, marked as "Unverified". At the bottom, a progress bar shows "Complete Your Profile" and "Next Step: Update Your Personal Page".

2020 Walk for Life

secure.qgiv.com/event/account/965584/mydonations/

Search This Event

My Fundraising Tools

Home About CompassCare About the Walk Register as a Walker Webcast Sign-Up Donate/Sponsor Resources Search

Dashboard

Share Event

My Donations

Resources

My Registration

Manage Registrations

My Recurring Gifts

Our Team

Edit My Page

Edit My Team Page

My Donations

\$20.00
TOTAL RAISED

\$0.00
TOTAL ONLINE

\$20.00
TOTAL OFFLINE

\$0.00
OFFLINE VERIFIED

\$20.00
OFFLINE UNVERIFIED

100%
80%
60%
40%
20%
0%

\$20.00
achieved

\$2,850.00
goal

0%
of your goal reached

Update My Goal

Donations Received + Add Cash or Check

From	Date	Type	Amount	Payment	Status
Donor name	04/02/20 2:01 pm	Offline	\$20.00	Cash	Unverified

Complete Your Profile

Next Step: Update Your Personal Page