

How do I enter an Offline Donation?

Last Modified on 09/11/2024 9:18 am PDT

The **Enter Offline Donation** page allows you to record cash, check, or other donations acquired outside of GiveSmart Fundraise in order to update campaign totals and record donor contact information.

Where will Offline Donations appear?

Any donations entered as an **Offline Donation** will be reflected on a **Crowdfunding** activity donor listing, and contribute towards the monetary or unit goal established there. Similarly, in a **Text to Donate** activity they will appear on the [Fundraising Thermometer](#) and contribute towards the monetary goal/total raised.

NOTE: Offline Donations are only intended to record donations made outside of GiveSmart. **This function will not record pledges, ticket or sponsorship purchase details**, but you are able to record the monetary value of an offline purchase so that it counts towards a goal or appears on one of your public pages.

Entering an Offline Donation

When editing either a Fundraising or Crowdfunding Activity, use the left navigation and locate **Enter Offline Donation**

The **Enter Offline Donation** page allows you to record basic donor information such as name, address, email. Once entered, this information will be available in your [Transaction Reporting](#) when the **Offline** Transaction Type is selected.

The only required fields are the **Last Name, Amount, Payment Method** and **Source**.

Note: No additional fields (e.g. custom fields, notes) can be added to this page.

Once you enter the donor's information, click **Enter Donation** and you will see it populate the donor table below the button.

For Crowdfunding and Peer-to-Peer Fundraising

Two more fields are shown - the volunteer **Fundraiser** and **Team**. A Fundraiser selection is required. To simply assign the Offline Donation to the main page and not to an individual Fundraiser, select your organization's name from the Fundraiser drop down.

To assign an Offline Donation to a **Team** only and not a Volunteer Fundraiser, choose the first Fundraiser option titled [**Your Org Name Page**] to make the Team selection available. This way, you're assigning the Offline Donation to the main page in order to associate it with a Team.

In the Offline Donation listing for a Crowdfunding and Peer-to-Peer activity, note the **Fundraiser** and **Team** columns to confirm the Volunteer Fundraiser or Team the donation is associated with.

Offline Donations to count towards Unit Based Goals

For Crowdfunding/Peer to Peer activities with a **Unit Based Goal**, you will be required to enter a "Total Sold" quantity for the Offline Donation, which will count towards the unit goal established.

Anonymous Option

If **Make anonymous** is selected on the Enter Offline Donations page, it will show as Anonymous on the Donors tab in a Crowdfunding and Peer-to-Peer Activity, and show as Anonymous on the Fundraising Thermometer for a Text to Donate Activity.

NOTE: The "Make anonymous" checkbox will only make the donor information anonymous on the public donor list/donor wall associated with the activity, but the full name/details will show in your GiveSmart reporting.

Editing/Deleting Offline Donations

If you would like to change or delete an offline donation that you have previously input, you must first click the trash can button to delete it, then re-enter the Offline Donation with the desired information.