

# How do I enter checks, cash and matching gifts so they show up on the fundraising thermometer?

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Donations received outside of mobile can be manually added to the Fundraising Thermometer.

## Option 1: Enter Offline Donations

The preferred method would be to use the Enter Offline Donation page, as this will show all the donations in your GiveSmart Fundraise account.

Using the [Enter Offline Donation](#) page inside the keyword to which you wish to assign the cash or check donations, you can enter donor profile information as well as their donation amount to be added to your Offline Donation Report and the dynamic event thermometer for the particular keyword.

### Enter Offline Donation

[+ Add Multiple](#)

Make anonymous

First Name

First Name

Last Name

Last Name

Address

Address

City

City

State

Select a state

Zip

Zip

Email

Email

Phone

Phone

Amount \*

\$ Amount

Type \*

Enter Donation

## Option 2: Your staff can text in pledges with names that match offline donations.

If, in the **Fundraising Thermometer** of the activity, on the **Screen** tab in the **Display Options** section, if you leave **Pledged** checked to **Include in Totals**, the thermometer will accept any text sent to it as a pledge.

## Display Options

Choose which options to display:

- |                 |     |                                     |
|-----------------|-----|-------------------------------------|
| Goal            | ON  | <input checked="" type="checkbox"/> |
| Total Collected | ON  | <input checked="" type="checkbox"/> |
| Countdown Clock | OFF | <input type="checkbox"/>            |
| Donor Count     | ON  | <input checked="" type="checkbox"/> |

### Include in Totals:

*Control which amount is displayed*

- Pledged  
 Fulfilled (Collected + Pending)

So your staff can quickly show the donor on the thermometer by using their own phone and putting in the offline donor's name and amount. The fundraising thermometer will show the donation like any other pledge.

Your staff will receive a response back with a link to the donation form, which can be ignored since you already have the pledged donation on-hand.