

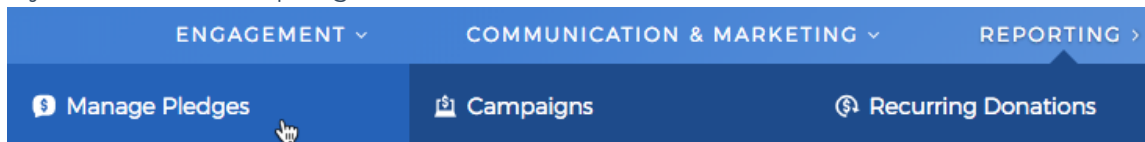
Manage or Move Pledges and Donations

Last Modified on 06/02/2022 12:28 pm PDT

If a donor submitted a pledge or a donation to an incorrect activity, you have the ability to move it to the correct one.

To do so,

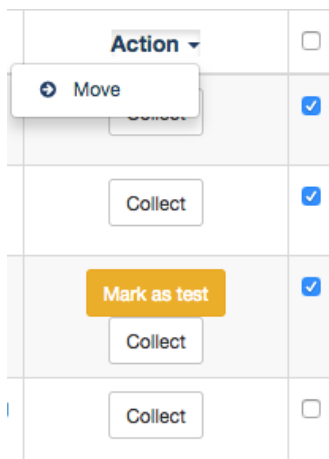
1. Go to **Reporting > Manage Pledges** and filter as needed, such as date or the originating keyword to move the pledge from.



2. Select which pledges you wish to move to another activity by putting a check in its row.

Name	Phone	Frequency	Date	Campaign	Keyword	Amount	Status	Reminders	Type	Action -	
Abraham Lincoln		One Time	05/29/2018 10:59	MobileCause Fundamentals	May292018	1500.00	Paid at event (Collect only after 05/30/2018 10:59)	0	Fundraising	Collect	<input checked="" type="checkbox"/>
(no name)	1(826) 512-9046	One Time	05/29/2018 10:57	MobileCause Fundamentals	May292018	1250.00	Test Pledge	0	Fundraising	Collect	<input checked="" type="checkbox"/>
(no name)	1(826) 512-9046	One Time	05/24/2018 11:14	New Features	May222018	1250.00	Not Collected	2	Fundraising	Mark as test Collect	<input checked="" type="checkbox"/>
Thomas Jefferson		One Time	05/23/2018 15:36	MobileCause Fundamentals	CFEXAMPLE4	300.00	Paid at event	0	Crowdfunding	Collect	<input type="checkbox"/>

3. Click on the downward facing arrow next to **Action** at the top of the table and select **Move**.



Your pledges to move will be shown on the page with details about amount, the donor, what keyword and campaign it is currently part of.

4. Type in the Keyword you wish to move these pledges to. As you type, you will be shown a list of keywords to choose from.

Move Pledges

I'm Done

Choose Destination

EVENT	Move Pledges
EVENT2017 on 91999 for MCAcademy 2018	
EVENTDEMO on 41444 for MCAcademy 2018	
Marseventh on 71777 for MCAcademy 2018	
Marseventh1 on 71777 for MCAcademy 2018 (Personal Keyword)	
Marseventh2 on 71777 for MCAcademy 2018 (Personal Keyword)	
Marseventh3 on 71777 for MCAcademy 2018 (Personal Keyword)	
Marseventh4 on 71777 for MCAcademy 2018 (Personal Keyword)	
	Processing Status
	Ready
43088142 Amount: \$1250.00; Created: Today at 10:57AM Donor Info: name=Fred Couchman; phone=1(626) 512-9046; email=scouchman@mobilecause.com; address=1313 Mockingbird Lane, Springfield, 90210 Keyword Info: May292018 on 41444 for MobileCause Fundamentals	Ready
43088479 Amount: \$1500.00; Created: Today at 10:59AM Donor Info: name=Abraham Lincoln; phone=; email=; address=, , Keyword Info: May292018 on 41444 for MobileCause Fundamentals	Ready

5. After reviewing the page, click Move Pledges to perform the move. GiveSmart Fundraise will start processing the move and you can see the status as each one is moved to the new keyword.

Move Pledges

I'm Done

Choose Destination

EVENTDEMO on 41444 for MCAcademy 2018	Move Pledges	
	Selected Pledges	
Donation id	Details	Processing Status
42896565	Amount: \$1250.00; Created: May 24 at 11:14AM Donor Info: name=Fred Couchman; phone=1(626) 512-9046; email=scouchman@mobilecause.com; address=1313 Mockingbird Lane, Springfield, 90210 Keyword Info: May222018 on 41444 for New Features	Ready
43088142	Amount: \$1250.00; Created: Today at 10:57AM Donor Info: name=Fred Couchman; phone=1(626) 512-9046; email=scouchman@mobilecause.com; address=1313 Mockingbird Lane, Springfield, 90210 Keyword Info: May292018 on 41444 for MobileCause Fundamentals	Ready
43088479	Amount: \$1500.00; Created: Today at 10:59AM Donor Info: name=Abraham Lincoln; phone=; email=; address=, , Keyword Info: May292018 on 41444 for MobileCause Fundamentals	Ready

6. When it is complete, all the pledges will show a status of Moved to the new keyword and campaign.

Move Pledges

I'm Done

Choose Destination

EVENTDEMO on 41444 for MCAcademy 2018

Move Pledges

Selected Pledges

Donation id	Details	Processing Status
42896565	Amount: \$1250.00; Created: May 24 at 11:14AM <i>Donor Info: name=Fred Couchman; phone=1(626) 512-9046; email=scouchman@mobilecause.com; address=1313 Mockingbird Lane, Springfield, 90210</i> <i>Keyword Info: EVENTDEMO on 41444 for MCAcademy 2018</i>	✓ Moved to EVENTDEMO on 41444 for MCAcademy 2018
43088142	Amount: \$1250.00; Created: Today at 10:57AM <i>Donor Info: name=Fred Couchman; phone=1(626) 512-9046; email=scouchman@mobilecause.com; address=1313 Mockingbird Lane, Springfield, 90210</i> <i>Keyword Info: EVENTDEMO on 41444 for MCAcademy 2018</i>	✓ Moved to EVENTDEMO on 41444 for MCAcademy 2018
43088479	Amount: \$1500.00; Created: Today at 10:59AM <i>Donor Info: name=Abraham Lincoln; phone=; email=; address=, ,</i> <i>Keyword Info: EVENTDEMO on 41444 for MCAcademy 2018</i>	✓ Moved to EVENTDEMO on 41444 for MCAcademy 2018