



## How to list Offline Donations on FirstGiving

Is most of your fundraising happening offline? Have most of your team's donors given you cash or checks? You can still list those on FirstGiving!

IMPORTANT NOTE: These donations can only be listed on your individual page. They will still count towards your team total, but will appear on YOUR fundraising page and go towards YOUR goal!

1. Log in to your FirstGiving account. Go to <https://www.firstgiving.com/event/turningpointsnetwork/Steppin-Up-to-End-Violence-2021> the top right corner of the web page. and click "Sign in" in the top right corner of the web page.
2. If there's a bar at the top of the screen asking about cookies, you can either click Allow or the "X" button at the top, and it will show the "Sign in" link.
3. FirstGiving should bring you right to your profile once you log in. If it doesn't, you can get there by going back to the top right of the website and clicking "Your Account."
4. On your account page, scroll down a little until you see the set of boxes labeled "Edit Your Story", "Send Emails" and "View Team."
5. Go to the box on the far right of that row that has "Total Raised" and "Goal." At the bottom of that box there is a button labeled "Add offline donation" – click that.
6. Enter in the information for the person that donated. You are required to enter in the first and last name, but not the address.
7. Select what type of donation it is – Cash or Check – and type in how much the donation is for and the date you received it or on the check. If it is a check, you will be asked to enter the check number.
8. If your donor has a different name they want to show on your page, or a comment they want to leave, type those at the bottom. You can also select for FirstGiving not to show the donor's name on the page if they would prefer to remain anonymous, or if there is a pool of cash from multiple people.
9. Click "Save" at the bottom. The donation will now appear under your team on FirstGiving!
10. Remember to bring the cash or check in to Turning Points Network! Listing the donation on FirstGiving just adds it to your total – we do not receive that money until you bring it in! Money can be turned in the week of the event to Turning Points Network's office, or on the day of the event.

Thank you for helping us support survivors and provide important services and education to Sullivan County!