

How to Enter Check & Cash Donations

1) Login to your fundraising page.

The screenshot shows the HERA website interface. On the left is a teal navigation menu with sections: Information (Home, About Us, Event Details & Schedule, Fundraising Tips: How to Raise \$1000), Take Action (Participant Registration, Ovarian Cancer Awareness Quiz, Donate to a Participant, Spread the Word, General Donation, Volunteer Registration, Bulletin Board), My Fundraising Page (Main Login, Email Friends, Enter my HQ, Edit my Site, Check Reports, Use Tools), and My Fundraising Page. A red arrow points to the 'Main Login' link. The main content area features a banner for 'HERA WOMEN'S CANCER FOUNDATION STOP THE LOSS OF WOMEN FROM OVARIAN CANCER' and 'HERA Climb4LifeSM'. Below the banner is a photo of a woman climbing a tree with the text: 'Join us in memory and honor of Sean Patrick, founder of HERA and an inspiration to us all.' At the bottom is a login form with fields for '*Username' (containing 'YourLoginName') and '*Password' (with masked characters), a 'Remember me' checkbox, and a 'Continue' button. A link for 'Forgot Username and/or Password?' is below the form.

2) Click on the Enter Offline Donations link.

The screenshot shows a user's dashboard for Cathy Badell. At the top are navigation tabs: My HQ, My Webpage, Email, Reports, Tools, Community, and Volunteer Projects. The main content area includes a 'Welcome, Cathy Badell!' message, a 'New to your Headquarters? Start here!' link, and a 'My To Do List' with links: Build/Edit my Webpage, Send Emails to Friends and Family, Enter Offline Donations, Edit my Profile, Edit my Login/Password, Check the Message Board, and See Important Dates. A red arrow points to the 'Enter Offline Donations' link. At the bottom are 'Fundraising Statistics' and 'Email Statistics' sections.

3) Click on the Enter Pledge button.

This block shows the 'Enter Pledge' button and navigation tabs. The navigation tabs are: My HQ, My Webpage, Email, Reports, Tools, Community, and Volunteer Projects. Below the tabs are links: Pledge Entry, Print Donation Form, Edit Profile, and Edit Login.

Please fill the form out completely. Be sure to include your email address so that we may send a confirmation donation arrives. All donor information is kept confidential and is never given to a 3rd-party for any reason.

The screenshot shows the 'Enter Pledge' button with a red arrow pointing to it. Below the button are the following form fields:

- Event ID#: 431676
- Name: Cathy Badell
- Event Name: HERA Climb4Life
- Participant ID#: 286817912

- 4) Enter the donor info into the form, then click the Submit button. It is important that the info provided is accurate & complete for HERA to send the donation acknowledgement letter for the donor's tax records.

Use this form to enter any offline donations or pledges that you receive. These entries will be marked as "Pending" in your reports area until they have been received and cleared by the organization.

When you are finished, click "Submit". You will have the opportunity to enter more donations on the next page.

[Instructions](#)

| Donor Information | |
|---|-------------------------------|
| First Name:* | <input type="text"/> |
| Last Name:* | <input type="text"/> |
| Email:* | <input type="text"/> |
| Address Line 1:* | <input type="text"/> |
| Address Line 2: | <input type="text"/> |
| City:* | <input type="text"/> |
| State:* | Colorado <input type="text"/> |
| ZIP/Postal Code:* | <input type="text"/> |
| Phone: | <input type="text"/> |
| Voluntary Donation Amount: | \$ <input type="text"/> |
| Donation | |
| Payment Type:* | CHECK <input type="text"/> |
| Check Number:* | <input type="text"/> |
| Donation Amount:* | \$ <input type="text"/> |
| <input type="button" value="Cancel"/> <input type="button" value="Submit"/> | |

To Enter Matching Gifts/Donations:
 Follow the same instructions for an offline donation made by check, except:
First Name= Enter the name of the company paying the matching gift/donation
Last Name = Enter the phrase "Matching Gift"

Enter the same number in both fields

If you don't know the check number, enter four zeros: 0000

- 5) The next page shows your Pledge Summary Report.
- 6) If the donation is cash, please obtain a money order for the amount.
- 7) Please mail checks and money orders to HERA at:

HERA Women's Cancer Foundation
P.O. Box 6147
Denver, CO 80206

- 8) After HERA receives the checks and money orders, the amounts will be confirmed against what you have entered into your fundraising page.