

How to Enter Check & Cash Donations

1) Login to your fundraising page.

The screenshot displays the HERA Women's Cancer Foundation fundraising page. At the top, the header reads "STOP THE LOSS OF WOMEN FROM OVARIAN CANCER". Below this, a progress bar shows a goal of \$60,000 and a current amount raised of \$5,409, with 38 days left. A "GIVE" button is visible on the right. On the left side, there are three main buttons: "REGISTER HERE", "SPONSOR PARTICIPANT", and "GENERAL DONATION". Below these is a vertical navigation menu with categories: "Information" (Home, About Us, Event Information, Fundraising 101, Waiver Form), "Get Involved" (Participant Registration, Awareness Quiz, Sponsor Participant, Spread the Word, General Donation, Volunteer Registration, Dinner Guest Tickets, Bulletin Board), and "My Event HQ" (Main Login, Email Friends, Enter my HQ, Edit my Site, Check Reports, Use Tools). A red arrow points to the "Main Login" link in the "My Event HQ" section. The central area of the page asks "Are you a registered Participant? Login below" and provides a "Forgot Username and/or Password?" link. It includes a login form with fields for "Username" (containing "YourLoginName") and "Password" (containing "*****"), a "Remember me" checkbox, and social login options for Google, Yahoo!, Facebook, and Twitter. A "Continue" button is at the bottom of the login form.

2) Click on the Enter Offline Donations link.


My HQ My Webpage Email Reports Tools Community Gadgets

Logout


Welcome, Cathy Badell!
New to your Headquarters?
[Start here!](#)

Download the Mobile Fundraising App
Fundraise with Friends™

Available on the iPhone
App Store



My To Do List
[Build/Edit my Webpage](#)
[Send Emails to Friends and Family](#)
[Enter Offline Donations](#)
[Edit my Profile](#)
[Edit my Login/Password](#)
[Check the Message Board](#)
[See Important Dates](#)



3) Click on the Enter Pledge button.

My HQ My Webpage Email Reports Tools Community Gadgets

Pledge Entry Print Donation Form Edit Profile Edit Login Logout


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

[Enter Pledge](#)

Pledge Entry History

Event ID#: 1064736	Event Name: *2013 7th Annual HERA Climb4Life Colorado*
Name: Cathy Badell	Participant ID#: 361411703

No pledge entry history



- 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.

My HQ My Webpage Email Reports Tools Community Gadgets

Pledge Entry Print Donation Form Edit Profile Edit Login Logout

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

Donation Entry

Donor Information

Title:

First Name: *

Last Name: *

Email: *

Address Line 1: *

Address Line 2:

City: *

State: *

ZIP/Postal Code: *

Country: *

Phone: *

Donation

Payment Type: *

Check Number: *

Donation Amount: * \$

Matching Gift

Will this donation be potentially matched?
If you know the following information regarding the matching gift, please complete.

Company Name:

Matching Gift Amount: \$

If you don't know the check number or money order number because your donor mailed it directly to HERA, just enter four zeros: 0000.

Cancel Submit

- 5) The next page shows your Pledge Summary Report. Continue entering offline donations (click the Enter New Pledge button) or click the Finish button.

Pledge Summary Report for this Batch

Event Name: *2013 7th Annual HERA Climb4Life Colorado*
Event ID#: 1064736
Name: Badell, Cathy
Participant ID#: 361411703

Batch ID#: 4658198
Date: May 16, 2013
[?](#) Total Amount entered:\$100.00
[?](#) Total Amount Pending: \$100.00

	Payment ID	Donor Name	Address	Check#	Amount
Delete	150007143	Smith, Jane	1234 Oak Street	0000	\$100.00

--Click this button to enter another pledge.

--When you have finished entering your pledge(s), click this button to access a printable Pledge Summary Report for the pledge entry (ies) you just entered.

--Click this button when you are ready to return to the main Pledge Entry History page. From this page you can view and print all of your previous Pledge Summary Reports if needed.

- 6) Please mail checks and money orders to HERA at:

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

Alternatively, bring the checks and money orders with you on Climb4Life event day in a sealed envelope with your name and the total amount written on the outside. Turn in the envelope at the Registration Table.

- 7) If the donation is cash, please either obtain a money order for the amount and mail it to HERA, or bring the cash with you on Climb4Life event day in a sealed envelope with your name and the total amount written on the outside. Turn in the envelope at the Registration Table.
- 8) After HERA receives the checks, money orders, and cash, the amounts will be confirmed against what you have entered into your fundraising page. At that point the "pending" donation will change to confirmed and will be counted in your donation total.