Entering an Offline Donation

Category: Offline Raising
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Reading Time: 1 min

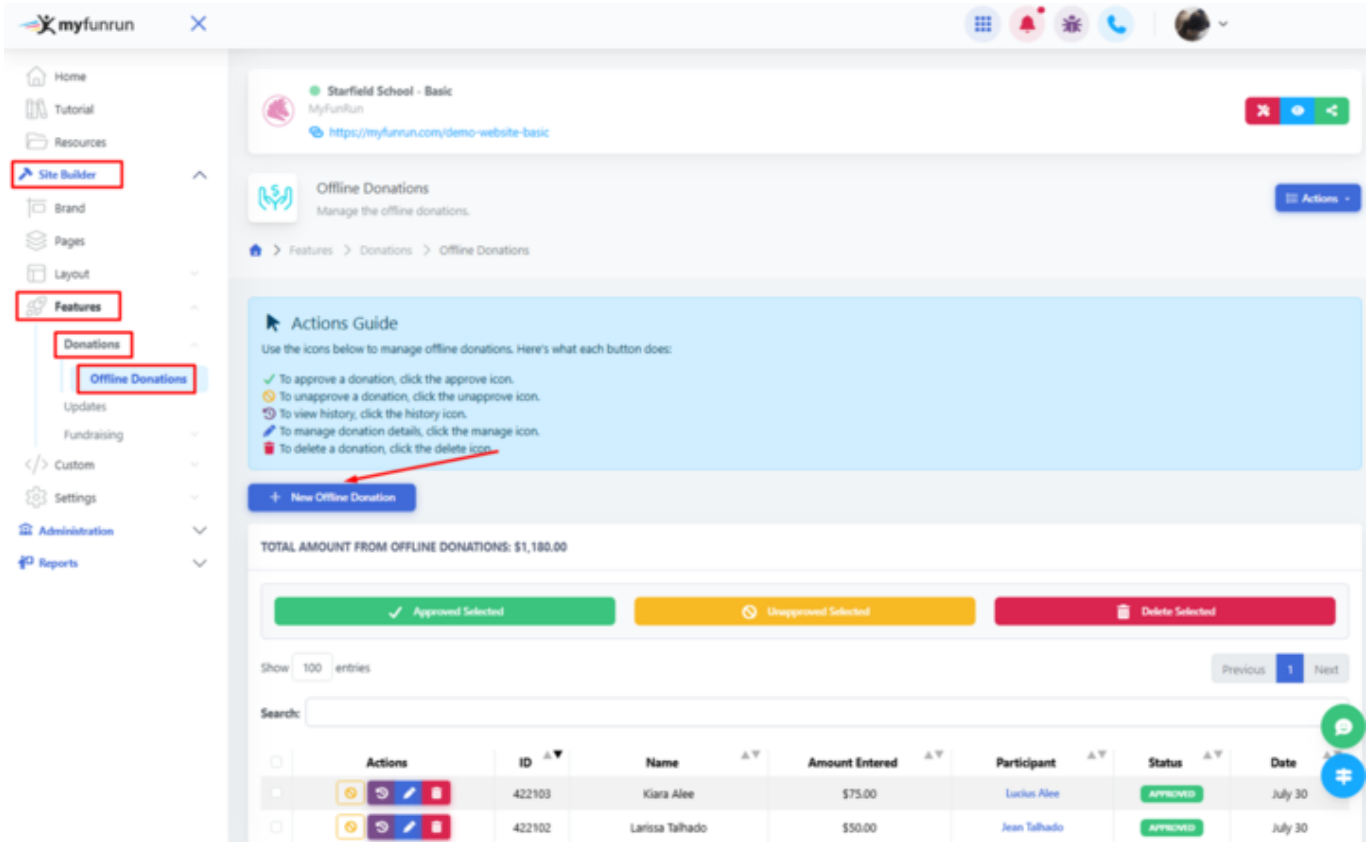
There are no fees for Offline Donations.

What is an offline donation?

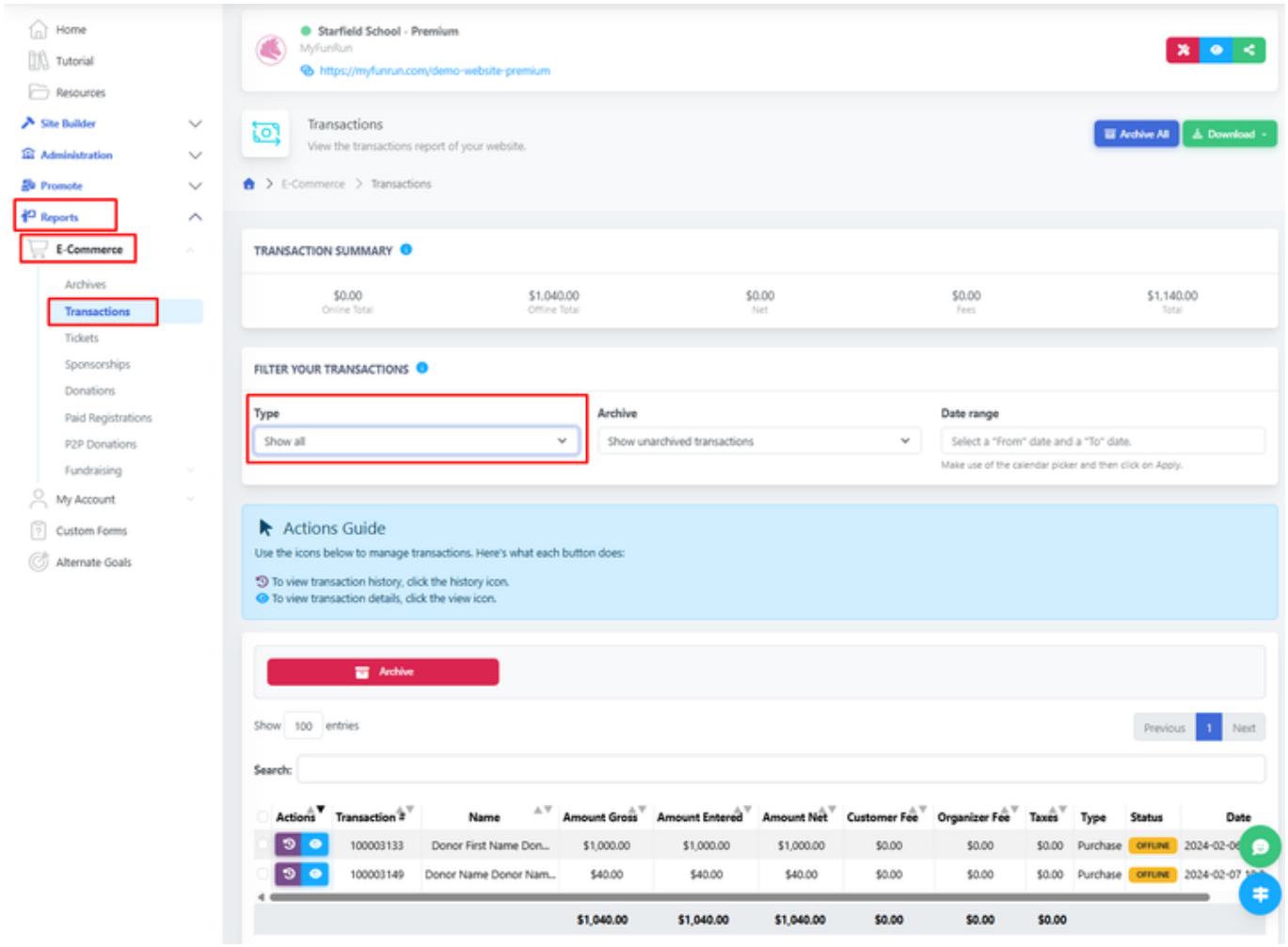
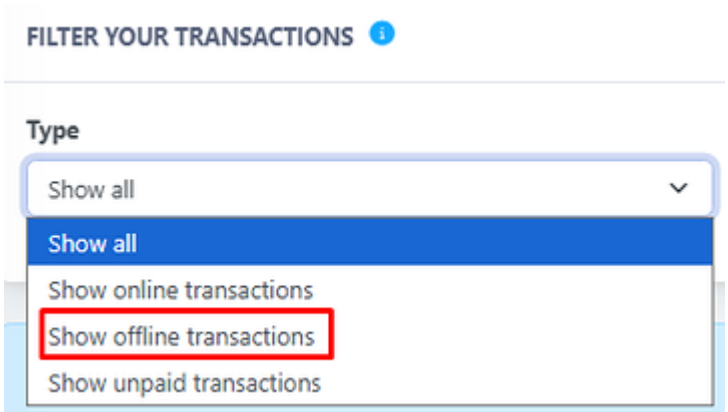
Any funds you collect by **check** or **cash** during or after your campaign are all yours; **you keep 100% of Offline Donations**!

Entering your Offline Donations in the Dashboard allows you to track your Offline Donations in reports, and be counted towards your goal(s), progress indicator(s), and leaderboard(s) on the website.

To add an Offline Donation, go to **Site Builder → Features → Donations → Offline Donations**, and click the "**Add Offline Donation**" button.



To **view** Offline Donations that have been entered in the system, go to **Site Builder → E-Commerce → Transactions**.



Under the heading "**Filter Your Transactions**", select "**Show offline transactions**" from the "**Type**" dropdown field.