

# Entering an Offline Donation

Category: Offline Raising  
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Reading Time: 1 min

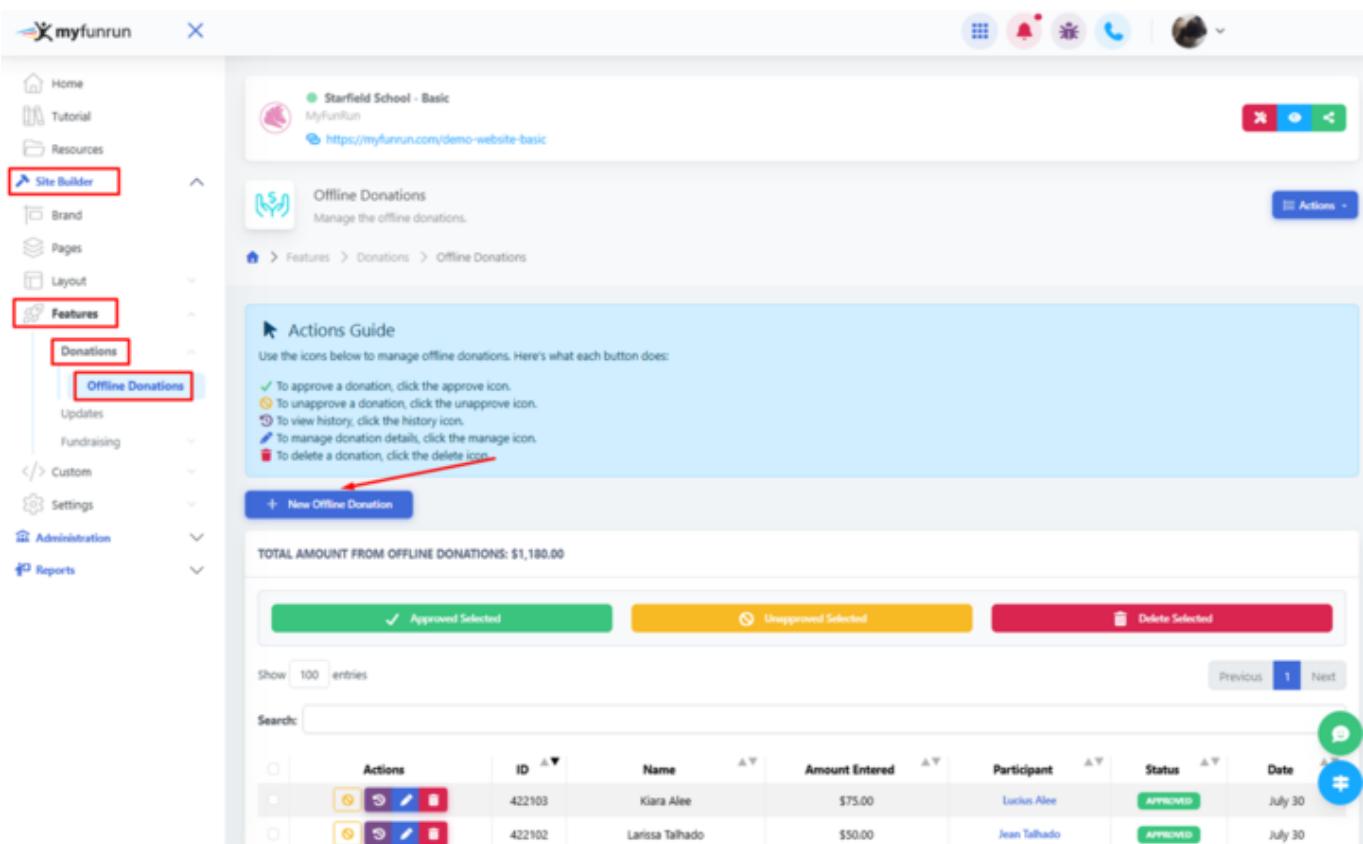
## There are no fees for Offline Donations.

### 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.



The screenshot shows the myfunrun Site Builder interface. The left sidebar is expanded, showing the Site Builder section with the 'Features' and 'Donations' sub-sections highlighted. Under 'Donations', the 'Offline Donations' option is also highlighted. A red box surrounds the 'Offline Donations' link. The main content area shows a list of donations. Each donation row includes columns for 'Actions', 'ID', 'Name', 'Amount Entered', 'Participant', 'Status', and 'Date'. Buttons for 'Approved', 'Unapproved', and 'Delete' are located at the top of the list. A red arrow points to the 'New Offline Donation' button at the top of the list. The top right of the interface has various icons for navigation and notifications.

Actions	ID	Name	Amount Entered	Participant	Status	Date
<span>Approve</span> <span>Unapprove</span> <span>Manage</span> <span>Delete</span>	422103	Kiara Alee	\$75.00	Lucius Alee	APPROVED	July 30
<span>Approve</span> <span>Unapprove</span> <span>Manage</span> <span>Delete</span>	422102	Larissa Talhado	\$50.00	Jean Talhado	APPROVED	July 30

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

Starfield School - Premium  
MyFunRun  
https://myfunrun.com/demo-website-premium

Transactions  
View the transactions report of your website.

Archive All Download

E-Commerce > Transactions

TRANSACTION SUMMARY

Online Total	Offline Total	Net	Fees	Total
\$0.00	\$1,040.00	\$0.00	\$0.00	\$1,140.00

FILTER YOUR TRANSACTIONS

Type

Show all

Archive

Show unarchived transactions

Date range

Select a "From" date and a "To" date.  
Make use of the calendar picker and then click on Apply.

Actions Guide

Use the icons below to manage transactions. Here's what each button does:

To view transaction history, click the history icon.  
To view transaction details, click the view icon.

Actions	Transaction #	Name	Amount Gross	Amount Entered	Amount Net	Customer Fee	Organizer Fee	Taxes	Type	Status	Date
	100003133	Donor First Name Don...	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	Purchase	Online	2024-02-06 10:00:00
	100003149	Donor Name Donor Nam...	\$40.00	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00	Purchase	Online	2024-02-07 10:00:00

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

FILTER YOUR TRANSACTIONS

Type

Show all

Show online transactions

Show offline transactions

Show unpaid transactions