Entering Offline Sponsorship Sales

Category: Offline Sales
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Reading Time: 1 min

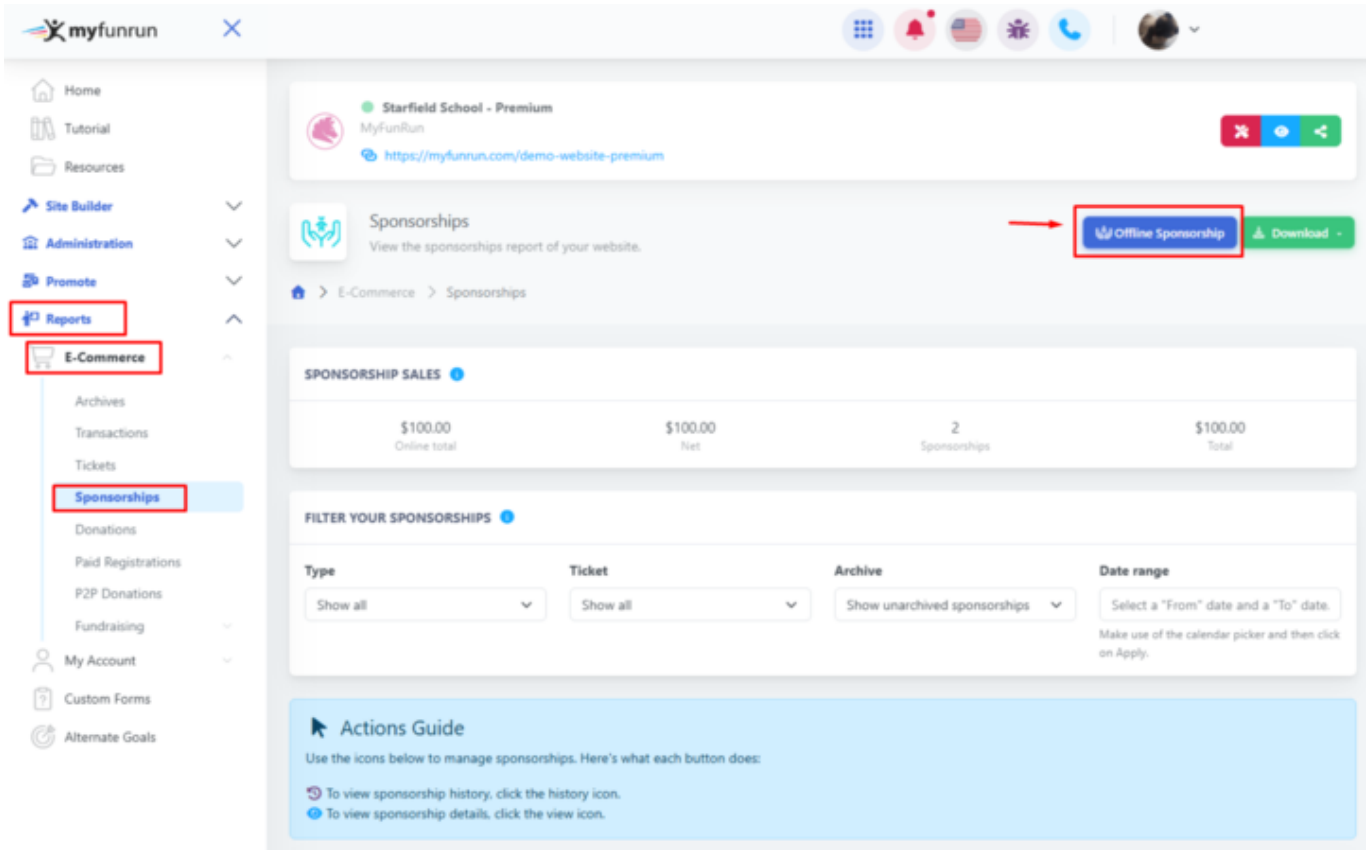
There are no fees on Offline Sponsorships you sell.

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

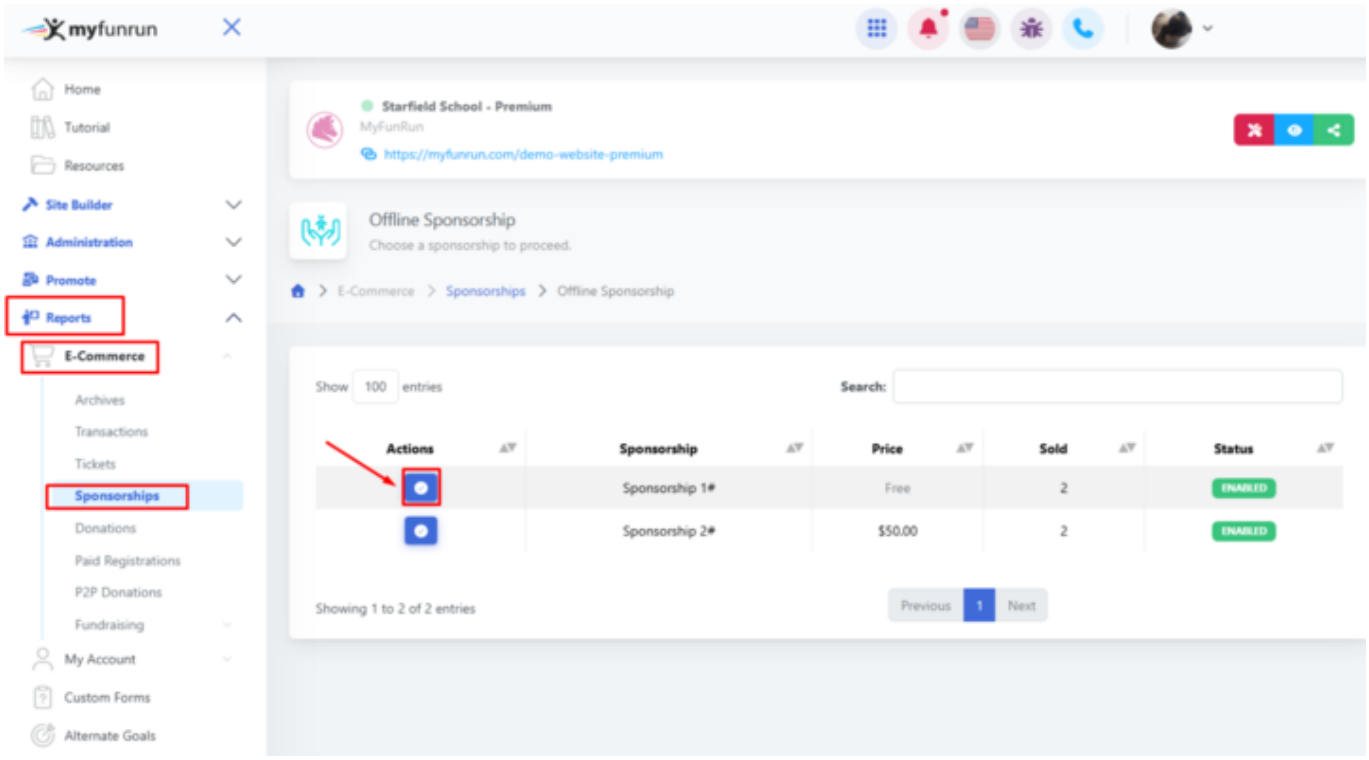
Entering your Offline Sponsorship sales in the Dashboard lets you track them in reports alongside your *Online* Sponsorships.

In addition, your Offline Sponsorship can count toward your goal(s), progress indicator(s), and leaderboard(s) on the website.

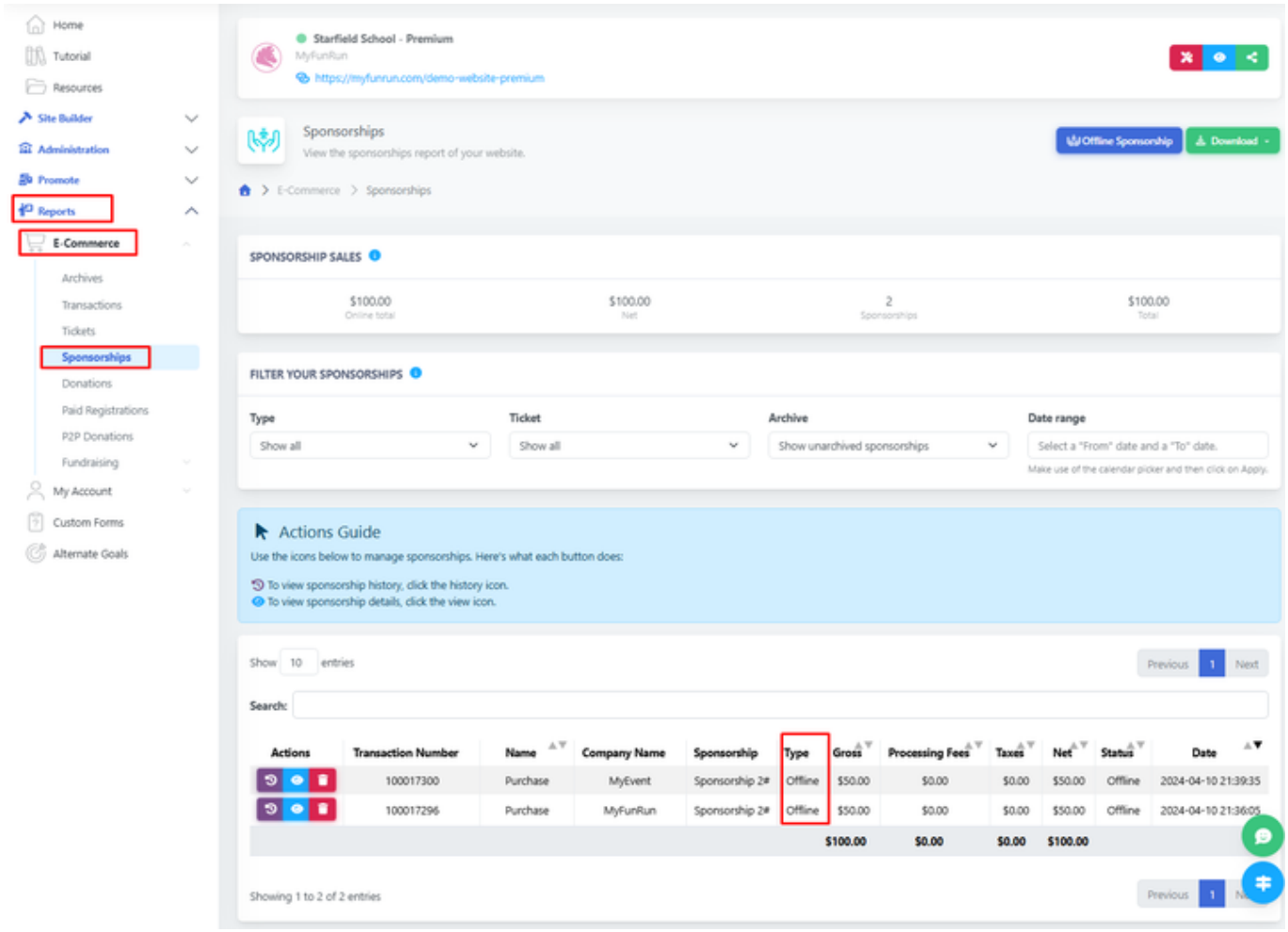
To enter or record an Offline Sponsorship sold, go to **Reports → E-Commerce → Sponsorships**, and click the "Offline Sponsorship" button.



Select the correct option, and complete the form.



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



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

