

Entering Offline Paid Registrations

Category: Offline Raising

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Reading Time: 1 min

There are no fees on Offline Paid Registrations you sell.

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

Entering your Offline Paid Registrations sales in the Dashboard allows you to track your Offline Paid Registrations in reports together in one place with your *Online* Paid registrations.

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

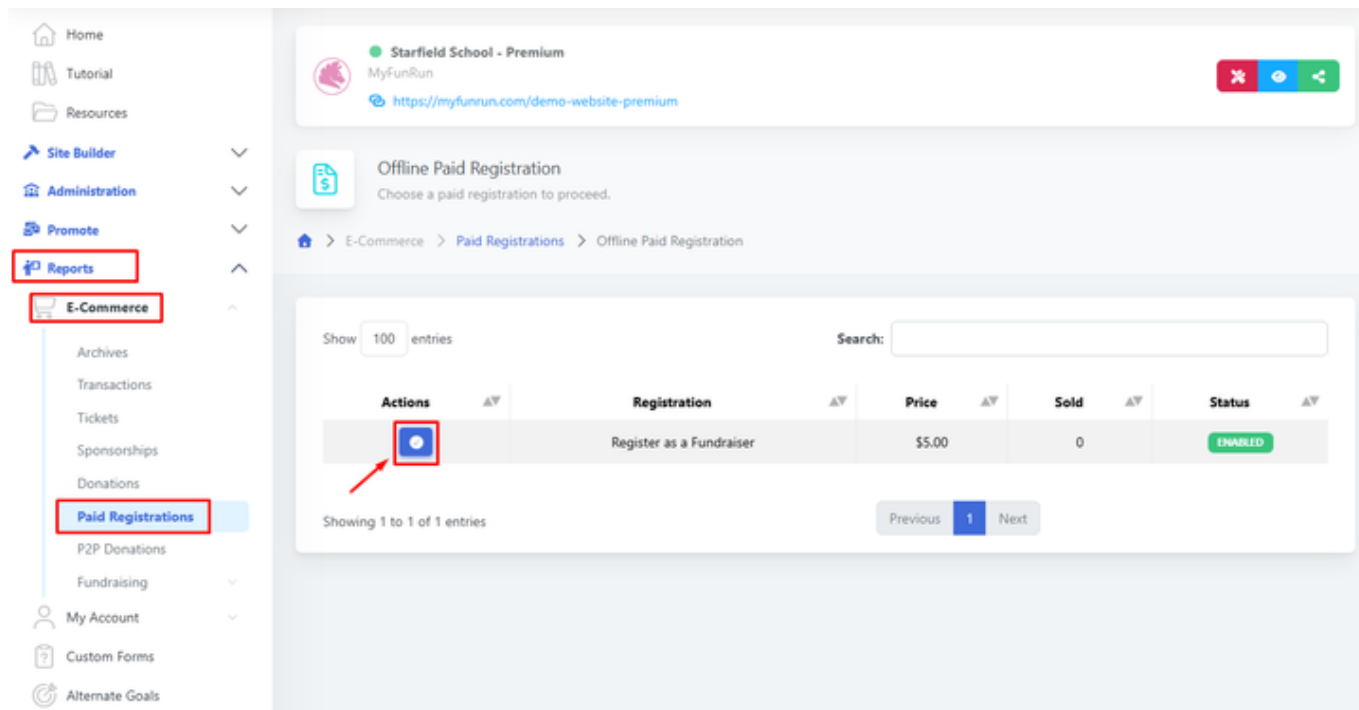
To enter or record an Offline Paid Registration sold, go to **Reports → E-Commerce → Paid Registrations**, and click the "**Offline Paid Registrations**" button.

The screenshot shows the MyFunRun dashboard for 'Starfield School - Premium'. The left sidebar contains navigation links: Home, Tutorial, Resources, Site Builder, Administration, Promote, Reports (highlighted), E-Commerce (highlighted), Archives, Transactions, Tickets, Sponsorships, Donations, Paid Registrations (highlighted), P2P Donations, Fundraising, My Account, Custom Forms, and Alternate Goals. The main content area is titled 'Paid Registrations' and includes a red arrow pointing to the 'Offline Paid Registration' button. Below this is a 'REGISTRATION SALES' table with the following data:

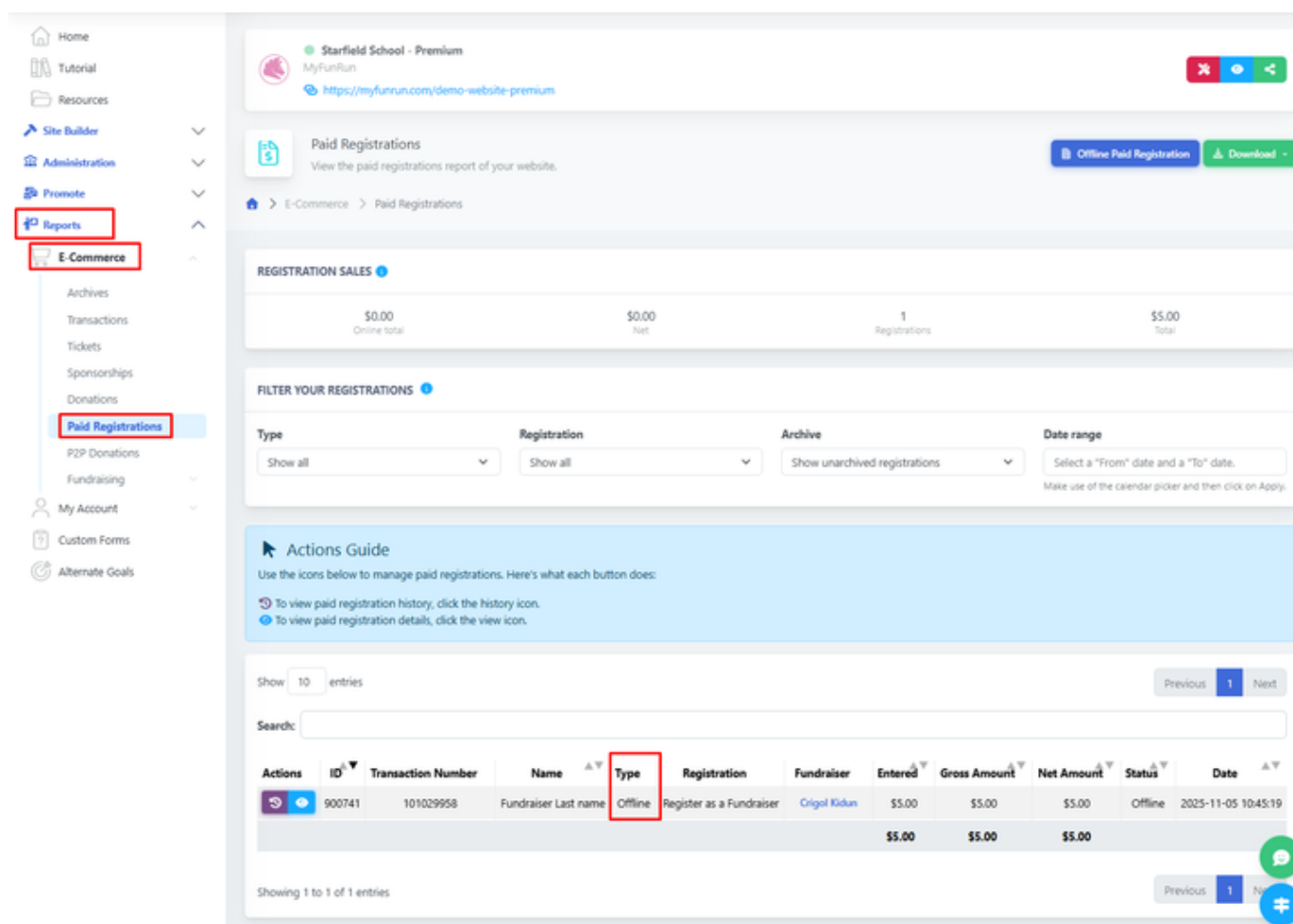
Online total	Net	Registrations	Total
\$0.00	\$0.00	0	\$0.00

Below the table is a 'FILTER YOUR REGISTRATIONS' section with dropdown menus for Type (Show all), Registration (Show all), and Archive (Show unarchived registrations). There is also a 'Date range' section with a text input for 'From' and 'To' dates, and a 'Make use of the calendar picker and then click on Apply.' button. At the bottom, there is an 'Actions Guide' section with icons for viewing history and details, and a 'Show 10 entries' button.

Select the option, and complete the form.



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



Under the heading "**Filter Your Registrations**", select "**Show offline registrations**" from the

"Type" dropdown field.

Type

Show all

Show all

Show online transactions

Show offline transactions

Show unpaid transactions