

# Entering Offline Paid Registrations

**Category:** Recaudación de fondos fuera de línea

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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 a navigation menu with 'Reports' and 'E-Commerce' highlighted in red. The main content area is titled 'Paid Registrations' and includes a 'REGISTRATION SALES' summary table, a 'FILTER YOUR REGISTRATIONS' section with dropdown menus for 'Type', 'Registration', and 'Archive', and a 'Date range' picker. Below this is an 'Actions Guide' section with instructions on how to use icons for viewing history and details. At the bottom, there is a pagination control showing 'Show 10 entries' and 'Previous Next' buttons.

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

**FILTER YOUR REGISTRATIONS**

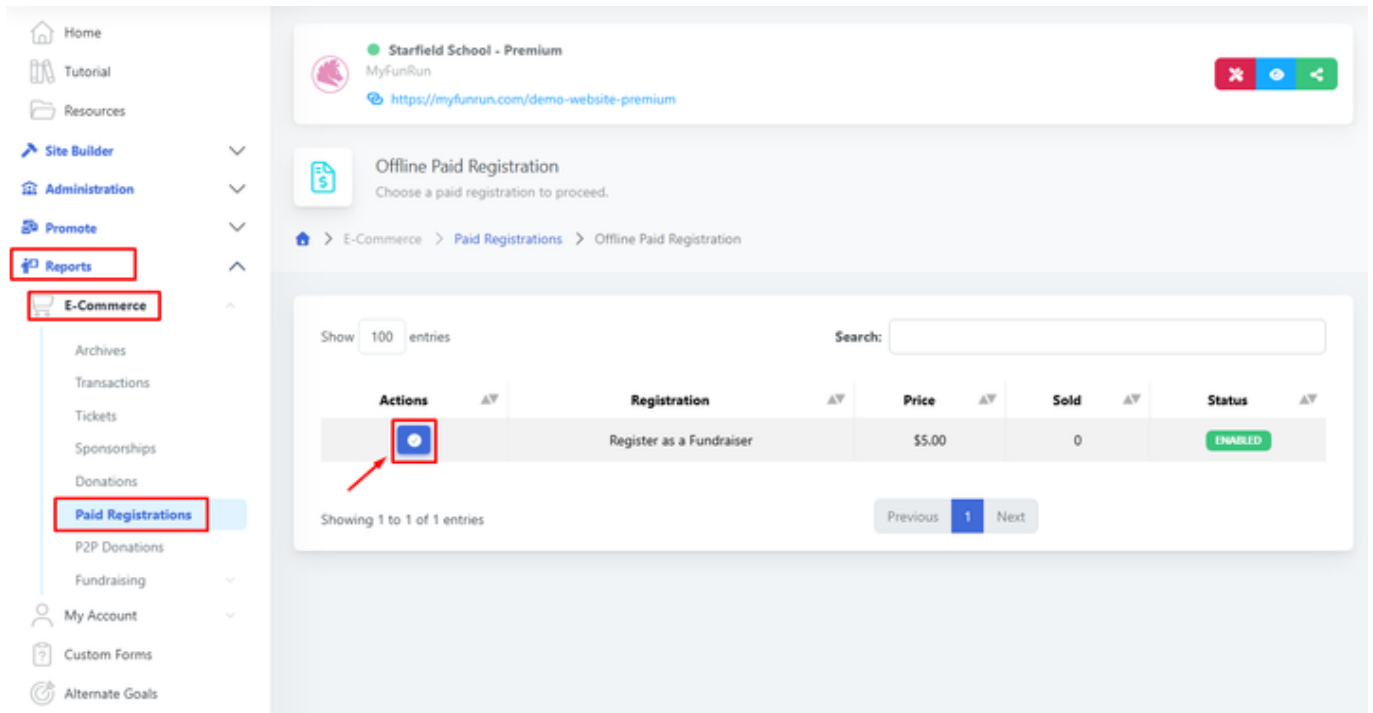
Type: Show all | Registration: Show all | Archive: Show unarchived registrations | Date range: Select a "From" date and a "To" date

**Actions Guide**

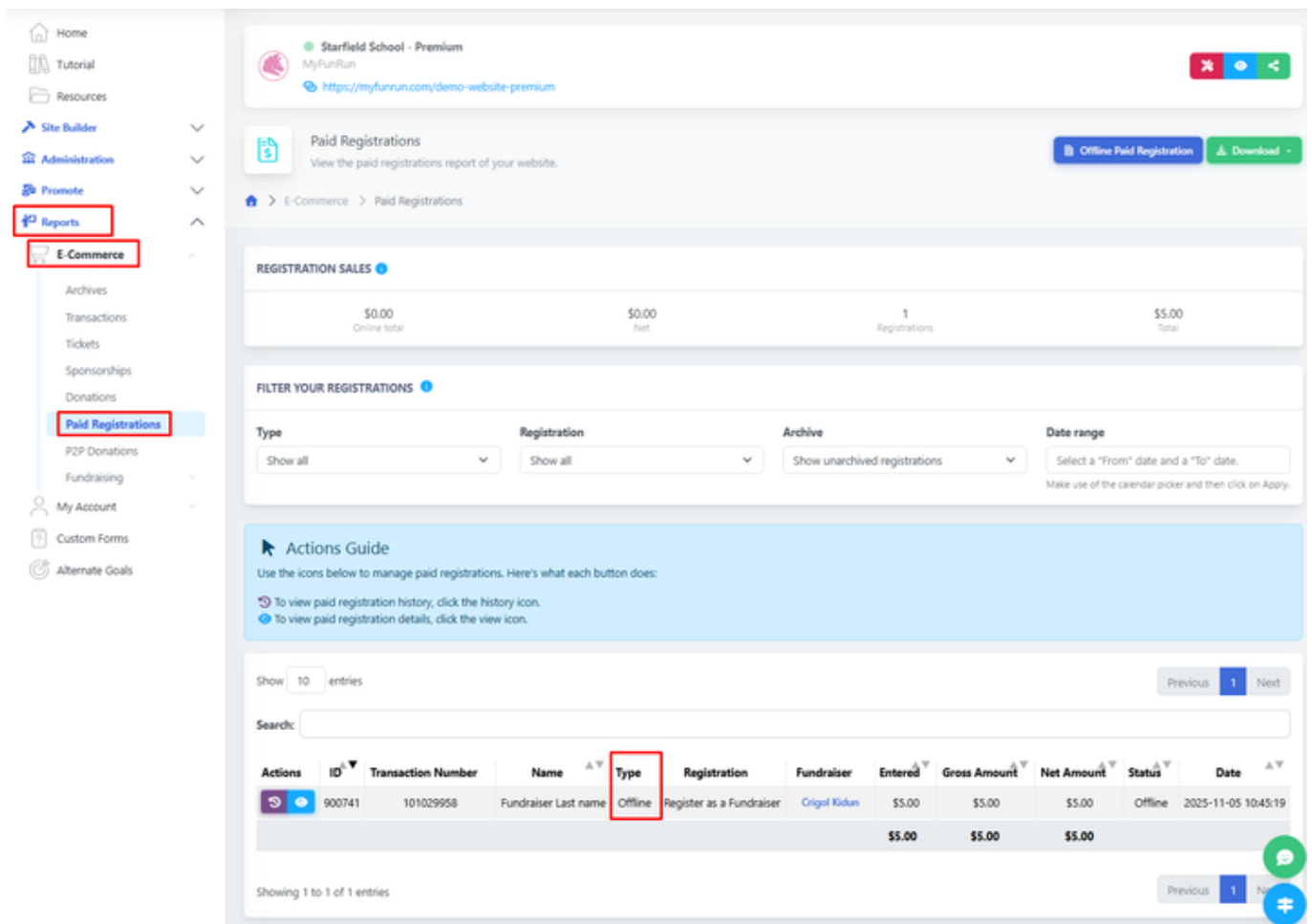
- To view paid registration history, click the history icon.
- To view paid registration details, click the view icon.

Show 10 entries | Previous Next

**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

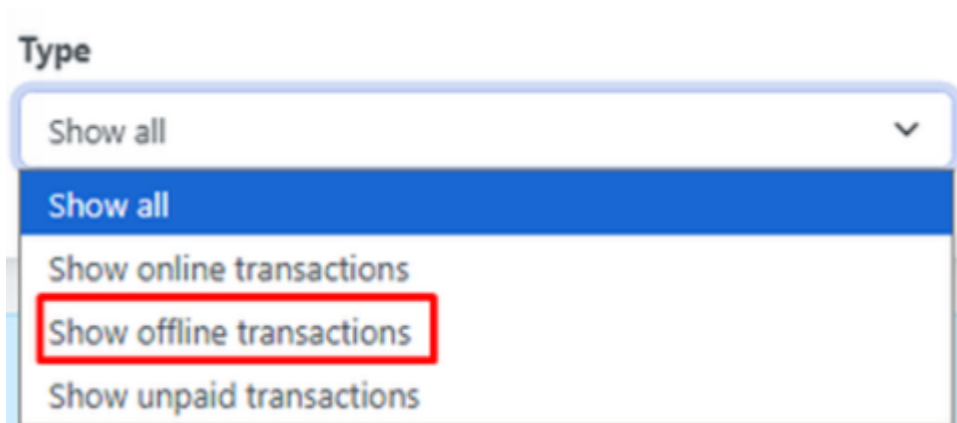
Show all

Show all

Show online transactions

Show offline transactions

Show unpaid transactions

A screenshot of a web application's 'Type' dropdown menu. The menu is open, showing a list of options. The first option is 'Show all', which is currently selected and highlighted with a blue background. Below it are three other options: 'Show online transactions', 'Show offline transactions', and 'Show unpaid transactions'. The 'Show offline transactions' option is highlighted with a red rectangular border, indicating it is the focus of the image. The dropdown menu has a light blue border and a small downward arrow icon on the right side of the top bar.