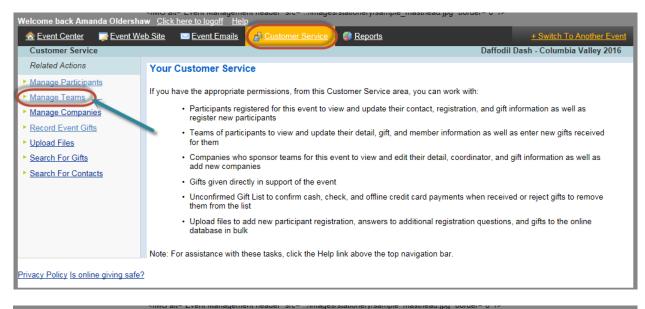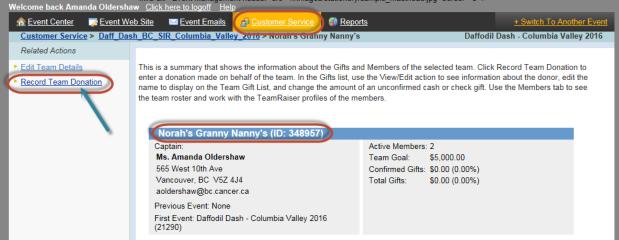**Adding an Offline Donation Credited to a Team**

A donor can choose to make a donation credited to the Team vs a Participant or the overall Event.

Login to the EMC and select the event you would like to manage.

- Click on the *Customer Service* tab.
- Click *Manage Teams*, under the Related Actions menu.
- *Scroll* or *Search* for the *Team Name*
- Click *Manage*.
- Click *Record Team Donation*, under the Related Actions menu.

Canadian Société
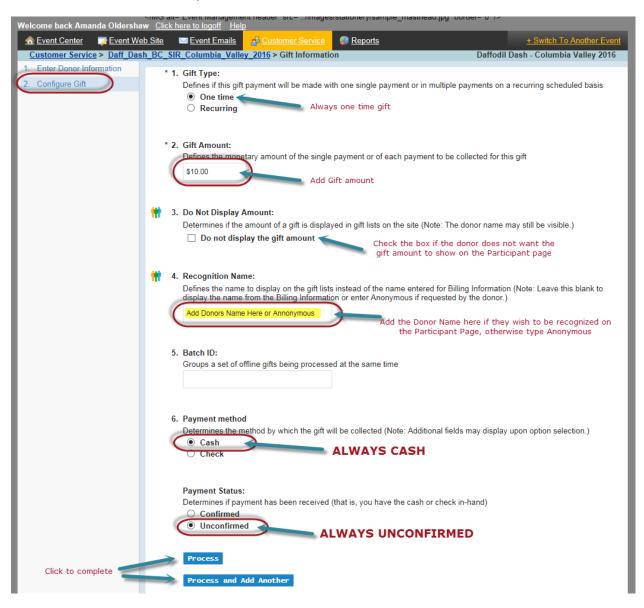Cancer canadienne
Society du cancer

- On 1. Enter Donor Information screen, enter the **First Name** and **Last name** field as per the Offline Donor Naming Convention document.
- The only fields populated in this screen should be the First Name and Last Name. **Do Not Add the Donor Information Here**
- Click next to search for the existing Offline Donor record. If the record does not exist it will take you directly to the Configure Gift Screen.

Canadian **Société**
Cancer **canadienne**
Society **du cancer**

Configure Gift Screen

1. **Gift Type** – always one time
2. **Gift Amount** – add the gift amount
3. **Do Not Display Amount** – check this box if the donor does not want the gift amount to show on the Participant Page
4. **Recognition Name** – Add the Donor Name here if they wish to be recognized on the Participant Page, otherwise type Anonymous
5. **Batch ID** – Enter the Deposit Slip Number if this is a Batch Entry – See Entering Batch Donations
6. **Payment Method** – ALWAYS CASH
7. **Payment Status** – ALWAYS UNCONFIRMED
8. Click Process to complete.

Canadian Société
Cancer canadienne
Society du cancer

To see a list of all the "Team Gifts"
- Click on the *Customer Service* tab.
- Click *Manage Teams*, under the Related Actions menu.
- *Scroll* or *Search* for the *Team Name*
- Click *Manage*.
- Click *Record Team Donation*, under the Related Actions menu.

<IMG alt="Event Management header" src="../images/stationery/sample_masthead.jpg" border="0" />
Welcome back Amanda Oldershaw   Click here to logoff   Help

| 🏠 Event Center | 📝 Event Web Site | ✉ Event Emails | 👥 Customer Service | 🌐 Reports | + Switch To Another Event |

Customer Service > Daff_Dash_BC_SIR_Columbia_Valley_2016 > Norah's Granny Nanny's   Daffodil Dash - Columbia Valley 2016

Related Actions

▸ Edit Team Details
▸ Record Team Donation

This is a summary that shows the information about the Gifts and Members of the selected team. Click Record Team Donation to enter a donation made on behalf of the team. In the Gifts list, use the View/Edit action to see information about the donor, edit the name to display on the Team Gift List, and change the amount of an unconfirmed cash or check gift. Use the Members tab to see the team roster and work with the TeamRaiser profiles of the members.

Norah's Granny Nanny's (ID: 348957)

Captain: Active Members: 2
Ms. Amanda Oldershaw   Team Goal: $5,000.00
565 West 10th Ave   Confirmed Gifts: $0.00 (0.00%)
Vancouver, BC V5Z 4J4   Total Gifts: $5.00 (0.10%)
aoldershaw@bc.cancer.ca

Previous Event: None

First Event: Daffodil Dash - Columbia Valley 2016 (21290)

Gifts   **Members**

Records 1 - 1 of 1   **First**   **Previous**   **Next**   **Last**

Shows on Behalf of Team vs a Participant Name

[   ]   🔍 Search   Show All   Page 1 of 1 [   ]   To Page ➤

Name ⇕	Action	Gift Type ⇕	Gift Date ⇕	Amount ⇕	On Behalf of ⇕
Daff Dash Offline Donor Columbia Valley 2016	View/Edit	Offline Unconfirmed (Cash)	06/01/2016	$5.00	Team

Records 1 - 1 of 1   **First**   **Previous**   **Next**   **Last**

Note: The soft credit and /or donor cannot be changed on an Offline Gift. If there was an entry error made the gift must be deleted and re-entered correctly.

To have a gift deleted please email digital@cancer.ca. Please include the Event Name, Participant/Team Name (if applicable), the type of gift Online or Offline, gift amount and gift date. Screen shots are always welcome.