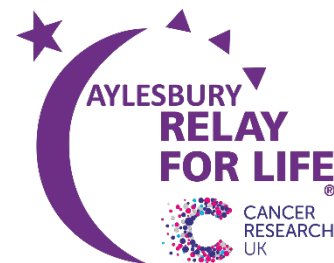


HOW TO ADD OFFLINE DONATIONS



Log in to your participant zone.

Click on: **Relay For Life Aylesbury** 16th July 2022

This will take you to your participant zone.

Scroll down until you see:

Me My Team

Total raised so far Edit Goal

PERSONAL DONATIONS:

Under 'Me' go to 'Personal Donations'

Personal donations Add

Click on 'Add' which will take you to the following screen:

Enter new gift

First Name *

Last Name *

Email

☐ Additional gift entry fields

Recognition Name

☒ Yes, display the amount of this gift.

☐ Record this gift on behalf of my entire team.

Amount *

£

Payment Type *

Cash

Cancel Add Save and Add Another

Enter the details of your offline donation and click 'add'.

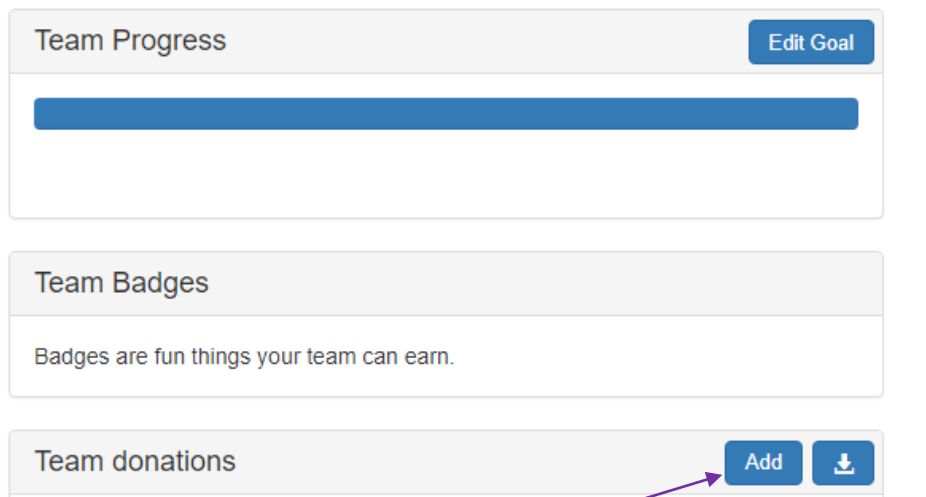
Note: there is no space to put a reference in (i.e. 'tombola' / 'gift fair', etc) instead you can use the fields of 'First Name' & 'Last Name' for this. CRUK's system will know anyway who donated the money and you will be able to see in the team's honour roll on your page where the money came from.

TEAM DONATIONS:

After logging in, click on 'my team':



The screen will change to:



Under 'team donations' click on 'add' which will take you to the same 'enter new gift' page.

Once you have added the donation, please email aylesburyrelay.finance@gmail.com with the details of the donation so we can authorise. Once authorised, the donation will show up on your team page.