

Adding an Offline Donation

An Offline Donation is a pledge that you receive in the form of cash or check. Even though this donation is in your possession, you can add it to your Walk page to track your donations.

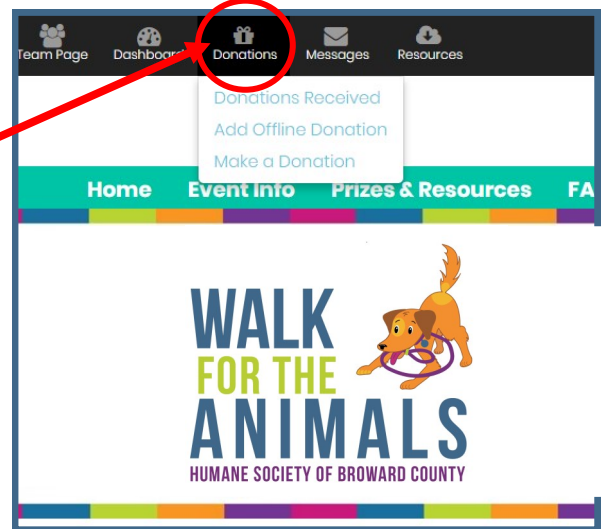
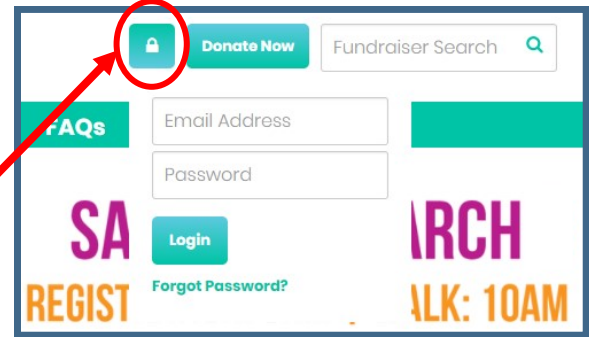
Visit www.Walk4theAnimals.com. Click on the login button (lock icon) to access your fundraising dashboard.

Once logged in, look to the upper left-hand corner of the page for **Donations** which is the 4th icon in the black header. Hover over this with your mouse and a dropdown menu will appear. Select **Add Offline Donation**

Add the donation amount and make sure to indicate whether it is cash or a check donation. For a check please include the Check number as well

Enter the donors information, including an email address if possible. Providing an email address for your donor will allow them to receive a

Once you've entered all the donor information, click **Add Donation**



Please keep in mind that Offline Donations will be not appear as verified until we have received the cash or checks