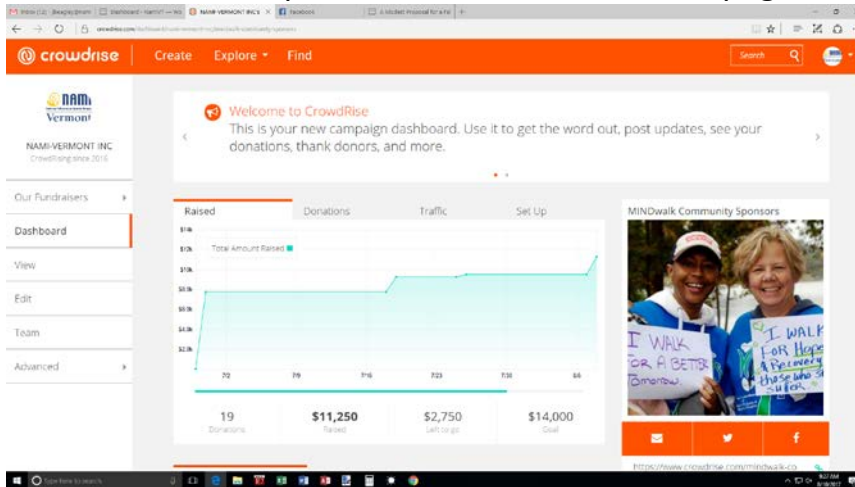


What to Do with Offline Donations

Donors hand you cash or a check

1. **Log in to your account:** Go to www.namivt.org/walk and click **Log In**. Enter your email and password. You may want to check the “Remember me” box to save your password.

2. **Go to your fundraiser:** Click your icon in the top and select your fundraiser for 2017 from the dropdown list. You should see a page like this:



3. **Select offline donations:** From the menu on the far left, select “Advanced,” the last item on the menu. From the dropdown menu that appears, select “Offline Donation Manager.” You’ll then see a screen like this:

The screenshot shows the 'Enter Offline Donations' form. The form includes a title 'Enter Offline Donations' and a description: 'If your friends donate by check or hand you a pile of cash or a stack of casino chips, you can enter their name and donation amount below and the donor will show up in your donations scroll and everyone will be happy. If you want to enter checks in bulk, just make the Display Name say something like "Offline Donations."' The form has two input fields: 'Display Name' and 'Amount'. The 'Amount' field has a '\$' symbol and a '.00' suffix. Below these fields is a 'Notes (for reporting purposes only)' field. There is a '+ Add More' button and a 'Hide Donation Dollar Amount' checkbox. At the bottom right, there are 'Cancel' and 'Submit' buttons.

4. **Enter each donation:** Remember that the “Display Name” will show up on your fundraising page, so double check for accuracy and enter “Anonymous” if the donor doesn’t want their name displayed. If you display “Anonymous,” BE SURE to enter their full name in the “Notes” section. Also include the check number and date, or whether the donation was cash. “Notes” are only seen by you and me and help us track each donation.

Click  to record more donations and  when you’re done.

5. **Get your \$\$ to NAMI Vermont!** You can mail checks to:

**NAMI Vermont, Re: Walk
600 Blair Park Road, Suite 301
Williston VT 05495**

DO NOT MAIL CASH. If possible, write a personal check in exchange for the cash and mail it in with the original donor’s name in the memo. OR bring cash or checks to the Walk itself on September 24th at City Hall Park in Burlington!