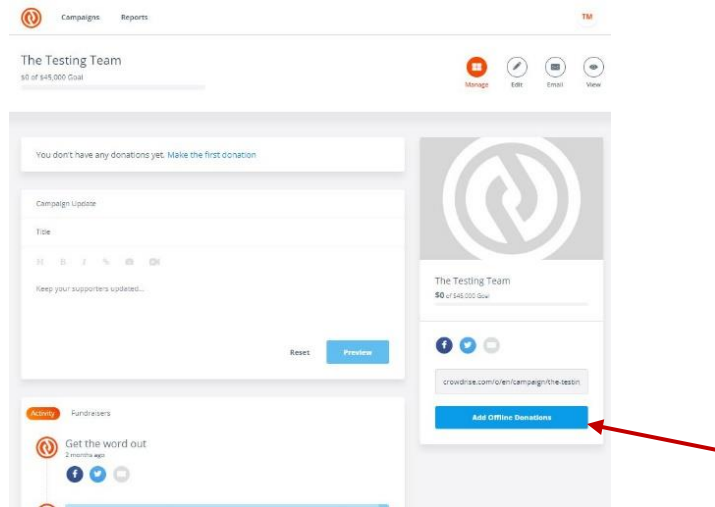


## Making an Offline Donation

Want to let people know how much money you have been raising? Have you been collecting cash and checks from donors in addition to your online donations? These steps will help you keep your donation amount current on your Crowdrise online fundraising page.

1. Go to [www.crowdrise.com/mindwalk2018](http://www.crowdrise.com/mindwalk2018).
2. Make sure you are logged in (if there's a button in the top right corner of the page with a picture in it or your initials, then you are logged in.)
3. Click this button and select "My Campaigns" from the drop down menu that appears.
4. Hover your mouse over the current campaign and click on the "Manage" button. This page will appear:



5. The red arrow above is pointing to a blue button that says "Add Offline Donations." If you receive cash or checks, you can input those totals onto your page to keep your total amount raised current. Click on this button to insert this information. This box will appear:

Offline Donations

Assign to a Fundraiser  
To assign offline donations to a specific team or fundraiser, use the tabs in your activity feed.

Amy Perry Organizer

Display Name  
This name will appear on your campaign page

Amount  
\$  .00

☐ Hide amount from public view

Notes  
These notes will appear in your reports

[Add Another Donation](#) +

6. Insert the name of the donor and the amount. In the notes section, include the **check number, date on check and whether or not it is cash or check**. This will help the NAMI VT office as we process the donations.
7. Please write the name of your team or walker in the memo of the check or on the envelope holding the cash so that it can be correctly attributed to your team.
8. Mail the donation to the NAMI Vermont office (600 Blair Park Road, Suite 301, Williston, VT 05495), stop by the office with the donations or bring it with you to the Walk.