

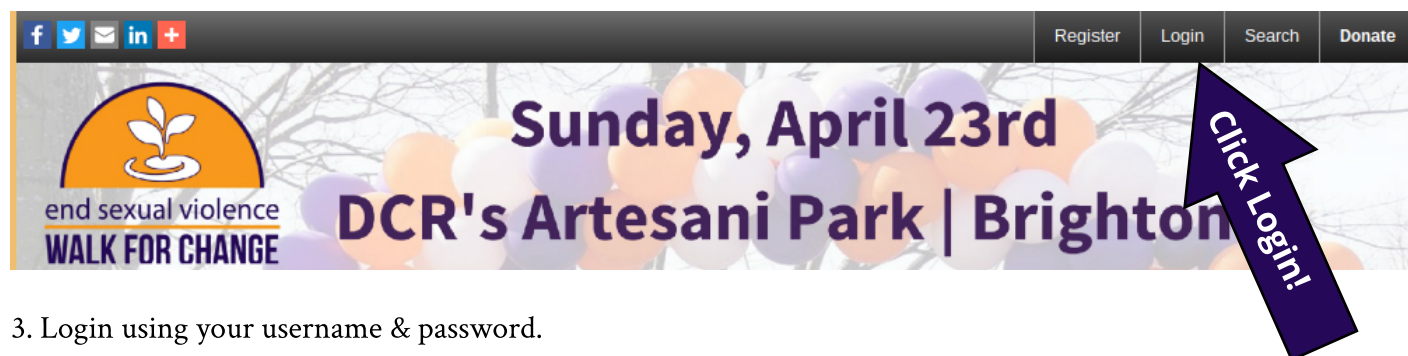


end sexual violence **WALK FOR CHANGE** HOW ADD AN OFF LINE GIFT

Have your friends & family donated to your Walk for Change fundraising efforts with a cash or check? Add them to your fundraising page so they will show in your total amount raised! **Questions about how to turn in cash & checks, please see page 4.**

Adding an off line gift is quick and easy, just follow these steps:

1. Visit the official Walk for Change website at barccwalk.org/2017
2. On the top right of the website click "Login"



3. Login using your username & password.

I already have an account

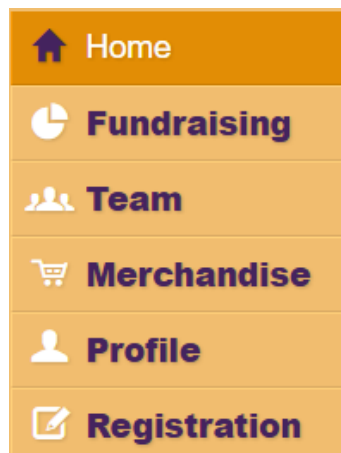
Username:

Password:

LOGIN

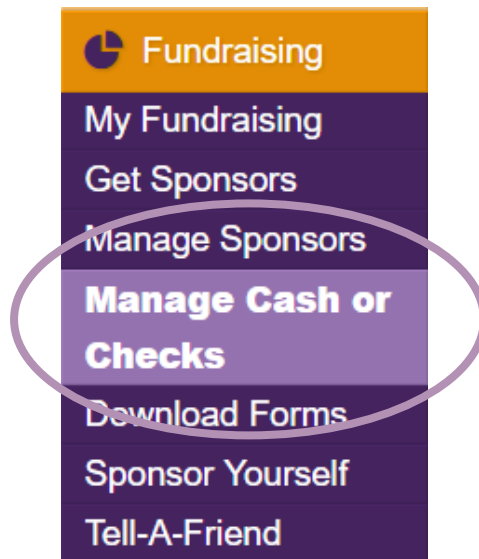
[Forgot your username or password?](#)

4. Click "Fundraising" in the left hand toolbar.



HOW TO ADD AN OFF LINE GIFT CONT.

5. Click "Manage Cash or Checks" under fundraising.



6. Select either "donation from a friend or family member" or "donation from an event or cash lump sum" depending on where the donation came from.

- ☒ Donation from a friend or family member (may be receipted)
- ☐ Donation from an event or cash lump sum (will not be receipted)

If you selected "donation from a friend or family member" enter the requested information. If you would like the donor's name displayed on your page leave that box checked. If you would like the donation amount displayed leave that box checked as well. If you do not, then un-check both of these options.

Enter New Cash or Check Donation

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* First Name:

* Last Name:

Address:

City:

Postal/Zip Code:

Email:

* Donation:

☒ Display my name on the donor listing.

Display Name ?

☒ Display my donation amount on the donor listing.

Click "add donation" when complete!

HOW TO ADD AN OFF LINE GIFT CONT.

If you selected "donation from an event or cash lump sum" enter the requested information. If you would like the location of the event to show on your personal fundraising page then leave this box checked. If you would like the donation amount from the event or cash lump sum to display then leave that box checked as well. If you do not want these items displayed then uncheck both boxes. The total will still be added to your fundraising total.

Enter total cash collected

NOTE: No receipt will be sent out for this donation

* Where were the funds collected (shows on the donor scroll)?

* Amount collected:



Permission for location to show on Fundraising Page which is viewed by public.

Permission to show donation amount on the public facing Personal Page?

Add Lump Sum Amount

Click "add lump sum amount" when complete!

What do I do if my family member wrote me a check as a donation to BARCC but made the check out to me?

1. Cash the check.
2. Follow the steps starting on page 1 of this document to upload the off line gift to your personal fundraising page.
3. Once the gift has been uploaded scroll to the bottom of the page where you will see the gift summary. Select "pay" on the far right to pay for the gift.

Cash or Check Donations Entered

Name	Date	Donation	
John Smith	Jan 30, 2017 12:51 PM	\$50.00	Delete Edit Pay

Total Cash or Check Donations: \$50.00

4. Fill in your payment information and select "continue".

Payment Information

* Credit Card Type:

* Credit Card Number:

* Card Security Number:  Where is my Card Security Number?

* Cardholder's Name:

* Credit Card Expiration:

Continue >

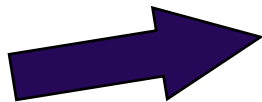
HOW TO ADD AN OFF LINE GIFT CONT.

5. Confirm your payment by selecting "submit". Your payment will be processed and the donation will now appear on your fundraising page.

Confirm your payment.

Please ensure the following information is correct:

Donation Amount: **\$0.25**
Participant: **Whim Sey**
Credit Card: *****-1234**



Submit >

Cancel

HOW TO TURN IN CASH & CHECKS

1. Please [click here to access the pledge form](#). Please fill the form out with your donation(s) information.
2. If you would like to drop cash & checks off at the walk on 4/23 please place the donations along with the pledge form in a sealed envelope with your name and the donation amount. Please bring this to registration at the walk and drop it off.
3. If you would like to drop cash and checks off at the BARCC office in advance of the walk please contact Lauren Siebal at lsiebal@barcc.org or 617-649-1295.

Questions, or need further information? Please contact BARCC's Event Specialist
Lauren Siebal at events@barcc.org or (617) 649-1295