

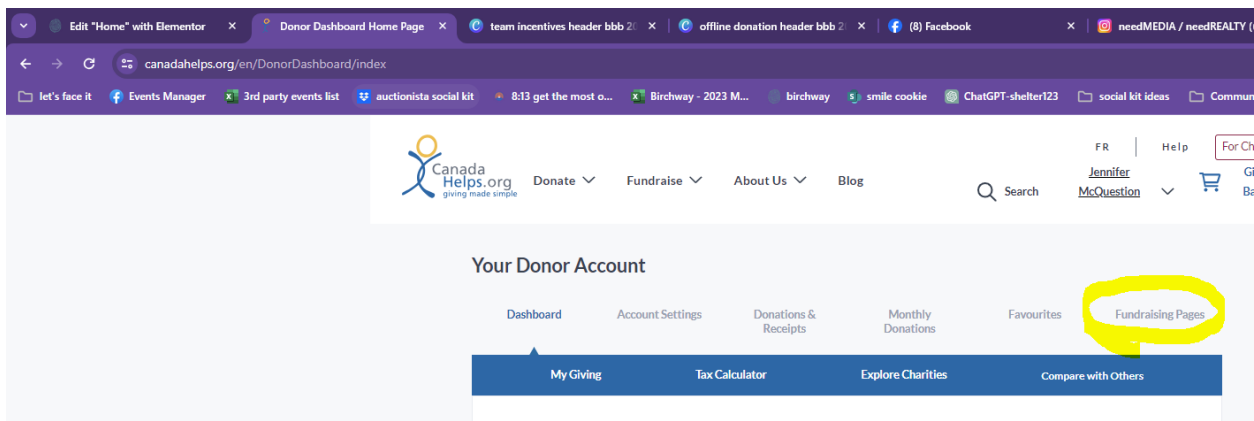


Please follow the directions below to enter your offline donations.

**Step 1. Sign into your CanadaHelps account at [www.canadahelps.org/en/](http://www.canadahelps.org/en/)**

A screenshot of the "Sign In To Your Account" form. The form has a white background and a light blue border. At the top, it says "Sign In To Your Account" in a large, dark blue font. Below that, it says "Don't have an account yet? [Sign up now.](#)" in a smaller, dark blue font. The form has two input fields: "YOUR EMAIL ADDRESS OR CHARITY USERNAME" and "PASSWORD". The password field is filled with black dots and has a small icon of an eye with a slash through it. Below the password field, there is a link that says "Forgot your password?". At the bottom of the form, there is a large, dark red button that says "Sign In". Below the button, there is a horizontal line with the word "OR" in the center. Below the line, there is a button that says "Continue With Google" with the Google logo to its left.

**Step 2. Go to your fundraising page**



**Step 3. Select "Edit" next your fundraising page**

## Your Donor Account

Dashboard

Account Settings

Donations &  
Receipts

Monthly  
Donations

Favourites

Fundraising Pages

### Your Fundraising Pages

Fundraising Page

Page Title

Jennifer McQuestion's Fundraising Page!

Jennifer McQuestion's Fundraising Page!

Edit

View

### Step 4. Choose "Donations"

View My Page

## Manage my page: Jennifer McQuestion's Fundraising Page!

In support of Brunch, Bid & Bowl 2024 on behalf of Birchway Niagara

Welcome

Details

Images & Videos

Donations

Your Page Address

### Step 5. Choose "Offline"

In support of Brunch, Bid & Bowl 2024 on behalf of Birchway Niagara

Welcome

Details

Images & Videos

Donations

**\$0.00** raised out of \$300.00 goal

All

Online

Offline

## Step 6. Select "Add Offline Donation"

**\$0.00** raised out of \$300.00 goal

All Online **Offline**

**Add Offline Donation** Send Message

NAME	AMOUNT	DATE ▾
No results found.		

## Step 7. Fill in the donation form and then click "Add donation"

Add Offline Donation ×

Donor First Name  
First Name

Donor Last Name  
Last Name

Email address  
Email address

Donation Amount  
\$ Donation Amount

Supporter Wall Message  
This message will appear on your public-facing page  
Enter a message for the supporter wall  
1200 characters remaining

Display Type  
 Display name, message and donation amount.  
 Display name and message only.  
 Display name only.  
 Hide name and message.

Cancel Add Donation

**Step 8. Bring your offline donations to the event and give them to a volunteer at the registration desk to confirm. You can use our [pledge form](#) to help keep track of your offline donations.**