

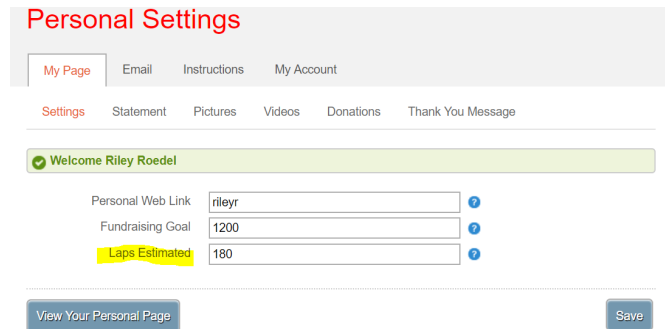
2 Important Donation Management items to note:

#1 Be sure you have your Goal Laps listed on your personal fundraising page!

If someone wants to make a pledge per lap, you will want them to know how many laps you are going for at the Swim-A-Thon! Pledge-based sponsors have the option to do a credit card or a check when making a pledge per lap. Following the event, the number of laps can be updated and sponsor contacted with their sponsorship amount- at which time a credit card can be processed regardless if they selected credit card or check when making the "pledge-per-lap"

How to do it:

Log in to your Personal Fundraising page. On the main Settings tab, there is a field to enter the Estimated Laps.



The screenshot shows the 'Personal Settings' page. At the top, there are tabs for 'My Page', 'Email', 'Instructions', and 'My Account'. Below these are sub-tabs: 'Settings', 'Statement', 'Pictures', 'Videos', 'Donations', and 'Thank You Message'. A green banner says 'Welcome Riley Roedel'. There are three input fields: 'Personal Web Link' with 'riley', 'Fundraising Goal' with '1200', and 'Laps Estimated' with '180'. The 'Laps Estimated' field is highlighted in yellow. At the bottom, there are 'View Your Personal Page' and 'Save' buttons.

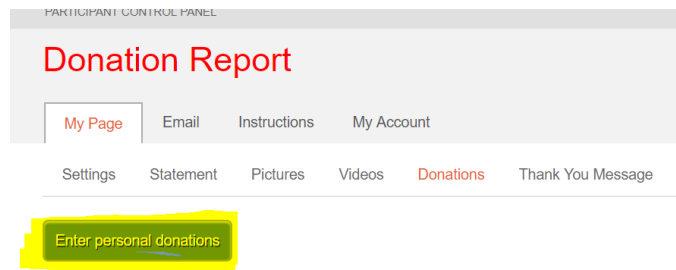
#2 What to do checks or cash received directly from a Sponsor?

-If the Sponsor did not make a pledge through your fundraising webpage, you will first enter the donation through your page. Then turn the check(s)/cash in to Crawfish Aquatics. We will mark the donation as complete once we receive the check/cash and you will see this update in your page management area.

-If they have already made a sponsor pledge on your fundraising webpage, you can log the check information in your page management area or simply turn the checks in to Crawfish Aquatics. We will mark the donation as complete once we receive the check/cash and you will see this update in your page management area.

How to do it:

Log in to your fundraising page and go to the "Donations" tab. The only required information will be the donor first /last name, the amount and payment method.



The screenshot shows the 'PARTICIPANT CONTROL PANEL' with a 'Donation Report' section. It has the same top navigation as the previous screenshot. The 'Donations' sub-tab is highlighted in red. Below the sub-tabs, there is a button labeled 'Enter personal donations' which is highlighted in yellow.