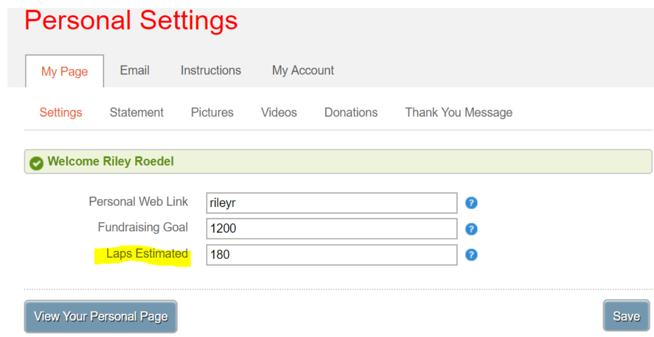
2 Important Donation Management items to note:

#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.



#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.

<u>How to do it:</u>

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.