Search for Gifts

1. From the EMC, click Customer Service.

2. Under Related Actions, select Search for Gifts.

3. Enter any information you know about the donor and/or donation, including:
   a. Donor’s first / last name or email address
   b. Participant’s name who the donation is credited to
   c. Confirmation code of the donation as listed on the gift receipt
   d. Value of the donation
   e. When the gift was made online
   f. Use % for wildcard. Example: Jon% if you are trying to find Jon or Jonathan

4. Click Finish to perform the search.
Enter Offline Donations Received

1. From the EMC, click Customer Service.

2. Under Related Actions on the left side of the page, click Manage Teams, Manage Participant or Record Event Gifts, depending on how the gift should be credited.
   a. If you are crediting it to a team or a participant, the next step will be to search for your team or participant name and click ‘Manage’ in the action column.

3. Under Related Actions on the left side of the page, click Record (Team, Participant or Event) Donation.

4. For Step 1 – Enter Donor Information, enter the donor’s personal information. Only name is required.

5. Click ‘Next’
6. For Step 2 – Configure Gift, specify the following:
   a. Gift Type – defaulted to one time gift
   b. Gift Amount – enter the monetary amount of the single payment or of each payment to be received for the sponsorship level
   c. Do Not Display Amount – check this box if the amount is not to be displayed
   d. Recognition Name – enter the recognition name if it is different than the name on the billing information. Enter “Anonymous” if the donor does not want their name displayed.
   e. Batch ID – enter a value to identify groups of donations processed at the same time
   f. Payment Method – select the method of payment:
      i. Cash
      ii. Check – if you select check, an additional field will display to enter the check number
      iii. Payment Status – If you have the donation in hand, select Confirmed

7. Click Process or Process and Add Another if you have another donation to add to that particular participant, team or event.
**Change the Honor Roll Name on a Participant’s Page**

Some donors may choose to be referred to by a different name or to remain anonymous. As the event manager, you may update how the donor and donation is displayed on each participant page.

1. From the EMC, click **Customer Service**.

2. Under Related Actions, select **Search for Gifts**.

3. Enter any information in the search fields provided, enter the available information about the donation. Click **Finish** to perform the search.

4. Find the donation whose appearance in the Honor Roll you wish to update. Beside the gift record, click the **View/Edit** link.

5. Skip to step 2. **Configure Gift**

6. Specify and update the necessary information:
   a. **Do Not Display Amount**: Check the box beside “Do not display the gift amount” if the donor does not wish to have his/her donation amount displayed publically on the personal page.
   b. **Recognition Name**: If this field is left blank, the Recognition Name is defaulted to the donor’s Name, but you can update the donor’s name as s/he wishes it to appear on the Honor Roll. If the donor wishes to remain anonymous, enter “Anonymous” in the field provided.
7. Click **Finish** to save changes to the donation’s appearance in the Honor Roll.

![Image of the Relay For Life of Hope City donation configuration page]

**Move the Credit of a Donation to another Participant or Team**

1. From the Event Management Center, click **Customer Service** in the top Navigation Bar.

2. Under Related Actions, select **Search for Gifts**.

3. Enter any information in the search fields provided, enter the available information about the donation. Click **Finish** to perform the search.

4. Beside the gift you wish to move, click the **Change Soft Credit** link.

![Image of the donation search and edit page]
5. Identify who will receive credit for the donation. You can adjust the gift credit to a participant, team, or the general Relay For Life event. Click the appropriate **radio button** before clicking **Search for Recipient**.

![Selecting a recipient](image1.png)

6. Identify the recipient of the donation through the list provided or through a search. Click **Select** next to the person or team to whom you are reassigning credit for the donation.

![Participant list](image2.png)

7. **Confirm Changes**: Review the transaction information and the change in soft credit before confirming. If it is correct, click **Finish** and the credit of a donation will be moved.

**Refund a Donation**

As the Online Chair, you may be requested to refund part, or all, of an online credit card gift.

1. From the Event Management Center, click **Customer Service** in the top Navigation Bar.

2. Under Related Actions, select **Search for Gifts**.

3. Enter any information in the search fields provided; enter the available information about the donation. Click **Finish** to perform the search.
4. **Beside the gift you wish to move, click the **Refund** link.

5. **Enter the amount** that you wish to refund to the donor.
   a. Leave refund amount field ‘as is’ if you wish to process a full refund.
   b. You can enter a smaller amount if the donor only wishes to have a partial refund (ex. They entered $100, when they meant to only enter $10. You will refund $90)
   c. Confirm that the gift is to be **returned to the initial credit card** before clicking **Next**.

6. Click **Finish** to confirm the refund.