



Offline Donations Guide

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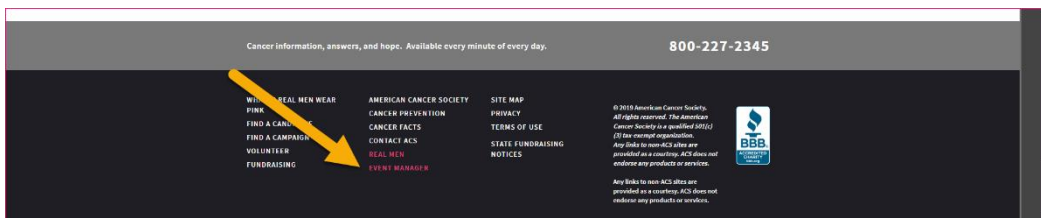
The official Real Men Wear Pink standings are determined by a combination of online and *confirmed* offline donations, so it's important you are [entering and confirming donations daily](#). If you have any unconfirmed donations that have been turned in and need confirmed on the website, follow [these steps](#).

Log in to Event Management Center

1. Sign in using your Event Manager credentials

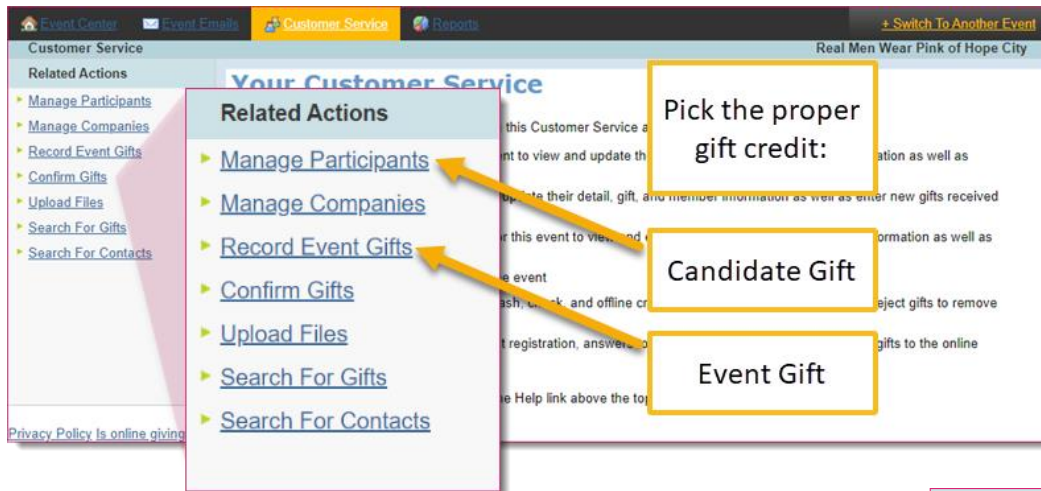


2. Access the EMC using the **Event Manager** link in the footer



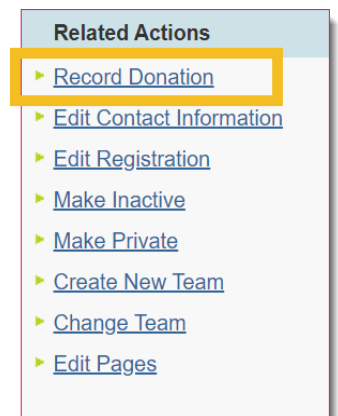
Enter Offline Donations

1. From the EMC, click **Customer Service**
2. Under Related Actions on the left side of the page, click **Manage Participants** -or- **Record Event Gifts**, depending on whether the gift should be credited to a candidate or the overall event, respectively



- a. Manage Participants: If you are crediting the gift to a candidate, the next step will be to search for them by name and click **Manage** in the action column

3. Under Related Actions on the left side of the page, click **Record [Participant or Event] Donation**
4. For Step 1 – **Enter Donor Information**, enter the donor's personal information



1. Donor Information:

Specifies the Profile information in the constituent record of this participant (Note: If the gift payment will be made with a credit card or bank account withdrawal, the name here must match exactly with the name on the corresponding credit card or bank account.)

	Title	First Name	Middle Name	Last Name	Suffix	Professional Suffix
* Name:	<input type="text"/>	<input type="text" value="Dwight"/>	<input type="text"/>	<input type="text" value="Schrute"/>	<input type="text"/>	<input type="text"/>
Address 1:	<input type="text"/>					
Address 2:	<input type="text"/>					
City:	<input type="text"/>					
State / Province:	<input type="text"/>					
ZIP / Postal Code:	<input type="text"/>					
Country:	<input type="text" value="United States"/>					
Email:	<input type="text" value="dwight.k.schrute@dundermifflin.com"/>					
Phone:	<input type="text"/>					

or

5. Click **Next**

NOTE: Upon clicking Next, you may see this screen

If the donor has previously interacted with an American Cancer Society event online, the system will try to match the donor details with an existing record

- Verify the donor details against the existing record(s), select the correct record and move on by clicking Next

-or-

- If this is a brand new constituent, or if you are not positive that one of the displayed options is a match, you can create a new constituent and move on by clicking Next

1. Choose an existing constituent or create a new one.
We found one or more existing constituents that are very similar to the information entered. Please review these constituents to see if we already have a record for this person.

Create a new constituent or select an existing one

* = Required fields

Create	Select
<p>Title: _____ *First Name: Dwight *Last Name: Schulte Suffix: _____ Email: _____ Phone: _____</p>	<p>Street 1: _____ Street 2: _____ City: _____ State/Province: _____ Zip/Postal Code: _____ Country: United States</p>
<p>Title: _____ *First Name: Dwight *Last Name: Schulte Suffix: III Email: douglasroth@gmail.com Phone: _____</p>	<p>Street 1: 415 W Mercer St Apt 1002 Street 2: _____ City: Seattle State/Province: WA Zip/Postal Code: 98119-4338 Country: United States</p>

Next or Cancel

6. For Step 2 – **Configure Gift**, specify the following:

- Gift Type – defaulted to one-time gift
- Gift Amount – enter the monetary amount of the gift
- Do Not Display Amount – check this box if the amount should not be displayed in the donor list
- 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
- Batch ID – enter a value to identify groups of donations processed at the same time
- Payment Method – select the method of payment:
 - Cash
 - Check – if you select check, an additional field will display to enter the check number
- Payment Status – If you have the donation in hand, select Confirmed
 - If you enter the gift as Unconfirmed, you can always [confirm it at a later time](#) once you have the donation in hand

1. Enter Donor Information
2. Configure Gift

* 1. **Gift Type:**
Defines if this gift payment will be made with one single payment or in multiple payments on a recurring scheduled basis
 One time

* 2. **Gift Amount:**
Defines the monetary amount of the single payment or of each payment to be collected for this gift
100

3. **Do Not Display Amount:**
Determines if the amount of a gift is displayed in gift lists on the site (Note: The donor name may still be visible.)
 Do not display the gift amount

4. **Recognition Name:**
Defines the name to display on the gift lists instead of the name entered for Billing Information (Note: Leave this blank to display the name from the Billing Information or enter Anonymous if requested by the donor.)
Bears Beets Battlestar Galactica

5. **Batch ID:**
Groups a set of offline gifts being processed at the same time

6. **Payment Method:**
Determines the method by which the gift will be collected (Note: Additional fields may display upon option selection.)
 Cash
 Check

Payment Status:
Determines if payment has been received (that is, you have the cash or check in-hand)
 Confirmed
 Unconfirmed

Process
Process and Add Another
Cancel

Privacy Policy Is online giving safe?

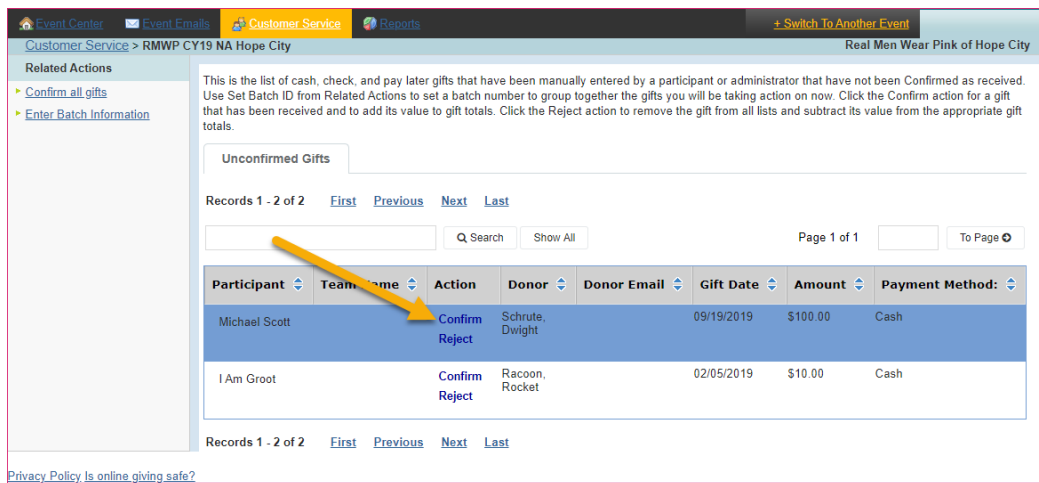
7. Click **Process** or **Process and Add Another** if you have another donation to add to that particular candidate or event.

Confirm Offline Donations

1. From the EMC, click **Customer Service**.
2. Under Related Actions on the left side of the page, click **Confirm Gifts**
3. This will give you a list of all the unconfirmed gifts entered on your website
 - a. You can use the search bar to search by candidate or donor name to find the donation that needs confirmed
4. Click **Confirm** next to the gifts that have been turned in

Related Actions

- ▶ [Manage Participants](#)
- ▶ [Manage Companies](#)
- ▶ [Record Event Gifts](#)
- ▶ [Confirm Gifts](#)
- ▶ [Upload Files](#)
- ▶ [Search For Gifts](#)
- ▶ [Search For Contacts](#)



The screenshot shows the EMC interface for 'Customer Service > RMWP CY19 NA Hope City'. The page title is 'Real Men Wear Pink of Hope City'. On the left, under 'Related Actions', 'Confirm Gifts' is highlighted. The main content area shows a list of unconfirmed gifts. A yellow arrow points to the 'Confirm' button for the first gift.

This is the list of cash, check, and pay later gifts that have been manually entered by a participant or administrator that have not been Confirmed as received. Use Set Batch ID from Related Actions to set a batch number to group together the gifts you will be taking action on now. Click the Confirm action for a gift that has been received and to add its value to gift totals. Click the Reject action to remove the gift from all lists and subtract its value from the appropriate gift totals.

Unconfirmed Gifts

Records 1 - 2 of 2 [First](#) [Previous](#) [Next](#) [Last](#)

Q Search Show All Page 1 of 1 To Page

Participant	Team Name	Action	Donor	Donor Email	Gift Date	Amount	Payment Method
Michael Scott		Confirm Reject	Schrute, Dwight		09/19/2019	\$100.00	Cash
I Am Groot		Confirm Reject	Raccoon, Rocket		02/05/2019	\$10.00	Cash

Records 1 - 2 of 2 [First](#) [Previous](#) [Next](#) [Last](#)

[Privacy Policy](#) [Is online giving safe?](#)

5. If the gift is never turned in, you can **Reject** it so that it no longer appears in reports

Need Help?

- [Download the EMC Guide](#) for comprehensive step-by-step instructions for every feature of the EMC
- Call 1-800-227-2345 (option #2) and reach an Income Support Specialist
- For website issues, please submit a ticket at helpme.cancer.org
- Society Account Support: 877-957-7848 or use the Online Event Website Support ticket at helpme.cancer.org