



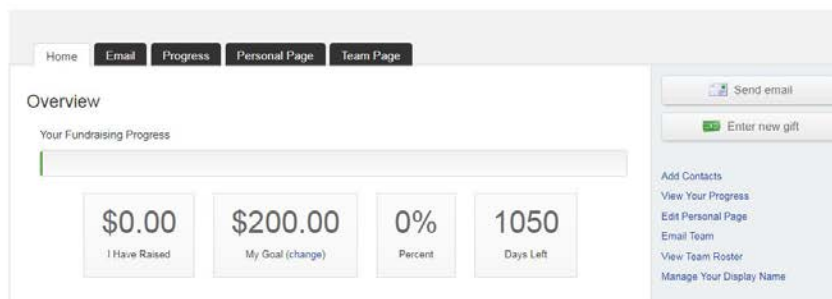
# Student Edition

## Entering Offline Gifts in Your Participant Centre

As you begin fundraising in advance of your school team’s Sleep Out event, there are a few ways people can support you. The quickest way is to reach out to family and friends via your social media channels, sharing the link to your fundraising page. Of course family and friends may offer you cash or a cheque in support of your fundraising. **Here are the steps to enter a cash or cheque through your Participant Centre:**

Log in to your **participant centre**.

Once on your Participant Centre home page, note the button on the right labelled **“Enter new gift”**.



Once you click on “Enter new gift”, you’ll see the **following fields**:



Home | Email | Progress | Personal Page | Team Page

### Enter New Gift

Enter the details for a gift that someone gave you or promised to give you:

\*First Name

\*Last Name

Email

Additional gift entry fields

\*Amount

\*Payment Type  Cash  
 Check

Cancel Add Save and Add Another

0

Note that the 'First Name' and 'Last Name' fields are **mandatory** as well as the 'Amount' field which is where you enter the cash or check donation amount.

Note the following screenshot that shows that **if you click the 'Check' field** (when entering a check) a box called **'Check Number'** appears. You must enter the number on the check (usually found in the top right hand corner of most checks).



Home | Email | Progress | Personal Page | Team Page

### Enter New Gift

Enter the details for a gift that someone gave you or promised to give you:

\*First Name

\*Last Name

Email

Additional gift entry fields

\*Amount

\*Payment Type  Cash  
 Check \*Check Number

Cancel Add Save and Add Another

0

Also note the line **'Additional Gift Entry Fields'**. If you click on this you'll see **additional address fields** as well as the **'Recognition Name'** box (*use this to enter your donor's name the way they would like it to appear or enter 'anonymous' if they don't want their name displayed on the team web page*), the check box for displaying the **gift amount** (on the team page).



Home Email Progress Personal Page Team Page

### Enter New Gift

Enter the details for a gift that someone gave you or promised to give you:

\*First Name:

\*Last Name:

Email:

**Fewer fields**

Street 1:

Street 2:

City:

State:

Zip:

Recognition Name:

Yes, display the amount of this gift.

\*Amount:

\*Payment Type:  Cash  Check \*Check Number:

Cancel Add Save and Add Another

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You are encouraged to enter as much information as possible. Covenant House will need the **donor's full mailing address to send them a tax receipt.**

Once you are done click the **green 'Add' button**, or if you have **multiple offline gifts to enter**, click the **'Save and Add Another' button** to start the gift entry process over again.

**The offline gifts you enter will be added to your fundraising total however the cash/checks must come to Covenant House for processing and final confirmation.**

Don't forget that there's a **pledge form** that you can download that's on the **Sleep Out Student Edition website**; you can download it [here](#). It's a great way to record your offline donations. Make sure you include that with your collected donations.

**If you have any questions about donations or fundraising, contact:**

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