

As a team captain, you may receive donations in the form of cash or check. You can enter these donations on your event site, then physically send the cash or check in to your event coordinator. When he or she has received your funds, they will change the status of your payment from pending to approved. In the mean time, the funds will be counted toward your team total.

This guide will discuss how to add team captain payments. See the “Managing Your Team Fundraising Page” guide to learn the basics, like how to edit your team page and account information.

Entering a Payment

From your dashboard, click Donations **1**, then New Donation.

Select New Donor or choose from the list of previous donors, then enter the donor information **2**. Depending on your event, this will include first name, last name, email address, home address, and phone number.

Next, use the Donation Method drop-down menu to choose either cash or check **3**.

Enter the amount **4**.

If it's a check, enter a reference number. This can be the check number or something else.

Set the Anonymous drop-down menu to YES if the donor would like to remain anonymous **5**. If not, you can enter an optional recognition name and comment in the remaining text fields.

When you're done, click Submit **6** then Confirm. The amount will be counted toward your team total.

The screenshot shows a dashboard with a navigation bar at the top containing: Dashboard, Edit, Contact, Login, Roster, Email, Donations (with a dropdown arrow), and Buy Items. A notification bubble in the top right corner says "New Donation Entered Payments" with a red circle containing the number 1. The main content area is divided into two sections: "Personal Page" and "Team Page".

Personal Page: Features a profile picture of a woman, the name "Susan Jones", and statistics: "Donations: \$22.00", "Goal: \$0.00", "Facebook likes:", and "Facebook shares:". Below the profile are two buttons: "View & Share Personal Page" and "Edit Personal Page".

Participant Donors: A table with columns: Recognition Name, Amount, Comments, and Date. It lists one donor: Susan Jones with an amount of \$22.00.

Team Page: Features a group photo of a running club, the name "Delaware Running Club", and statistics: "Team Donations: \$280.00", "Team Goal: \$2,500.00", "Facebook likes:", and "Facebook Shares:". Below the photo are two buttons: "View & Share Team Page" and "Edit Team Page".

Team Donors: A table with columns: Recognition Name, Amount, Comments, and Date. It lists three donors: Abby Phillips (\$25.00, 01-08-2018), Sarah Smith (\$75.00, 01-08-2018), and Emma Jones (\$100.00, 01-08-2018, with comment "Good luck Matt!").

The screenshot shows the "Team Captain Entry Donations" form. The navigation bar is identical to the previous screenshot. The form has the following fields:

- Select a Donor:** A dropdown menu with "New Donor" selected, marked with a red circle containing the number 2.
- First Name:** A text input field.
- Last Name:** A text input field.
- Email:** A text input field.
- Business Name:** A text input field.
- Address 1:** A text input field.
- Address 2:** A text input field.
- City:** A text input field.
- State:** A dropdown menu.
- Zip:** A text input field.
- Phone:** A text input field.
- Donation Method:** A dropdown menu with "-- Select --" selected, marked with a red circle containing the number 3.
- Amount:** A text input field with "\$ 0.00" and a red circle containing the number 4.
- Anonymous:** A dropdown menu with "No" selected, marked with a red circle containing the number 5.
- Recognition Name:** A text input field.
- Comment:** A text input field.

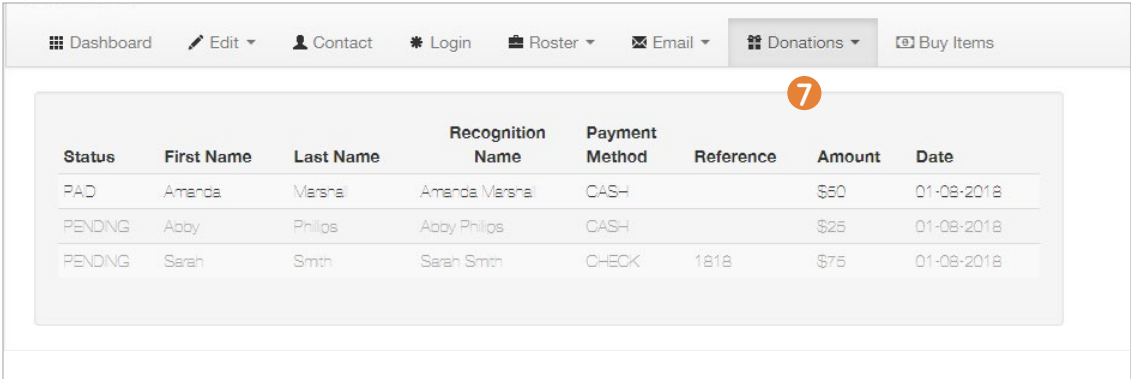
At the bottom right of the form is a red "Submit" button with a red circle containing the number 6.

Checking a Payment Status

To check the status of past payments, click the Donations option on your dashboard, then click “Entered Payments” **7**.

Payments that have been received and approved will say “PAID.” Other payments will remain grayed out until they are accepted. Contact your event coordinator to verify the status of pending payments.

For information on next steps like setting up and sharing your profile, see the “Managing Your Team Fundraising Page” Quick Start Guide. For additional support, email us at support@ms-stride.org.



The screenshot shows a dashboard with a navigation bar at the top containing: Dashboard, Edit, Contact, Login, Roster, Email, Donations (highlighted with a red circle containing the number 7), and Buy Items. Below the navigation bar is a table with the following columns: Status, First Name, Last Name, Recognition Name, Payment Method, Reference, Amount, and Date. The table contains three rows of data:

Status	First Name	Last Name	Recognition Name	Payment Method	Reference	Amount	Date
PAID	Amanda	Marshal	Amanda Marshal	CASH		\$50	01-08-2018
PENDING	Abyy	Philos	Abyy Philos	CASH		\$25	01-08-2018
PENDING	Sarah	Smith	Sarah Smith	CHECK	1818	\$75	01-08-2018