

# Enter a Cash/Check Donation

Use your My Strides Dashboard to track your offline cash and check donations.

**Step 1:** Log in to your My Dashboard and scroll down to the “My Profile” section.

**Step 2:** Click the “Enter a cash/check donation” button under the fundraising goal progress wheel

*Team Leaders– To enter a cash or check donation at the team level– click on My Team Tab and then click on the “Enter cash/check gifts” button in the Team Donations section.*

**Step 3:** Enter donor recognition name, donation \$ amount, and payment type.

**Step 4:** Submit or Save and Add Another!

A screenshot of the 'Enter Cash/Check Donation' form. It includes the following fields and options:

- \* First Name: [text input]
- \* Last Name: [text input]
- Mark donor name as anonymous
- Email: [text input]
- Minimum Gift Amount is \$5.00
- \* Amount: [text input]
- Display the amount publicly
- \* Payment Type:  Cash  Check
- Buttons: ADD or SAVE AND ADD ANOTHER or CANCEL

P.S. Be sure to track your check and cash donations regularly to watch your donation thermometer rise closer to your goal and recognize your supporters!