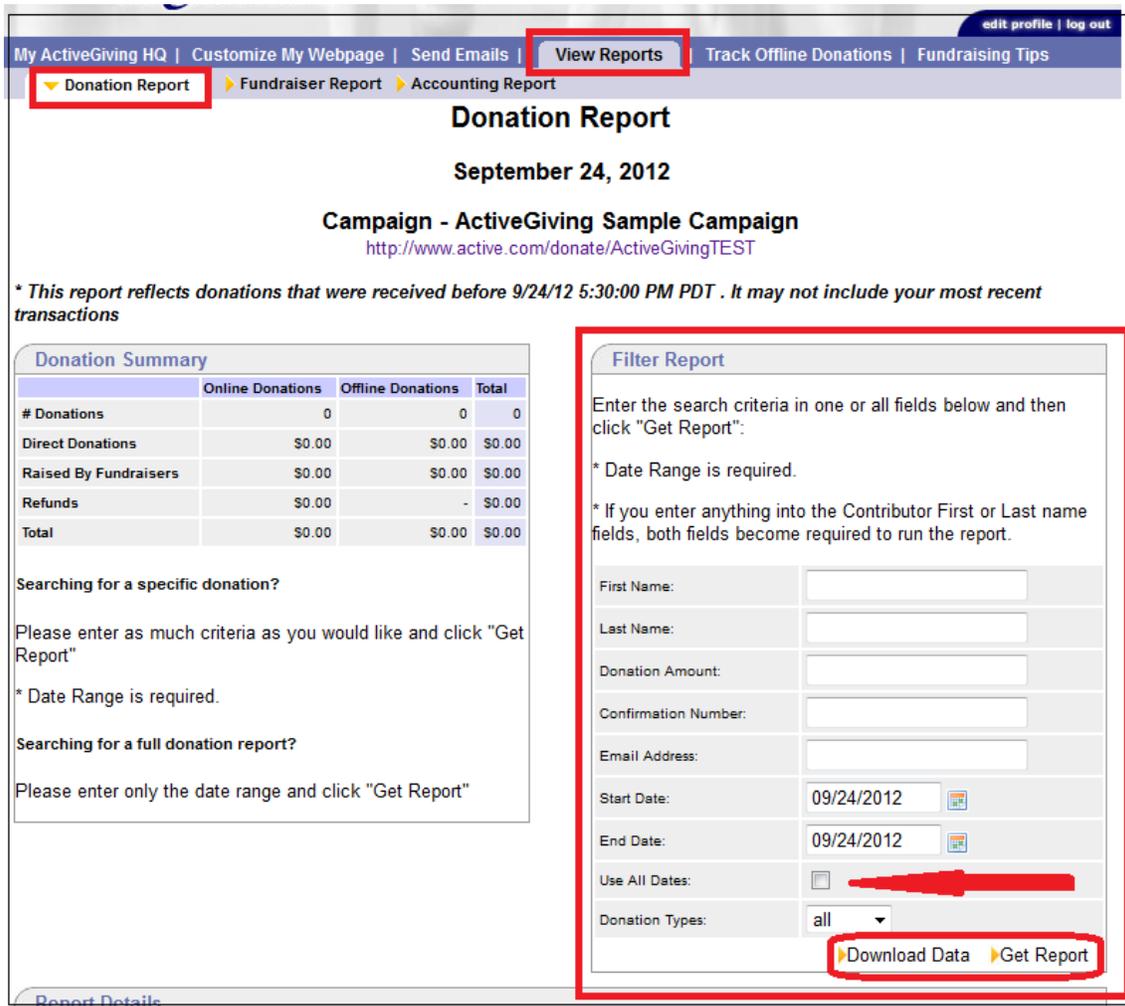


Accessing Donation/Fundraiser Reports:

1. Go to www.active.com/donations
2. Enter your username and password, **Continue**
3. Select the campaign from the drop down menu at the top of the page



4. Click on the **View Reports** tab at the top of the page
5. Go to the **Filter Report** section and select **Use All Dates**
 - a. Click **Download Data** if you would like to export the data into an Excel document that you can sort and save/print
 - b. Click **Get Report** if you would like for the data to appear within the browser window



Donation Report
September 24, 2012

Campaign - ActiveGiving Sample Campaign
<http://www.active.com/donate/ActiveGivingTEST>

** This report reflects donations that were received before 9/24/12 5:30:00 PM PDT . It may not include your most recent transactions*

Donation Summary			
	Online Donations	Offline Donations	Total
# Donations	0	0	0
Direct Donations	\$0.00	\$0.00	\$0.00
Raised By Fundraisers	\$0.00	\$0.00	\$0.00
Refunds	\$0.00	-	\$0.00
Total	\$0.00	\$0.00	\$0.00

Filter Report

Enter the search criteria in one or all fields below and then click "Get Report":

* Date Range is required.

* If you enter anything into the Contributor First or Last name fields, both fields become required to run the report.

First Name:

Last Name:

Donation Amount:

Confirmation Number:

Email Address:

Start Date: 09/24/2012

End Date: 09/24/2012

Use All Dates:

Donation Types: all

[Report Details](#)

Donation Report: lists all donor information, such as donation amount & date

- Specifies whether the donation was made to a certain fundraiser
- Lists the donors' names and to which fundraiser the donation was made to – if this field is blank then it was a straight donation made to the main donations page (not to a fundraiser)
- Can select specific dates or “all dates” to get report
- Push the “get report” button for report to process
- To Download into Excel scroll down to the bottom of the report and click on “Download Data”



Fundraiser Report: lists all fundraiser activities & amounts collected

- Lists out each fundraiser's total amount raised
- Click “all dates” & “get report” to get a full report of all fundraising activity
 - o You can sort this report by clicking on the header (e.g. Name, Total etc.)
- Click on the fundraiser's name to get his/her specific fundraiser summary report
 - o Will show each donation made to that specific fundraiser
 - o Listing names & amounts