

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

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My ActiveGiving HQ	Customize My Webpage Send Emails View Reports Track Offline Donations Fundraising Tips						
		change campaign here>	Campaign - ActiveGiving Sample Campa	aign 👻			

- 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

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My ActiveGiving HQ (Customize My We	bpage Send Er	nails							
Donation Report	Fundraiser F	Report > Accoun	ting Rep							
Donation Report										
September 24, 2012										
Compains Active Civing Somela Compains										
	C	ampaign - A	ctive co							
 This report reflects (transactions 	donations that w	ere received be	fore 9/							
Densting Commen										
Donation Summar	y 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							
lotal	\$0.00	\$0.00	\$0.00							
Searching for a specific	donation?									
Please enter as much	critoria as you w	ould like and clic	k "Got							
Report"	citteria as you w	ould like and clic	N OEL							
* Date Range is require	ed.									
3										
Searching for a full don	ation report?									
Please enter only the	date range and cl	ick "Get Report"								
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"

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My ActiveGiving HQ Customize My Webpage Send Emails 🚺	/iew Reports	Track Offline Donations	Fundraising Tips							
Donation Report Fundraiser Report Accounting Report										
Fundraiser Summary 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	Filter Rep	Filter Report								
To run this report and view the desired information:	* Date Range is required.									
Select date range in the fields to the right.	Start Date:	09/24/2012								
Click "Get Report"	End Date:	09/24/2012								
	Use All Date	s:								
▶Download Data ▶Get Re										

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

