

Accessing Fundraising Reports

- 1. Go to www.activegiving.com
- 2. Click on the Fundraiser login option in the upper right hand corner
- 3. Enter your login information and click Continue

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5. The page will refresh, and at the top of the page you will see the blue/gray tabs. Within those tabs you will see **View Reports**. Click there.

6. The general donation report will automatically be displayed with all of your donations to date.7. If you need to export the data into excel, you can scroll to the very bottom of the page, click on download data and follow the prompts.

1			Anonymous ~	9/26/06 11:28 AM	Rob Seelig	-	\$1,500.00	RECEIPT	EDH			
			sutherland, denise	8/9/06 8:43 PM	Heidi Kerr	\$60.00	-	RECEIPT	EDIT			
			wall, carol	9/18/06 7:10 AM	David DeMatteis	\$100.00	-	RECEIPT	EDIT			
			wallner, peter	9/16/06 12:17 AM	Danielle Lillard	\$20.00	-	RECEIPT	EDIT			
			winokur, gerald	9/13/06 1:02 PM		\$100.00	-	RECEIPT	EDIT			_
	return to nain download data email selected contributors										~	
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WHAT'S YOUR ACTIVE?