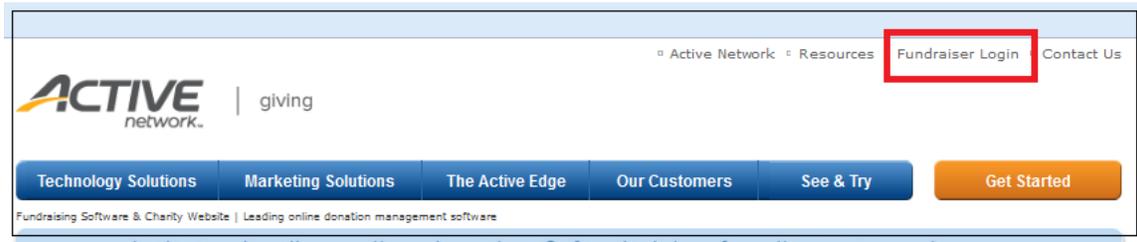


Accessing Fundraising Reports

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**



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.

<input type="checkbox"/>	Anonymous *	9/26/06 11:29 AM	Rob Seelig	-	\$1,500.00	RECEIPT	EDIT
<input type="checkbox"/>	sutherland, denise	8/9/06 8:43 PM	Heidi Kerr	\$60.00	-	RECEIPT	EDIT
<input type="checkbox"/>	wall, carol	9/18/06 7:10 AM	David DeMatteis	\$100.00	-	RECEIPT	EDIT
<input type="checkbox"/>	wallner, peter	9/16/06 12:17 AM	Danielle Lillard	\$20.00	-	RECEIPT	EDIT
<input type="checkbox"/>	winokur, gerald	9/13/06 1:02 PM		\$100.00	-	RECEIPT	EDIT

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