

How do add offline donations to your walker webpage.

Login

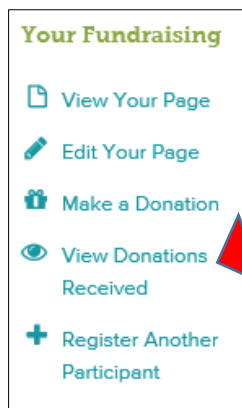
Go to your NAMIWalks website and click the LOGIN button at the top of your screen. Log in with your with your username and password.



Step 1:

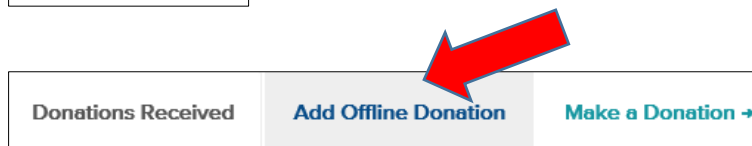
In the “Your Fundraising” box to the right, click on **View Donations Received**.

(Another option is to click on the **Donations** Button at the top of your walker webpage and select **Donations Received**.)



Step 2:

Next click the Add Offline Donations tab.



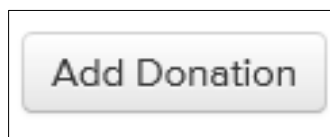
Step 3:

Complete the donation information on this form, making sure you fill in the blocks with an asterisk* next to them.

Donation Amount *	Donation Type *
<input type="text" value="\$ 0.00"/>	<input checked="" type="radio"/> Cash <input type="radio"/> Check Number:
<input type="checkbox"/> This gift is matching eligible	
First Name *	Last Name *
<input type="text"/>	<input type="text"/>

Step 4:

Finally, click on the **Add Donation** button At the bottom.



Repeat these steps for each offline donation.

For assistance, contact your local Walk Manager.