

Entering Cash and Check Donations

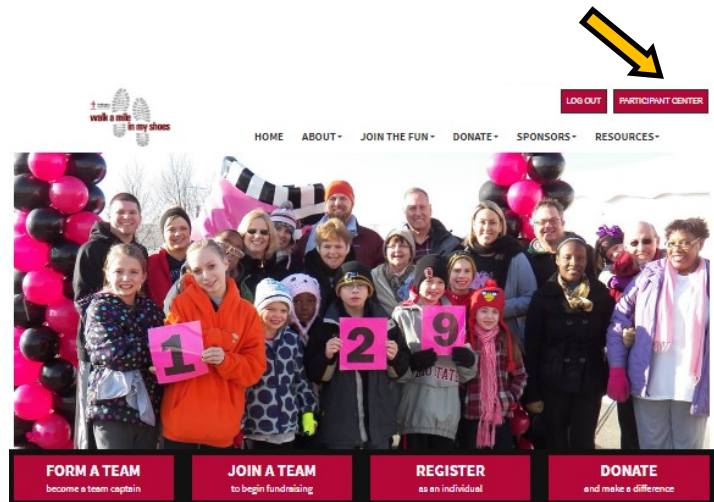
Once we receive your cash and check donations the amounts will be confirmed and will be reflected in your personal and team fundraising goal. All cash and check donations need to be dropped off at the Kokomo Rescue Mission during business hours (Monday-Friday 9AM-4PM). In order to qualify for the competition we must receive them by 4PM on Wednesday,

Let's Get Started!!

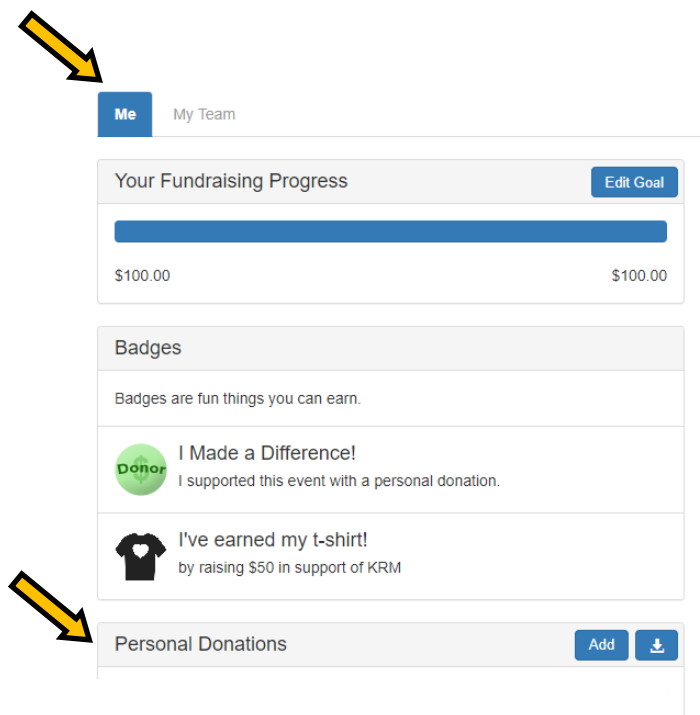
Go to invest/kokomorescuemission.org/Walk21 to log into your page.

Step 1: Log In

Step 2: Click on Participant Center



Step 3: Scroll Down to **Personal Donations**. If you belong to a team, make sure you are on the “Me” tab.



Step 4: Click **Add** next to Personal Donations

Step 5: A form will pop up for you to add the donor's information. Add their **First Name** and **Last Name**. In the **Recognition Name** box type the name that should scroll on the donor list on the home page. It can be their first name, first and last name, or type **Anonymous** if they wish not to have their name listed.

The amount donated will also be listed unless you unclick **Yes, display the amount of this gift**.

Under **Amount** enter the amount of the gift. Under **Payment Type** select Cash or Check. When you select Check you will be prompted to add the Check Number.

You can then click Add. If you have multiple cash and check donations you may want to click Save and Add Another.

Enter new gift

First Name *

Last Name *

Email

Additional gift entry fields

Recognition Name

Yes, display the amount of this gift.

Amount *

Payment Type *

Cancel

Add

Save and Add Another

NOTE: If you have someone who is donating via a DDF (Donor Direct Fund) select Check for Payment Type and use DDF as the Check Number.