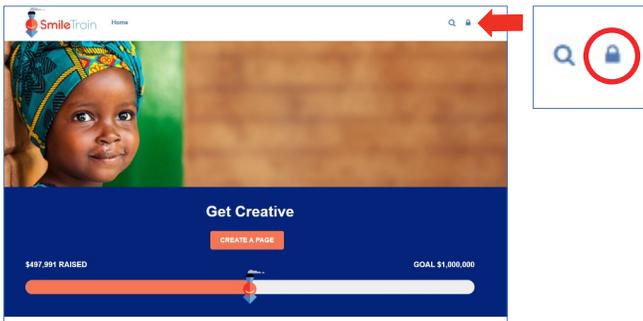


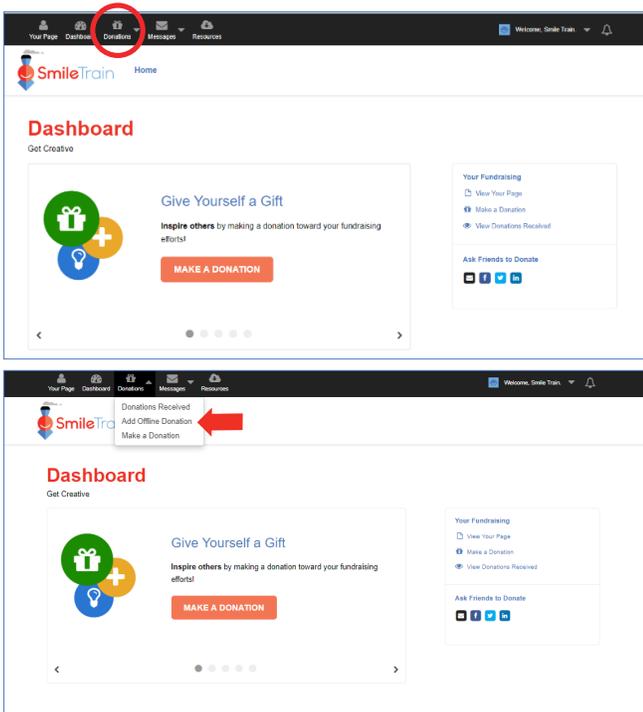
Adding an Offline Donation to Your Fundraising Page

An offline donation is a gift you receive in the form of cash or check. After you mail in the gifts to Smile Train, you can add them offline.

1. Go to your fundraising page by following [this link](#) and clicking the **lock icon** in the upper right-hand corner to log in.



2. Once logged in, look to the menu bar for Donations. Hover over **Donations** and a dropdown menu will appear. Select **Add Offline Donation**.



3. Add the donation amount and check the correct box to indicate whether the donation is cash or check. For a check, please include the check number.
4. Enter the donor's information, including an email address if possible. By including an email address, your donor will receive a personalized thank you message from us.
5. Once you've entered all the donor information, click **Add Donation**.

A screenshot of the 'Add Offline Donation' form. The form is titled 'Adding Offline Donation for Smile Train Community Fundraising'. It includes a 'Donation Amount' field set to '\$ 0.00' and a checkbox for 'This gift is matching eligible'. The 'Donation Type' section has radio buttons for 'Cash' (selected) and 'Check'. Below this is a 'Number' field. The 'Name' section has fields for 'First Name' and 'Last Name'. The 'Email Address' field is empty. The 'Country' is set to 'United States'. There are fields for 'Street', 'Apt/Suite/Other', 'City', 'State/Province', and 'Zip/Postal Code' (set to '12345-1234'). At the bottom, there is a red arrow pointing to the 'ADD DONATION' button, with a 'Cancel' button next to it.

Please note that offline donations will not appear as verified until we have received the cash or checks. If you run into an questions along the way, don't hesitate to reach out to community@smiletrain.org.