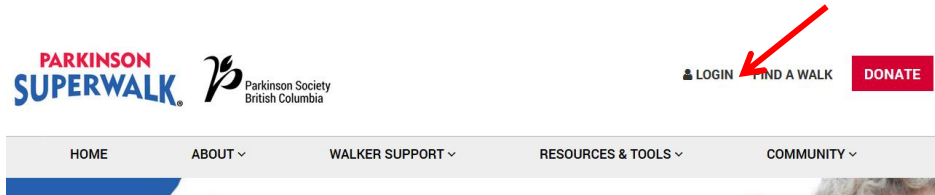


How do I add cash and cheque donations to my online fundraising total?

1. Log into your Participant Centre by clicking on the **Login** button at the top right of the screen.



2. Click on the **Parkinson SuperWalk location** link. This will take you to your Participant Centre.

Access Your Participant Centre

You are currently registered for the following event(s):

[Parkinson SuperWalk](#) ← Any date that works for you.
[2021 - Virtual Walk](#)

[Edit Profile](#) | [Change Password](#) | [Logout](#)

3. Scroll down to the bottom of the page where you will see the **Personal Donations** section. Click on the **Add** button.

A screenshot of the user's Participant Centre dashboard. At the top left is a 'Me' button. Below it is a 'Your Fundraising Progress' section with an 'Edit Goal' button. A progress bar shows \$0.00 raised out of a \$1,000.00 goal. Below that is a 'Badges' section with the text 'Badges are fun things you can earn.' At the bottom is the 'Personal Donations' section, which currently shows 'No donations found.' and has a blue 'Add' button. A red arrow points to the 'Add' button.

4. Complete the fields. Click **Add** to save this gift. If you have additional cash or cheque donations, click **Save and Add Another**. **Tax receipts are NOT issued** from the website when you add cash or cheque donations.

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

5. ****Very Important**** You will still need to complete a pledge form with each donor's name, contact information and donation amounts. The completed pledge form with your donations are to be sent in after SuperWalk day.

Tax receipts will be mailed directly to your donors from Parkinson Society BC for donations of \$20 or more unless specified. A pledge form is available to print from the website.

6. When you are done, click **Log Out** at the top right of the page. For security, it is **very important to log out when you exit your Participant Page**.

