

Navigating to Your Donation Report



Welcome, Jonathan!

★ Your Personal Fundraisers



BakerRipley TurkeyTrot

Logan's Pups

Your Personal Goal: **\$500**

\$ \$25 Raised 155 days left 1 Donor

[View](#)

[Toolkit](#)

5%
Funded



Testing

Jon's Playground

Your Personal Goal: **\$500**

Your Donations

View your GiveGab donation history, resend receipts to yourself, and manage recurring gifts.

[View Your Donations](#)

Your Volunteerism

24.0 hours

[Log Hours](#)

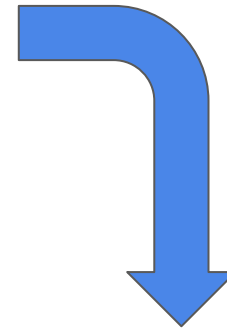


Navigating to Your Donation Report

Complete the steps below to be sure that you are set up and ready to Hope Housing Challenge.

- Home
- Giving Days
- Reports
- Manage Organization

- ✓ Add Your Organization's Info
- ✓ Add Your Story
- ✓ Get Verified to Collect Donations
- ✓ Add Donation Levels



- Reports
- Donations
- Financials



Understanding Your Donation Report

Search by name or email

All Giving Days & Community Giving Sites ▾

All Campaigns ▾

Any Donation Type ▾

Start



End




Actions	Donation ID	Date ▾	Donor ▾	Intended Donation ▾	Amount Charged	Bank Fees	Platform Fees	C
	4144132	5/5/2021 11:38AM	Judy Harveston jharveston@gmail.com	\$100.00	\$104.60	\$2.60	\$2.00	Ye
	4120745	5/4/2021 5:33PM	Ruby Walsh realestateruby@hotmail.com	\$300.00	\$313.19	\$7.19	\$6.00	Ye
	4118756	5/4/2021	Amy Shelton	\$50.00	\$52.45	\$1.45	\$1.00	

i♥OC

COLLABORATIVE GIVING DAYS

Filtering Your Donation Report

 Dates and times on this page are displayed in your computer's time zone. If you export your donations from this page, dates and times in that file will appear in UTC to assist with bank statement reconciliation processes. [Learn More](#)




Search by name or email + More filters

All Giving Days & Community Giving Sites ▾ All Campaigns ▾ Any Donation Type ▾

Start ✕ End ✕

Note: When filtering your donation report, **it is super important that you select the correct current Giving Day listing from the “All Giving Days & Community Giving Sites” dropdown to view donations that are only relevant to your current Giving Day.** If you don’t apply this filter before exporting, you will receive *all* of your donor data from all giving days or other fundraising you have participated in on the platform.

Filtering Your Donation Report

  	1423324	5/2/2019 10:01PM	Ca ell
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 Export CSV Edit Bank Account Info

Leveraging Your Historical Data

- Your previous donation report is a treasure trove of information - don't forget to use it as you prepare for the upcoming year!
- Use the reporting and filtering tool we just discussed in the previous slides to pull information on donations received in the previous year.
- Through your donation report you'll receive the donor's name, email address, phone number, and mailing address. Once you've exported this information as a CSV, make sure you use it to spread the word and start soliciting donors for this year!