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Leveraging Your Donation Report

How to access and leverage your donor data for 2021

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



Logan's Pups

Admin Dashboard

Current Plan
Engage

Giving Days

DAY OF GIVING Giving Day!
November 13, 2019

[View All Giving Days](#)

Fundraising Campaigns

 It's A Dogs World
December 11, 2017 \$ \$20,467.22 Raised

[View](#) [Manage](#) [Edit](#)

[View All Campaigns](#)

Fundraising Events

 2018 Summer Gala

[View](#) [Manage](#) [Edit](#)

- Home
- Fundraising Campaigns
- Events
- Giving Days
- Reports
- Manage Organization

Viewing Dashboard for Logan's Pups

Understanding Your Donation Report

Reflects all donations paid out to your organization historically, including gifts from any past giving day or campaign participation

Reflects any donations that have been processed but not yet paid out to your organization's bank account. Donations pay out within 5-7 business days of receipt.

Donations

Total Paid Out: \$430,140.28

Total Pending: \$31,178.63



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](#)

+ More filters

Actions	Donation ID	Date	Donor	Intended Donation	Amount Charged	Bank Fees	Platform Fees	Covered Fees?	Payout Amount	Payout Date
+	17930	12/9/2020 2:18PM	Jon Doe molly.petrie@givegab.com	\$100.00	\$100.00				\$100.00	N/A
+	17929	12/6/2020 10:48AM	Katrina Grein katrina@givegab.com	\$100.00	\$100.00				\$100.00	N/A
+	17922	11/12/2020 10:14PM	Molly Petrie molly.petrie@givegab.com	\$100.00	\$100.00	\$2.50	\$4.00	No	\$93.50	Pending
+	17921	11/4/2020 1:44PM	Molly Heslin molly.heslin@givegab.com	\$100.00	\$104.60	\$2.60	\$2.00	Yes	\$100.00	Pending
+	17920	10/29/2020 3:25PM	Jonathan Nay	\$1.00	\$1.00				\$1.00	N/A
	17918	10/7/2020 11:39AM	Debby's Pet Supply	\$4,960.00	\$4,960.00				\$4,960.00	N/A
+	17912	9/16/2020 10:30AM	Molly Heslin molly.heslin+01@givegab.com	\$30.00	\$31.60	\$1.00	\$0.60	Yes	\$30.00	Pending



COLLABORATIVE GIVING DAYS

Filtering Your Donation Report

Donations

Total Paid Out: \$430,140.28

Total Pending: \$31,178.63



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Search by name or email

+ More filters


To view donations for a specific time period or giving day year, click here!

Actions	Donation ID	Date ▾	Donor ▾	Intended Donation ▾	Amount Charged	Bank Fees	Platform Fees	Cover
	17930	12/9/2020 2:18PM	Jon Doe molly.petrie@givegab.com	\$100.00	\$100.00			
	17929	12/6/2020 10:48AM	Katrina Grein katrina@givegab.com	\$100.00	\$100.00			
	17927	11/12/2020	Molly Petrie	\$100.00	\$100.00	\$2.50	\$4.00	No

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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 2021 Giving Day listing from the “All Giving Days & Community Giving Sites” dropdown to view donations that are only relevant to your 2021 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

Donations

Total Paid Out: \$0.00

Total Pending: \$365,270.87



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](#)

More filters

Actions	Donation ID	Date ▾	Donor ▾	Intended Donation ▾	Amount Charged	Bank Fees	Platform Fees	Covered Fees
	5223	12/10/2020 3:14PM	Caitlin Curis	\$200.00	\$200.00			
	5222	12/10/2020 3:14PM	Milo Mick	\$25.00	\$25.00			
	5221	12/10/2020 3:13PM	Aimee McManus	\$500.00	\$500.00			
	1659	4/9/2019 4:06PM	Denis Tomazzi denis.tomazzi@givegab.com	\$100.00	\$100.00	\$2.50	\$2.50	No
	1658	4/9/2019 4:06PM	Denis Tomazzi denis.tomazzi@givegab.com	\$25.00	\$25.00	\$0.85	\$0.63	No
	1599	3/18/2019 2:49PM	The Patterson Foundation	\$100.00	\$100.00			

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COLLABORATIVE GIVING DAYS

Leveraging Your Historical Data

- Your 2020 donation report is a treasure trove of information - don't forget to use it as you prepare for 2021!
- Use the reporting and filtering tool we just discussed in the previous slides to pull information on donations received in 2020.
- 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 2021!



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Thank you!

Any questions?