

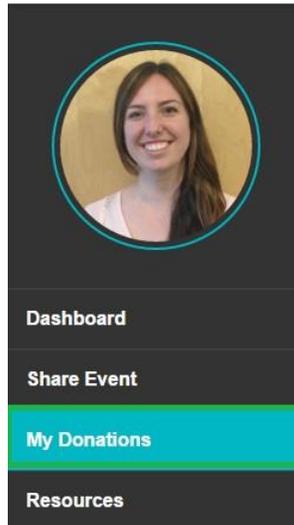


Recording Cash and Check Donations

1. In order to record any cash or check donations, go to your main control panel by clicking your name on the top right corner:



2. Next, click "My Donations" on the left menu below your profile picture:

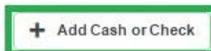


3. This is where all your donations are displayed! Under the Total Raised chart you will see an option to "Add Cash or Check:"

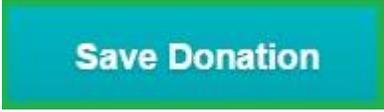
My Donations



Donations Received



4. Complete the below fields regarding the donation amount and donor information, and click “Save Donation” at the bottom of the page:

A rectangular button with a teal background and a dark green border. The text "Save Donation" is centered in white, bold, sans-serif font.

Save Donation

Once the ZBC Staff receives your donation we will verify it and send you a thank you email confirmation!