

Entering Offline Sponsorship Sales

Category: Offline Raising

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Reading Time: 1 min

There are no fees on Offline Sponsorships you sell.

Any funds you collect by **check** or **cash** during or after your campaign are all yours; **you keep 100% of Offline Sponsorships!**

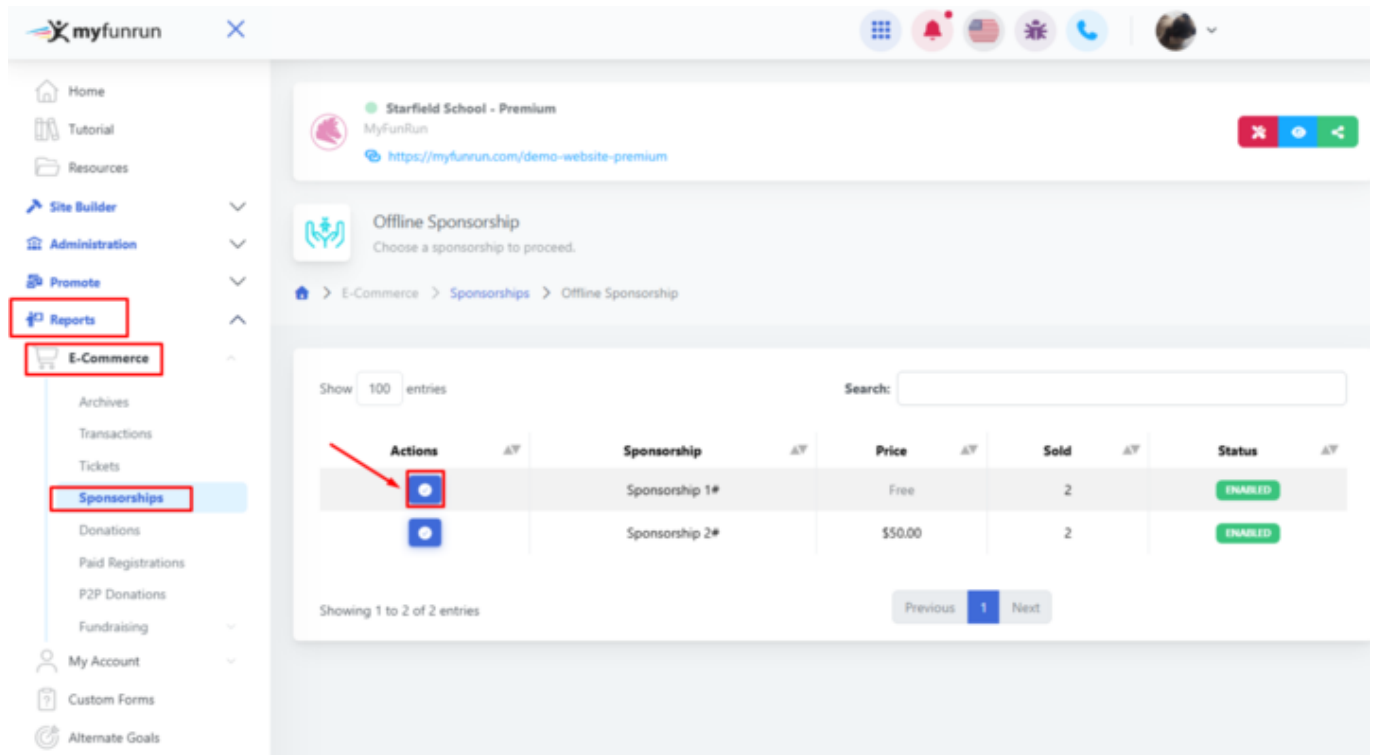
Entering your Offline Sponsorship sales in the Dashboard lets you track them in reports alongside your *Online* Sponsorships.

In addition, your Offline Sponsorship can count toward your goal(s), progress indicator(s), and leaderboard(s) on the website.

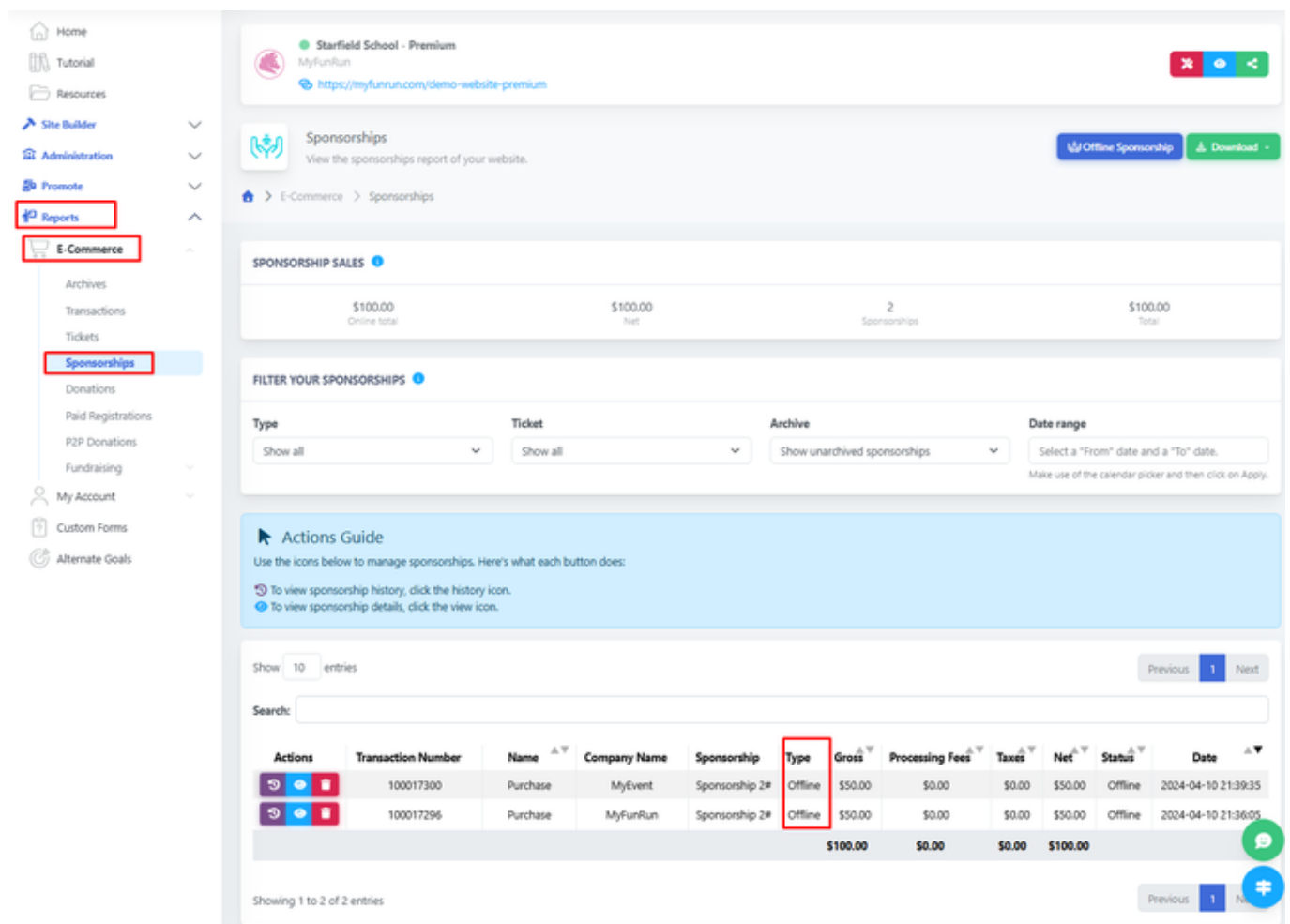
To enter or record an Offline Sponsorship sold, go to **Reports → E-Commerce → Sponsorships**, and click the "Offline Sponsorship" button.

The screenshot shows the MyFunRun dashboard interface. On the left sidebar, the navigation menu includes Home, Tutorial, Resources, Site Builder, Administration, Promote, Reports, E-Commerce, Archives, Transactions, Tickets, Sponsorships, Donations, Paid Registrations, P2P Donations, Fundraising, My Account, Custom Forms, and Alternate Goals. The 'Reports' and 'E-Commerce' items are highlighted with red boxes. In the main content area, the 'Sponsorships' section is active, showing a report of website sponsorships. A red arrow points to the 'Offline Sponsorship' button, which is also highlighted with a red box. Below this, there is a table titled 'SPONSORSHIP SALES' with columns for Online total, Net, Sponsorships, and Total. The table shows values of \$100.00 for Online total, \$100.00 for Net, 2 for Sponsorships, and \$100.00 for Total. Below the table is a 'FILTER YOUR SPONSORSHIPS' section with dropdown menus for Type, Ticket, and Archive, and a date range picker. At the bottom, there is an 'Actions Guide' section with instructions on how to use the history and view icons.

Select the correct option, and complete the form.



To **view** Offline Sponsorships that have been entered in the system, go to **Site Builder → E-Commerce → Sponsorships**.



Under the heading "**Filter Your Sponsorships**", select "**Show offline sponsorships**" from the "**Type**" dropdown field.

Type

Show all

Show all

Show online transactions

Show offline transactions

Show unpaid transactions