

Entering Offline Paid Registrations

Category: Offline Raising

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Reading Time: 1 min

There are no fees on Offline Paid Registrations you sell.

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

Entering your Offline Paid Registrations sales in the Dashboard allows you to track your Offline Paid Registrations in reports together in one place with your *Online* Paid registrations.

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

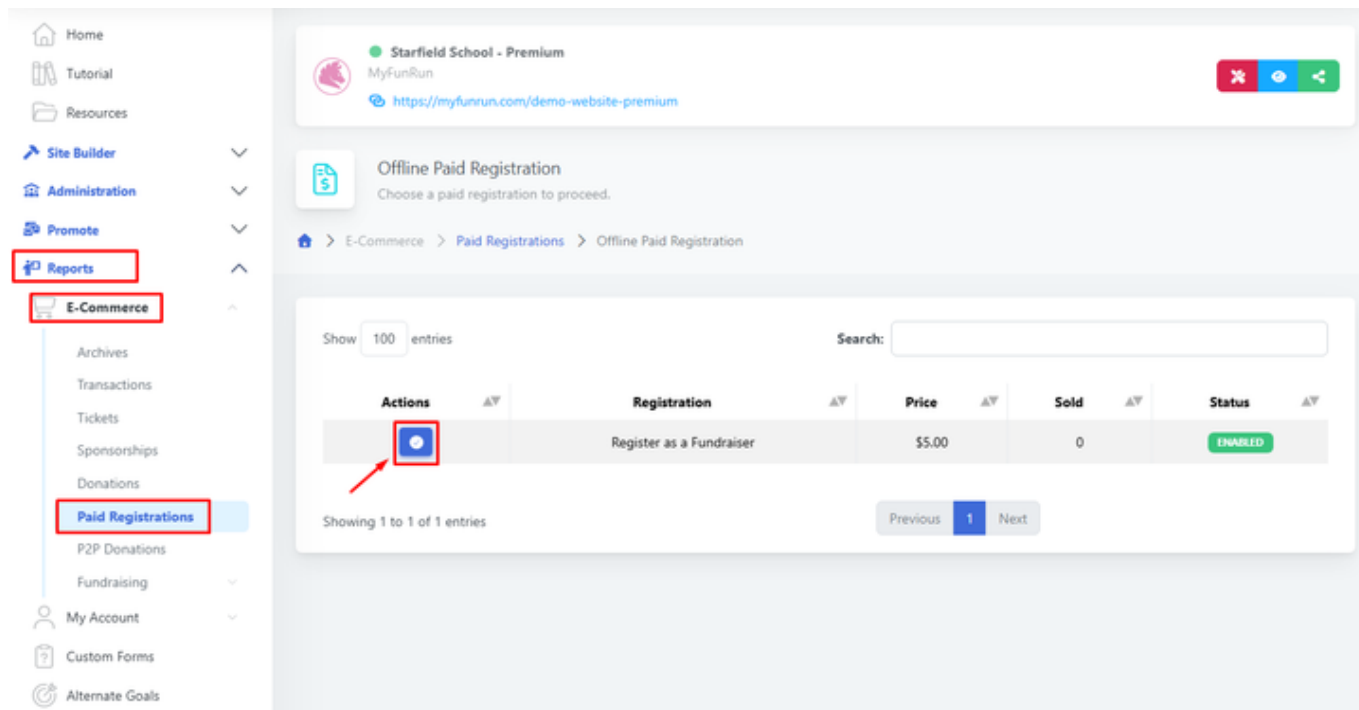
To enter or record an Offline Paid Registration sold, go to **Reports → E-Commerce → Paid Registrations**, and click the "**Offline Paid Registrations**" button.

The screenshot displays the MyFunRun dashboard interface. On the left sidebar, the 'Reports' and 'E-Commerce' menu items are highlighted with red boxes. The main content area shows the 'Paid Registrations' section, which includes a header with a red box around the 'Offline Paid Registration' button. Below this is a 'REGISTRATION SALES' table with the following data:

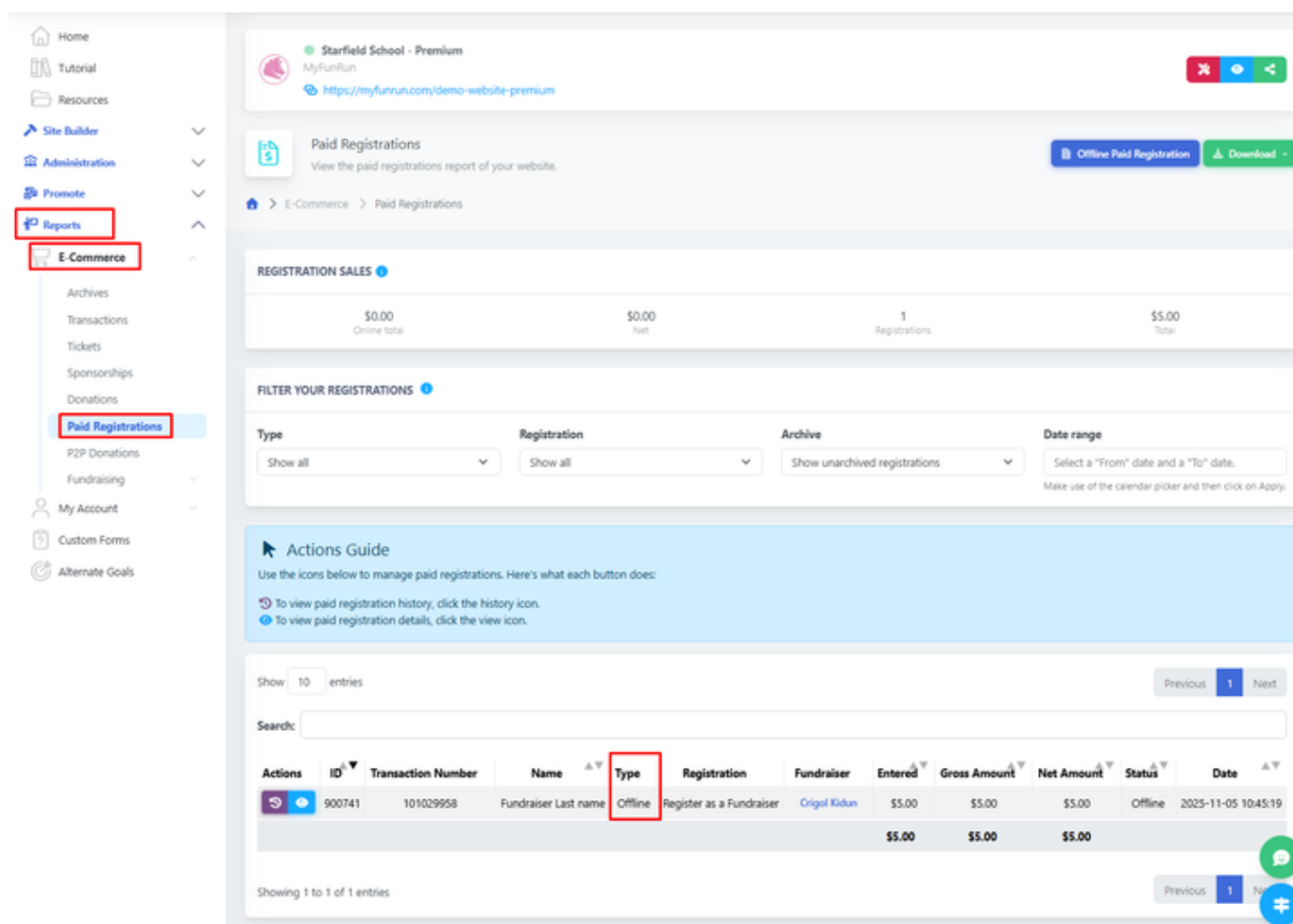
Online total	Net	Registrations	Total
\$0.00	\$0.00	0	\$0.00

Below the table is a 'FILTER YOUR REGISTRATIONS' section with dropdown menus for 'Type' (Show all), 'Registration' (Show all), and 'Archive' (Show unarchived registrations). There is also a 'Date range' section with a text input for 'Select a "From" date and a "To" date' and a note to 'Make use of the calendar picker and then click on Apply.' At the bottom of the dashboard is an 'Actions Guide' section with icons for 'To view paid registration history, click the history icon.' and 'To view paid registration details, click the view icon.'

Select the option, and complete the form.



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



Under the heading "**Filter Your Registrations**", select "**Show offline registrations**" from the

"Type" dropdown field.

Type

Show all

Show all

Show online transactions

Show offline transactions

Show unpaid transactions