



HOW TO SUBMIT OFFLINE FUNDS

This document shares the steps for submitting offline donations onto your fundraising page. Please view the steps for one of the three scenarios:

- [Cash received & cheques addressed to you](#)
- [Cheques made out to Cystic Fibrosis Canada](#)
- [Request your donor to make an online payment](#)

CASH RECEIVED & CHEQUES ADDRESSED TO YOU

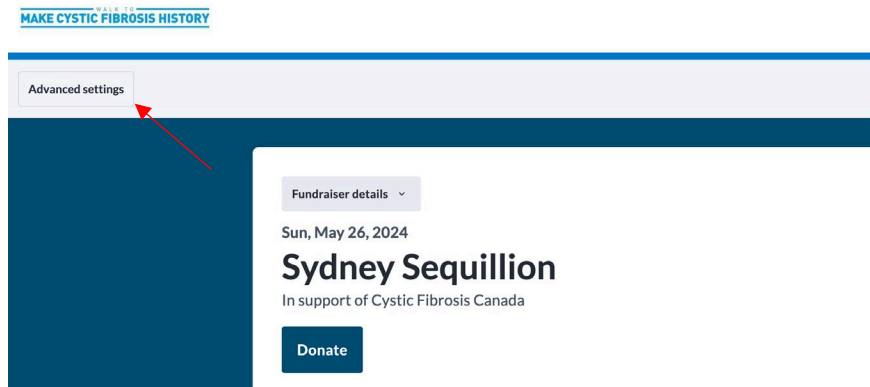
Did you receive a cash donation, or a cheque made out to you from a friend, family member or co-worker? To submit a cash or cheque donation to CF Canada, you have the option to enter the donation through your online fundraising page and paying for it using your credit card. To reimburse yourself, you can deposit the cash or cheque into your own bank account. Your donor will receive a tax receipt in their name for all applicable donations of \$20 or more.

Here is how:

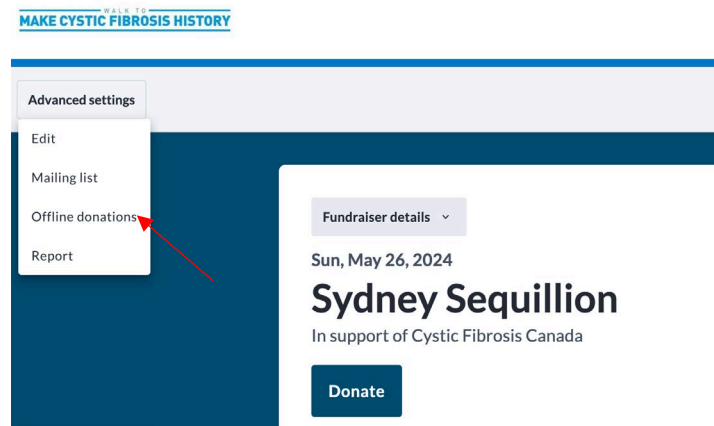
Step 1: Go to walk-cysticfibrosiscanada.crowdchange.ca and login to your personal fundraising page.

HOME FUNDRAISING TOOLS HELP CENTER LOGIN  EN

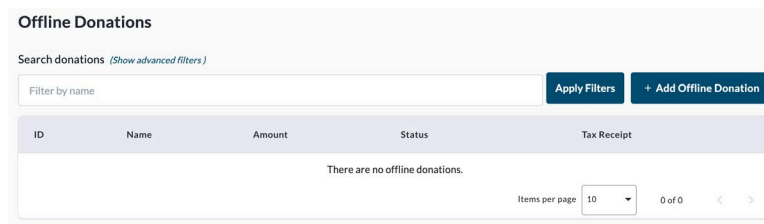
Step 2: Once on your personal page, look for the button in the top left corner that says **“Advanced Settings”**.



Step 3: Click on **“Advanced Settings”** and select the button that says, **“Offline Donations”**.



Step 4: On the Offline Donations page, click the blue button that reads **“+ Add Offline Donation”**.



Step 5: Once you are on the **“Add Donation”** page please follow the instructions below:

1. Please note if you are entering **multiple donations**, they need to be entered and paid for separately.
2. Enter you donor’s personal information. This is what will appear on their tax receipt.
Only check the **“This payment is on behalf of an organization or company” box if the donation is on behalf of a business. The tax receipt will be given under that name.*
3. **The email you enter here will be the email that the tax receipt is emailed to.**
4. Be mindful of the **“Show donor’s name as”** section, under **“Additional Information”**. It is here where you can choose whether to display the donor’s name and contribution amount on your personal page or have it appears as anonymous. There are a few options to choose from in the drop-down. Please consult with your donor on their preferred display option.
5. Under **Donor’s Billing Information**, please fill in your donor’s mailing address. This is what will appear on their tax receipt.
Only check the **“This is a lump sum funds donation” box if you are submitting funds from a fundraising event. **No tax receipt will be given here.***
6. Click the blue **“Save”** button at the bottom of the page.

Add Donation ✕

General Information

This is a Lump Sum donation
Tax receipts will not be issued for Lump Sum donations.

This payment is on behalf of an organization or company

First Name Last Name

Email

Amount

Tax receipt information

Request tax receipt for this donation

Additional Information

Payment Method Date of donation

Show donor's name as

The name that will appear in the list of donors.

Contribution amount is

Shown Hidden

Comment

Notes

[Hide settings](#)

Transaction status

Mark as received
Once marked as received, the donation is confirmed and will be shown in Donations Reports. This action cannot be undone. This donation will automatically be marked as received if paid online.

Step 6: You will see that the donation has now been added to your offline donations list. To pay for the donation via credit card click the blue **“Pay Now”** button.

Offline Donations

Search donations (Show advanced filters)

Filter by name

ID	Name	Amount	Status	Tax Receipt
1273329	test test	\$500.00	Pending	<input type="button" value="Pay Now"/>

Items per page 1 - 1 of 1

Step 7: You will be brought to the payment page. Here you can fill out **your** credit card information to pay for your donors' contribution.

*Please note if you are signed into your personal fundraising page and making a payment for your donor, it will state that the donation is going to you. You will not receive a tax receipt to your email, it will go to the email you entered for the donor.

Payment of \$500 for donation by test test
A tax receipt will be issued for \$500 to test test

General Information

Event Participation Waiver [View](#)

Fundraising Requirements [View](#)

Payment Information

This payment is on behalf of an organization or company

Title First Name Last Name
Title First Name Last Name

Credit Card Number Expiry CVC / CVV
9999 9999 9999 9999 MM / YY CVV


Billing & Mailing address

Street Address City
100 Main Street Unit 1 City

State / Province Country ZIP / Postal Code
Ontario Canada

My mailing address is the same as billing

This charge will be shown as NBX*Cystic Fibrosis Canad on your bank statement.
Your receipt will be sent to ssequillion@cysticfibrosis.ca.

I'm not a robot 

[Complete](#) By submitting this form, I agree to the [Terms & Conditions](#) and acknowledge that I have read and understand the [Privacy Policy](#).

CHEQUES MADE OUT TO CYSTIC FIBROSIS CANADA

If you receive a cheque donation that is made out to Cystic Fibrosis Canada, you can enter it as an offline donation so that it reflects on your online fundraising page. Here is how:

Step 1: Follow steps 1-6 above and include the donor's information in a note.

Step 2: Send the cheque donation to Cystic Fibrosis Canada via post. Please address the envelope using the following format:

Cystic Fibrosis Canada

Attention: The Walk to Make Cystic Fibrosis History (Location of your Walk)

20 Eglinton Avenue West, Suite 1305

Toronto, ON M4R 1K8

Please keep the following in mind when sending a cheque donation to Cystic Fibrosis Canada:

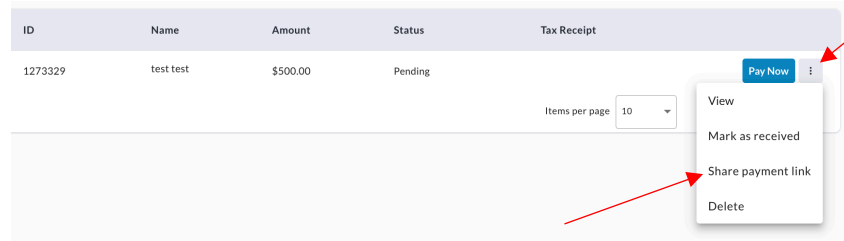
- Include a note listing your name, and the Trek. This is the only way we will know to allocate the funds accordingly.
- The cheque must be made out to Cystic Fibrosis Canada; **we cannot deposit the cheque if it is made out to you or your team.**
- For your donors to receive a tax receipt we need their first and last name and Canadian mailing address.

REQUEST YOUR DONOR TO MAKE AN ONLINE PAYMENT

You also have the option to fill in the details of your donor in advance for them and send a payment link directly to your donor to pay for the donation.

Follow **Steps 1 through 5** in the “CASH RECEIVED & CHEQUES ADDRESSED TO YOU” section above, and continue with:

Step 6: You will see that the donation has now been added to your offline donations list. To send a request to your donor, click the three dots beside “Pay Now” to see the drop down that includes “**Share Payment Link**”.



The screenshot shows a table with the following columns: ID, Name, Amount, Status, and Tax Receipt. A single row is visible with the following data: ID: 1273329, Name: test test, Amount: \$500.00, Status: Pending. To the right of the table, there is a 'Pay Now' button and a three-dot menu icon. A dropdown menu is open from the three-dot icon, showing the following options: View, Mark as received, Share payment link, and Delete. Red arrows point to the 'Pay Now' button and the 'Share payment link' option in the dropdown menu.

ID	Name	Amount	Status	Tax Receipt
1273329	test test	\$500.00	Pending	

Items per page: 10

- Pay Now
- View
- Mark as received
- Share payment link
- Delete

Note:

You will notice next to your offline donation, that there may be a button that reads “**pending**”. This button will disappear once the donation has been paid for. The donation will be reflected in your thermometer once the donation has been paid.

Tax receipts will be issued to all applicable donations of \$20 or more to the donors whose information you previously entered. Tax receipts will be sent to donors to via the email you entered when you were filling out the “Offline Donation Form”.

For any questions or support, please contact walk@cysticfibrosis.ca