



Entering Offline Donations onto Your FirstGiving Account

If you collect offline donations (ie., cash or checks), you must input the donations into your FirstGiving account.

After logging in to your account follow the steps below to enter your offline donations:

1. Click on the "Your Fundraising" tab of your FirstGiving account dashboard
2. Then, navigate to "Enter Offline Donations"
3. This will take you to a window where you will fill in the information regarding your donation. The only information required is the donor's first name, last name, and the amount donated.
4. Once you have entered all of the information, hit "Continue"
5. You are done! Just mail your donation to the Observatory and we will handle it from there

All checks should be made out to "Mount Washington Observatory" and mailed to:

Mount Washington Observatory
ATTN: Seek the Peak
PO Box 2310
North Conway, NH 03860

Note: We determine incentive and prize eligibility on Friday, July 21, 2017, so any donations you collect offline must be received by us by Friday, July 21. Please do not send cash through the mail; we recommend depositing cash donations and writing a check.

The image shows three screenshots of the FirstGiving account interface with orange circles and arrows highlighting the steps to enter offline donations.

Top Screenshot: The "Your Fundraising" tab is highlighted in the top navigation bar. Below it, the "Your fundraising" section shows "Will's Page for Seek the Peak" with a goal of \$150.00. The "Your giving summary" section shows "Amount you've raised" as \$150.00 and "Amount you've donated" as \$10.00.

Middle Screenshot: The "Your Fundraising" tab is selected. The "Will's Page for Seek the Peak" summary shows "Raised online" as \$150, "Raised offline" as \$0, "Total raised" as \$150, and "Goal" as \$5,000. The "Enter offline donations" button is highlighted with an orange circle and an arrow.

Bottom Screenshot: The "About your donor" form is shown. It includes fields for Title, First Name, Last Name, Email Address, Address, City, State, Zip / Postal code, and Country. The "Donation Details" section shows "Amount" as 0.00, "Date" as 5/17/2016, "Type" as Check, and "Check Number" as an empty field. The "How it displays publicly" section shows "Donor's Name" and "Donor's Comment" fields. The "Continue" button is highlighted with an orange circle and an arrow.