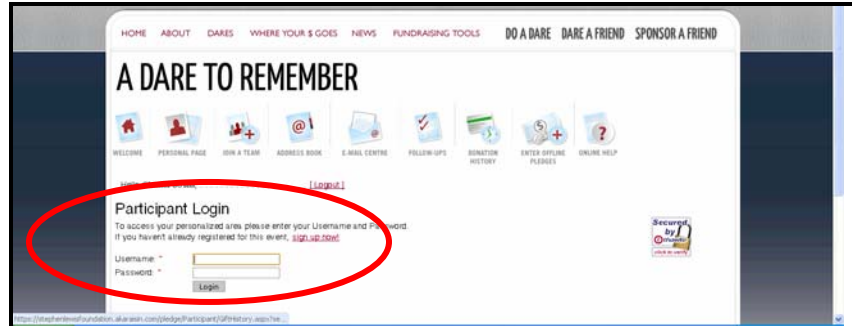


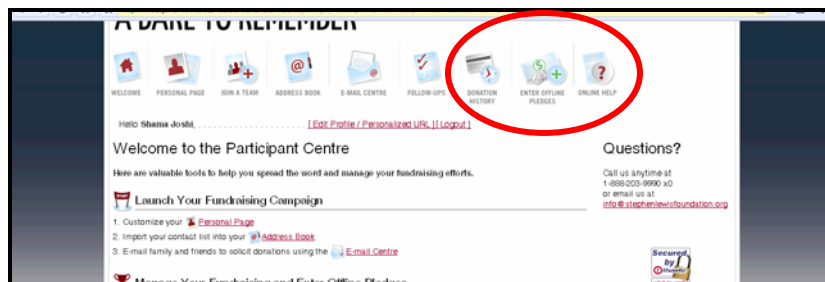
## Offline Pledge: How to Guide

*How do I enter my offline pledges?*

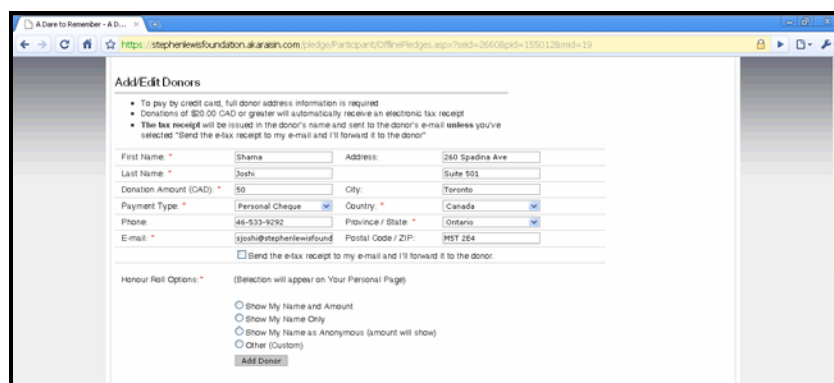
1. Log into your fundraising page account.



2. Choose 'Enter Offline Pledges' on the right hand side of the top menu.



3. Enter donor information for the cash or cheque donation that you have received. Please note that according to CRA tax guidelines, you **must** provide a complete mailing address, **including e-mail address**, to receive an e-tax receipt.

A screenshot of the 'Add/Edit Donors' form on the website. The form is titled 'Add/Edit Donors' and includes a list of instructions: 'To pay by credit card, full donor address information is required', 'Donations of \$50.00 CAD or greater will automatically receive an electronic tax receipt', and 'The tax receipt will be issued in the donor's name and sent to the donor's e-mail unless you've selected "Send the e-tax receipt to my e-mail and I'll forward it to the donor"'. The form fields are: First Name (Shama), Last Name (Joshi), Donation Amount (CAD) (\$50), Payment Type (Personal Cheque), Phone (44-533-9292), E-mail (sjoshi@stephenlewisfound...), Address (260 Spadina Ave, Suite 501), City (Toronto), Country (Canada), Province / State (Ontario), and Postal Code / ZIP (M5T 2E4). There is a checkbox for 'Send the e-tax receipt to my e-mail and I'll forward it to the donor.' and a section for 'Honour Roll Options' with radio buttons for 'Show My Name and Amount', 'Show My Name Only', 'Show My Name as Anonymous (amount will show)', and 'Other (Custom)'. An 'Add Donor' button is at the bottom.

4. If you do not know your sponsor's email address, you may click the box that says: "Send the e-tax receipt to my e-mail and I'll forward it to the donor."

The screenshot shows the 'Add/Edit Donors' form with the following fields filled out: First Name: Shama, Last Name: Joshi, Donation Amount (CAD): \$0, Payment Type: Personal Cheque, Country: Canada, Phone: 46-533-9292, Province / State: Ontario, E-mail: sjoshi@stephenlewisfund.org, and Postal Code / ZIP: M5T 2E4. A red arrow points to the checkbox labeled "Send the e-tax receipt to my e-mail and I'll forward it to the donor".

5. Choose how you would like the donor to appear on your Honour Roll.
6. Click the 'Add Donor' button at the bottom of the page.

The screenshot shows the 'Add/Edit Donors' form with the same fields as the previous image. A red arrow points to the "Add Donor" button at the bottom of the form.

7. You will receive confirmation.

The screenshot shows the 'Your Offline Pledge Donors' confirmation page. It includes a table with the following data:

Name	Amount (CAD)	E-mail	Phone	Address	Status	Select
Shama Joshi	50.00	sjoshi@stephenlewisfoundation.org	416-533-9292	260 Spadina Ave, Suite 501, Toronto, ON M5T 2E4, Canada	Pending	<input type="checkbox"/> Remove Edit

Below the table is a "Pay By Credit Card" button and the Stephen Lewis Foundation logo.

