Quick-Start

Team Captain Payments

As a team captain, you may receive donations in the form of cash or check. You can enter these donations on your event site, then physically send the cash or check in to your event coordinator. When he or she has received your funds, they will change the status of your payment from pending to approved, In the mean time, the funds will be counted toward your team total.

This guide will discuss how to add team captain payments. See the “Managing Your Team Profile” guide to learn the basics, like how to edit your team profile and account information.

Entering a Payment

From your dashboard, click Donations 1, then New Donation.

Select New Donor or choose from the list of previous donors, then enter the donor information 2. Depending on your event, this will include first name, last name, email address, home address, and phone number.

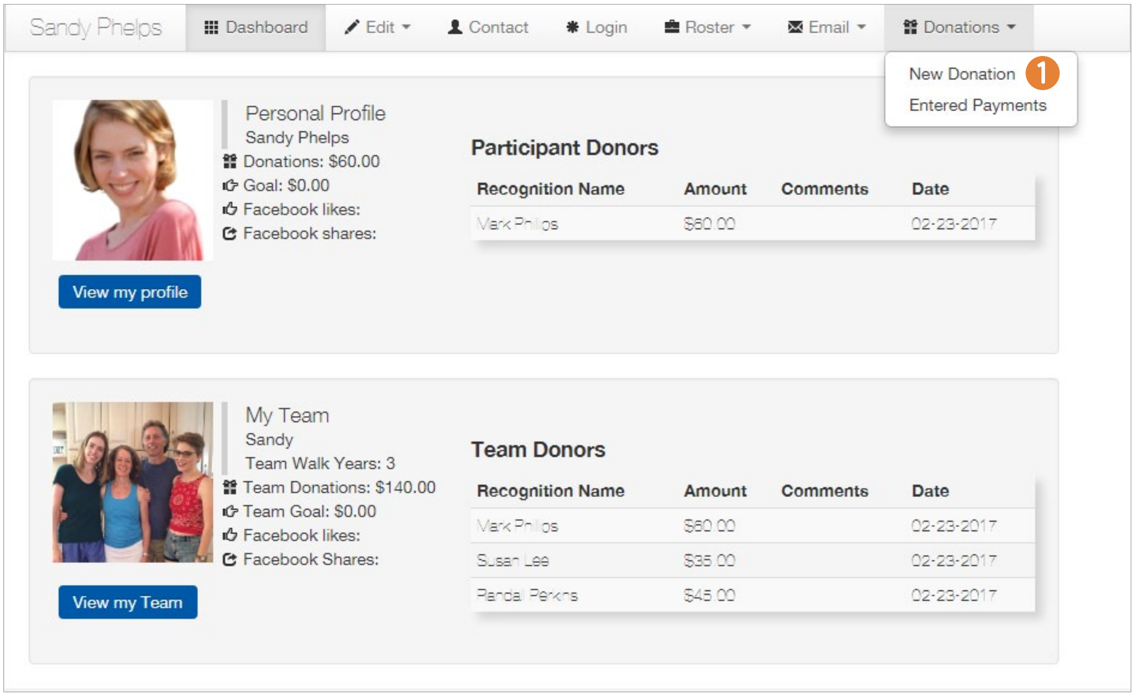
Next, use the Donation Method drop-down menu to choose either cash or check 3.

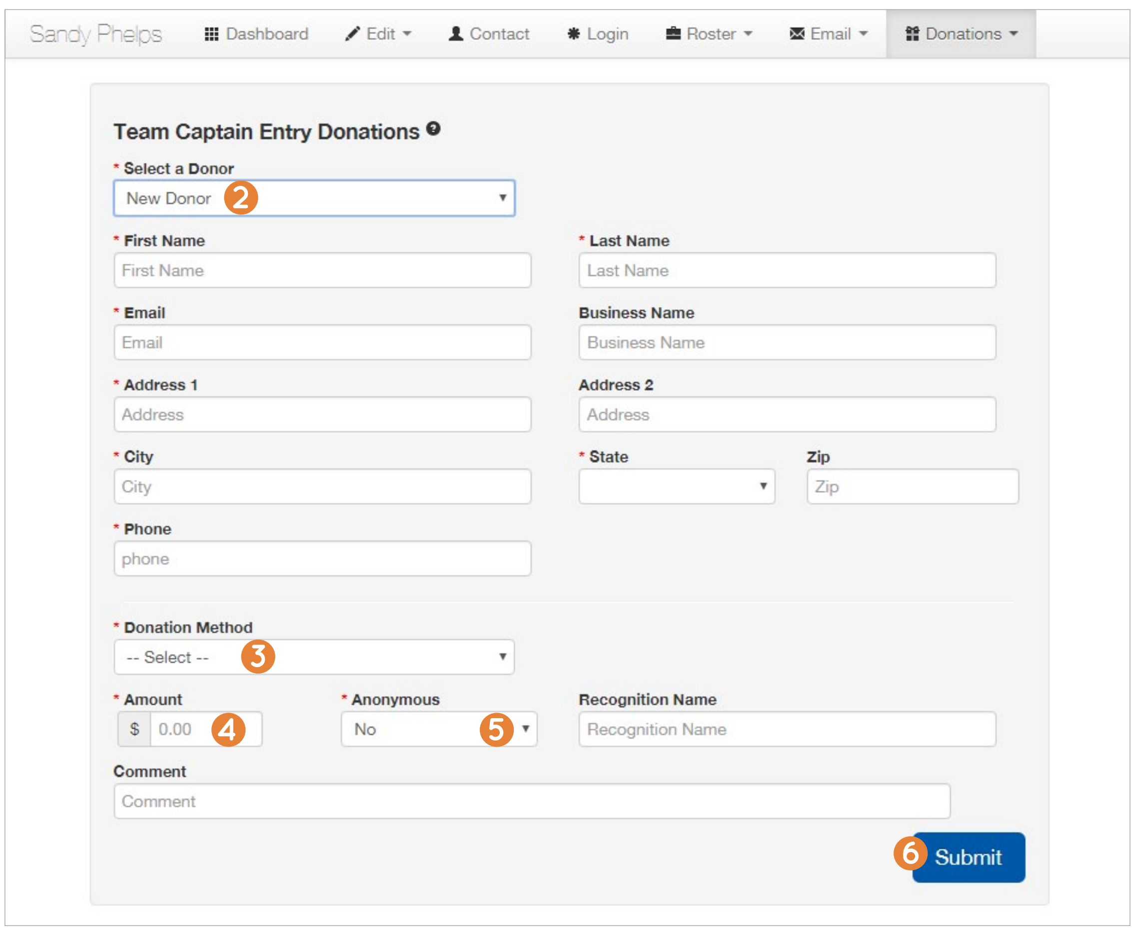
Enter the amount 4.

If it’s a check, enter a reference number. This can be the check number or something else.

Set the Anonymous drop-down menu to YES if the donor would like to remain anonymous 5. If not, you can enter an optional recognition name and comment in the remaining text fields.

When you’re done, click Submit 6 then Confirm. The amount will be counted toward your team total.

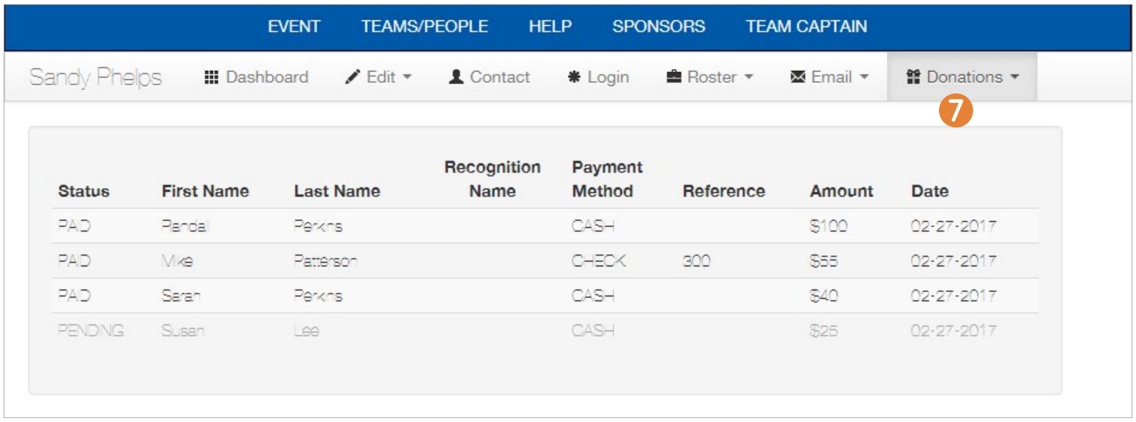




Checking a Payment Status

To check the status of past payments, click the Donations option on your dashboard, then click "Entered Payments" 7.

Payments that have been received and approved will say "PAID." Other payments will remain grayed out until they are accepted. Contact your event coordinator to verify the status of pending payments you've sent in.



Status	First Name	Last Name	Recognition Name	Payment Method	Reference	Amount	Date
PAID	Randal	Perkins		CASH		$100	02-27-2017
PAID	Mike	Patterson		CHECK	300	$55	02-27-2017
PAID	Sarah	Perkins		CASH		$40	02-27-2017
PENDING	Susan	Lee		CASH		$25	02-27-2017

For information on next steps like setting up and sharing your profile, see the "Managing Your Team Profile" Quick Start Guide. For additional support, email ds-connex at support@ds-connex.org.