

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.

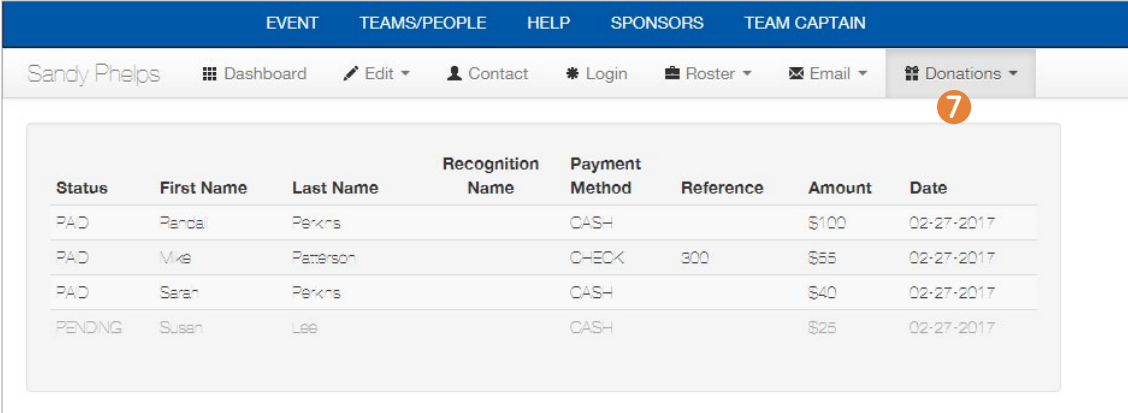
The screenshot shows the user's dashboard for Sandy Phelps. At the top, there are navigation tabs: Dashboard, Edit, Contact, Login, Roster, Email, and Donations. The Donations tab is active, showing a 'New Donation' button with a circled '1'. Below this, there are two main sections: 'Personal Profile' and 'My Team'. The 'Personal Profile' section includes a photo of Sandy Phelps, her name, total donations (\$60.00), goal (\$0.00), and social media links. To the right is a 'Participant Donors' table with columns for Recognition Name, Amount, Comments, and Date. The 'My Team' section includes a photo of the team, the team name 'Sandy', team walk years (3), total team donations (\$140.00), goal (\$0.00), and social media links. To the right is a 'Team Donors' table with the same columns as the 'Participant Donors' table. Both tables list Mark Philips as a donor with an amount of \$60.00 on 02-23-2017. The 'Team Donors' table also lists Susan Lee (\$35.00) and Pandal Perkins (\$45.00) on the same date.

The screenshot shows the 'Team Captain Entry Donations' form. At the top, there are navigation tabs: Dashboard, Edit, Contact, Login, Roster, Email, and Donations. The Donations tab is active, showing a 'New Donation' button with a circled '2'. The form has several fields: 'Select a Donor' (a dropdown menu with 'New Donor' selected), 'First Name' (text input), 'Last Name' (text input), 'Email' (text input), 'Business Name' (text input), 'Address 1' (text input), 'Address 2' (text input), 'City' (text input), 'State' (dropdown menu), 'Zip' (text input), 'Phone' (text input), 'Donation Method' (dropdown menu with '-- Select --' selected), 'Amount' (text input with '\$' symbol and '0.00'), 'Anonymous' (dropdown menu with 'No' selected), 'Recognition Name' (text input), and 'Comment' (text input). A 'Submit' button with a circled '6' is at the bottom right.

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.



The screenshot shows a web dashboard for Sandy Phelps. The top navigation bar includes links for EVENT, TEAMS/PEOPLE, HELP, SPONSORS, and TEAM CAPTAIN. Below this is a user profile section for Sandy Phelps with a 'Donations' dropdown menu highlighted with a red circle and the number 7. The main content area displays a table of payment entries.

Status	First Name	Last Name	Recognition Name	Payment Method	Reference	Amount	Date
PENDING	Susan	Lee		CASH		\$25	02-27-2017
PAID	Sarah	Perkins		CASH		\$40	02-27-2017
PAID	Mike	Patterson		CHECK	300	\$55	02-27-2017
PAID	Pendal	Perkins		CASH		\$100	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@ds-connex.org