

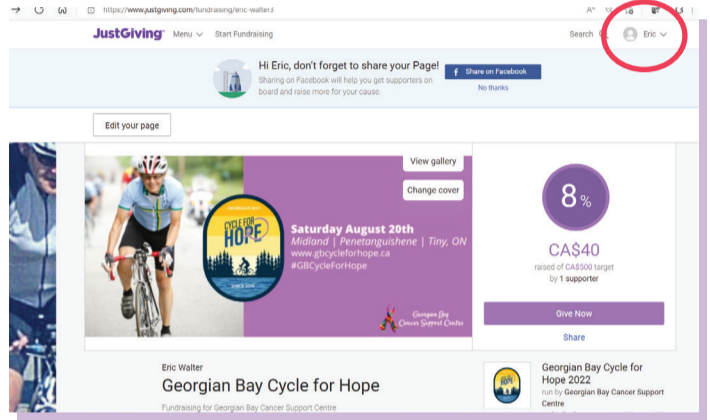
How to add offline donations (cash or cheque) to your fundraising page

Riders who receive donations via cash or cheque are able to add these offline totals to their total fundraising performance on the JustGiving personal fundraising page. Offline donations must be collected and tracked using the donation form found here. These donations need to be submitted to the Georgian Bay Cancer Support Centre on or before the day of the event.

The following steps will allow you to include these offline donations in your fundraising total:

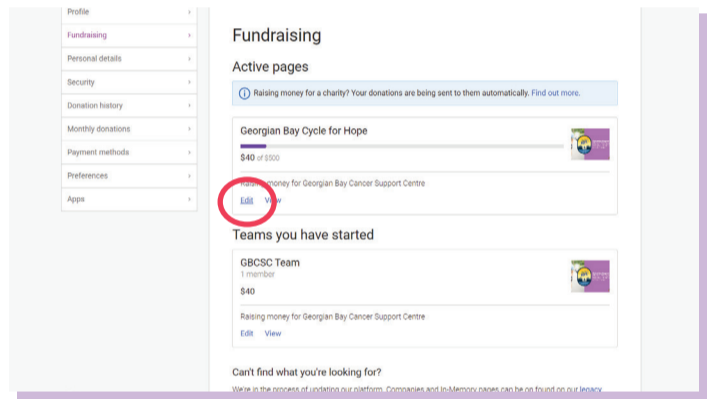
STEP 1:

Log in to your Just Giving account at www.justgiving.com. Your screen may not look exactly as shown below until you navigate to the event through the search bar, but on all screens, you will be able to click your name/profile badge at the top right, and then select 'Fundraising' from the drop-down menu.



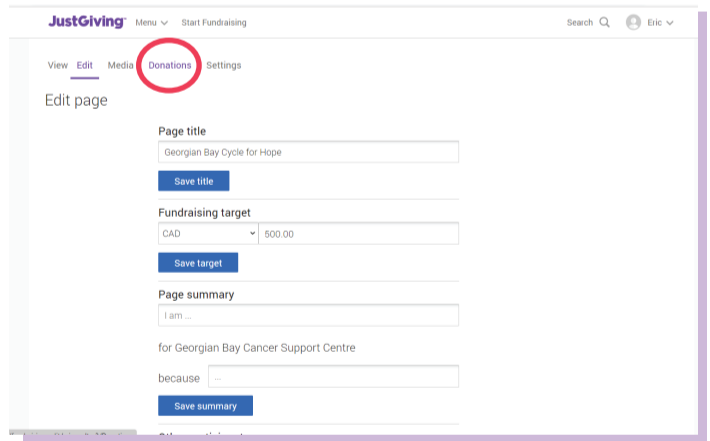
STEP 2:

Under your Georgian Bay Cycle for Hope campaign page listing, select "Edit"



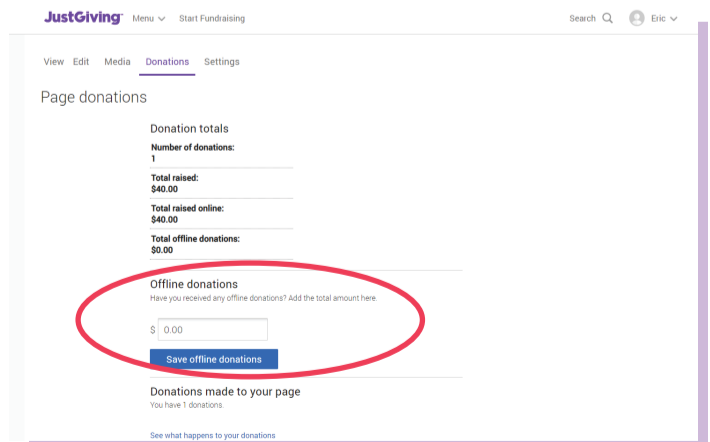
STEP 3:

Select 'Donations' from the top menu bar



STEP 4:

Add your total offline donations received to the "Offline Donations" field on the page, then select "Save Offline Donations".



Unfortunately, donations can only be made to individuals, and not to teams, so any offline donation being made to your team will have to be allocated to one specific rider, but will also be displayed under the team's total fundraising performance.