

How to View Your Donor Information



STEP 1

On the "My Fundraisers" page, you can click on "View Donations" and this will allow you to see who has donated to your fundraiser.

STEP 2

On the "view donations" page, you can see your donations dashboard. On this page, you can view and export your donor's contact information.

The screenshot shows the 'My Fundraisers' page with tabs for 'Upcoming Events', 'Past Events', 'Results', and 'Deferrals'. The 'Upcoming Events' tab is active, showing a fundraiser for 'Pedal the Cause' on September 22, 2024. The fundraiser details include the location (Saint Charles, MO), event name (Two County Cruiser), amount raised (\$125.00), and registrant (Mollie Zolkind). A 'View Donations' button is highlighted with an orange box. Below this, the 'Fundraising' section shows a progress bar for Mollie Zolkind's fundraiser, with \$25 raised of a \$375 goal. The 'View Donations' button is again highlighted with an orange box.

The screenshot shows the 'view donations' page for the 'Pedal the Cause' fundraiser. It displays a table of donations for fundraiser Mollie Zolkind. The table has columns for Amount Paid, Donation Amount, Donation Date, Name, Email, Address, On Behalf Of, Donation Level, and Fundraiser. A single donation is listed for \$25.00 on 10/25/2023. Below the table, there are options to 'Download as CSV' or 'Download as Excel File (XLSX)'. A 'Donation Amounts' section shows a pie chart for \$25.00 and a summary table.

AMOUNT PAID	DONATION AMOUNT	DONATION DATE	NAME	EMAIL	ADDRESS	ON BEHALF OF	DONATION LEVEL	FUNDRAISER
\$25.50	\$25.00	10/25/2023 2:57pm	Mollie Zolkind	mollie@pedalthecause.org	9028 Dellman Industrial Drive Saint Louis, MO US 63132	in honor of Joanna Zolkind		Mollie Zolkind

DONATION AMOUNT	NUMBER OF DONATIONS	TOTAL
\$25.00	1	\$25.00

STEP 3

To export, your donor data, click "Download as Excel File" or "Download as CSV" to download and save your donor file.

The screenshot shows a 'Save As' dialog box in a file explorer. The file name is '20240122-MollieZolkind-fundraiserDonations' and the save type is 'Microsoft Excel Worksheet'. The dialog is open over the 'view donations' page, which is partially visible in the background. An orange arrow points from the 'Download as Excel File (XLSX)' button in the background to the 'Save' button in the dialog box.