

## HOW TO SUBMIT OFFLINE DONATIONS & EVENT PROCEEDS

This document shares the steps for submitting offline donations onto your fundraising page. Please view the steps for one of the four scenarios:

- [Cash received & cheques addressed to you](#)
- [Submitting Event Proceeds](#)
- [Cheques made out to Cystic Fibrosis Canada](#)
- [Request your donor to make an online payment](#)

*Note: Tax receipts will be issued to all applicable donations of \$20 or more. Event proceeds are not eligible for receipts.*

### CASH RECEIVED & CHEQUES ADDRESSED TO YOU

Did you receive a cash donation, or a cheque made out to you from a friend, family member or co-worker? To submit a cash or cheque donation to CF Canada, you have the option to enter the donation through your online fundraising page and paying for it using your credit card. To reimburse yourself, you can deposit the cash or cheque into your own bank account. Your donor will receive a tax receipt in their name for all applicable donations of \$20 or more.

#### Here is how:

**Step 1:** Go to <https://changemakers.crowdchange.ca/> and login to your account. Next, select “**Participant Center**” to find your fundraiser.

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**Step 2:** Click on your desired fundraiser to be taken to your fundraiser dashboard. On the left-hand side of the screen, select the button that says, “**Offline Donations**”:

Dashboard

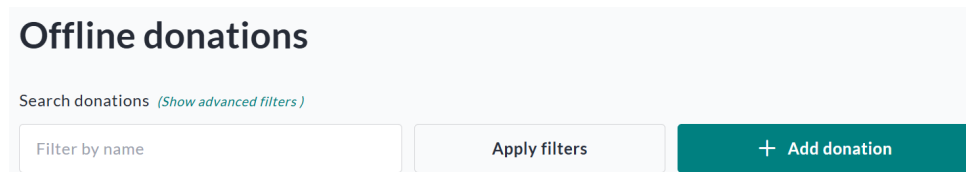
Reports

Manage pages & teams

Offline donations

Mailing list

**Step 3:** On the Offline Donations page, click the green button that reads “+ Add Donation”.



### Offline donations

Search donations [\(Show advanced filters\)](#)

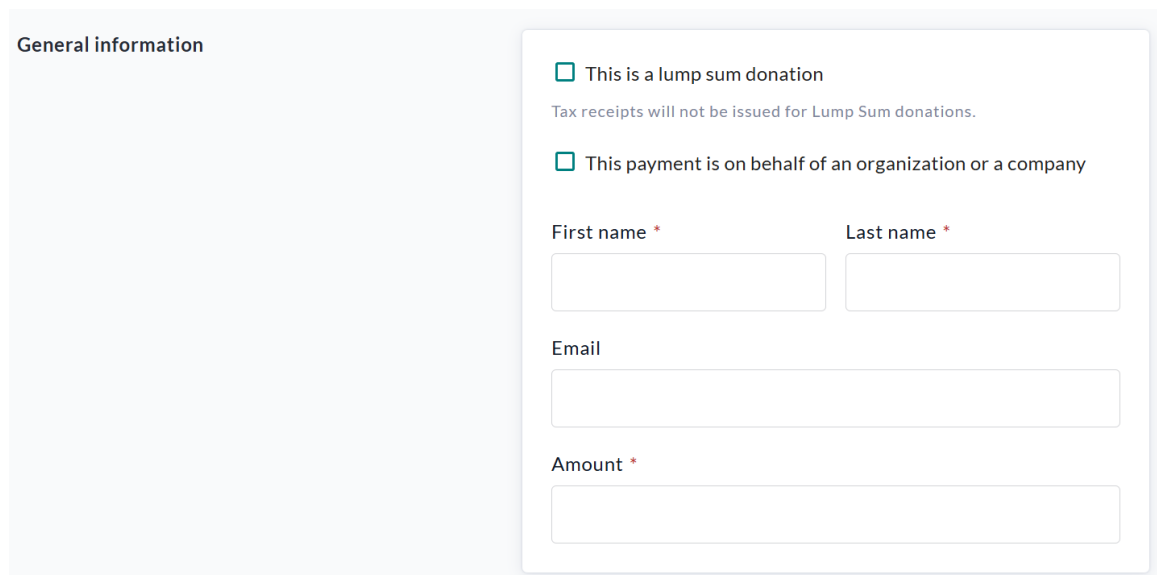
Filter by name    Apply filters    + Add donation

**Step 4:** Once you are on the “Add Offline Donation” page please follow the instructions below:

*Please note if you are entering multiple donations, they need to be entered and paid for separately.*

1. Enter your donor’s first name, last name, email and how much the donation is for. This is what will appear on their tax receipt.
  - Only check the **“This is a lump sum funds donation”** box if you are submitting funds from a fundraising event. **No tax receipt will be given here.** More information below: [here](#).
  - Only check the **“This payment is on behalf of an organization or company”** box if the donation is on behalf of a business. The tax receipt will be given under that name.

**The email you enter here will be the email that the tax receipt is emailed to. You must enter an email for the donor to receive their tax receipt. If no email is entered the tax receipt will NOT be sent to them.**



#### General information

☐ This is a lump sum donation  
Tax receipts will not be issued for Lump Sum donations.

☐ This payment is on behalf of an organization or a company

First name \*    Last name \*

Email

Amount \*

- Under **"Address Information"** toggle on **"Collect mailing address"** and complete your donor's mailing information. This is what will appear on their tax receipt.

#### Address information

☒ Collect mailing address  
Mailing address is required to issue a tax receipt.

Street address

City

Country

Province

Postal code

Canada

Ontario

- Under **"Additional Information"**, be mindful of the **"Show donor's name as"** section. This is where you can choose whether to display the donor's name and contribution amount on your page or have it appear as anonymous. There are a few options to choose from in the drop-down. Please consult with your donor on their preferred display option.

#### Additional information

Team

No team

Page

Choose page

Payment method

Date of donation

May 30, 2025

Timezone: America/Toronto

Show donor's name as

Donor's name

The name that will appear in the list of donors.

Contribution amount is

☒ Shown
 ☐ Hidden

Comment

Notes

You can also select if you would like the donation to appear on a team or personal page, if applicable.

Please note: the **"Comment"** section is public facing and will appear beside the donation on your fundraising page. The **"Notes"** section is hidden for you.

- Transaction Status:** You do not need to mark donations as received. Donations paid for online will automatically be marked as received once you move to the next step.

#### Transaction status

☐ Mark as received  
Once marked as received, the donation is confirmed and will be shown in Donations Reports. This action cannot be undone. This donation will automatically be marked as received if paid online.

Cancel

Save

- Click the green **"Save"** button at the bottom of the page.



## SUBMITTING EVENT PROCEEDS

If you would like to enter event proceeds from your fundraiser, please follow steps 1-3 above. When you enter your offline donation, you will make the following adjustments:

**Step 4:** Once you are on the **"Add Offline Donation"** page please follow the instructions below:

1. Select the button **"This is a lump sum donation"**. This will ensure a tax receipt is not generated if you make your payment online.
2. Under **"Name"** you can enter the name for your fundraising event.
3. You can also select if you would like the donation to appear on a team or personal page, if applicable. Please note: the **"Comment"** section is public facing and will appear beside the donation on your fundraising page. The **"Notes"** section is hidden for you.
4. **Transaction Status:** You do not need to mark donations as received. Donations paid for online will automatically be marked as received once you move to the next step.
5. Click the green **"Save"** button at the bottom of the page.

Transaction status

☐ Mark as received

Once marked as received, the donation is confirmed and will be shown in Donations Reports. This action cannot be undone. This donation will automatically be marked as received if paid online.

Cancel

Save

Follow steps 6-7 as described in the section above if you would like to pay for your event proceeds online. A transaction summary will be sent via email, but you will not receive a tax receipt.

If you would like to add your event proceeds so it populates in your fundraising thermometer but would like to pay via cheque, please follow the above steps then mail your cheque using the details on the next page.

## **CHEQUES MADE OUT TO CYSTIC FIBROSIS CANADA**

If you receive a cheque donation that is made out to Cystic Fibrosis Canada, you can enter it as an offline donation so that it reflects on your online fundraising page. Here is how:

**Step 1:** Follow steps 1-4 in the section [Cash received & cheques addressed to you](#) entering your donor's information.

**Step 2:** Send the cheque donation to Cystic Fibrosis Canada via post. Please address the envelope using the following format:

*Cystic Fibrosis Canada  
Attention: Change Makers  
20 Eglinton Avenue West, Suite 1305  
Toronto, ON M4R 1K8*

**Please include a note with your name and fundraiser's name so we can properly allocate the funds.**

Please keep the following in mind when sending a cheque donation to Cystic Fibrosis Canada:

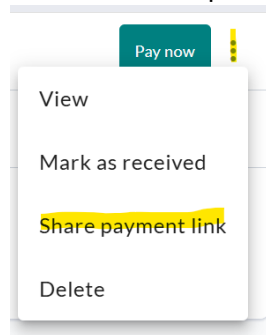
- If you are mailing multiple cheques, please download and complete a [pledge form](#) to include with the cheque donation. This is the only way we will know to allocate the funds accordingly.
- The cheque must be made out to **Cystic Fibrosis Canada**; we cannot deposit the cheque if it is made out to you personally.
- For your donors to receive a tax receipt we must have a complete **first and last name and Canadian mailing address**.

## REQUEST YOUR DONOR TO MAKE AN ONLINE PAYMENT

You also have the option to fill in the details of your donor's contribution in advance for them and send a payment link directly to your donor to pay for the donation.

**Follow Steps 1 through 4** in the [Cash received & cheques addressed to you](#) section above, and continue with:

**Step 5:** You will see that the donation has now been added to your offline donations list. To send a request to your donor, click the three dots beside **"Pay Now"** to see the drop down that includes **"Share Payment Link"**.



**Step 6:** Enter your donor's phone number or email address to send the payment link. They will then receive a message with a direct link to pay for their donation using their credit card.

Where do you want to send the email payment link?

- ☒ To specific email  
☐ To specific phone number

e.g. john.doe@example.com

Message

Cancel

Send

**Note:** You will notice next to your offline donation, that there may be a button that reads "pending". This button will disappear once the donation has been paid for.

**For any questions or support, please contact [events@cysticfibrosis.ca](mailto:events@cysticfibrosis.ca)**