

Charity Director Access

- ➔ Go to www.runningroom.com
- ➔ Click on 'Members'
- ➔ Enter your log-in information

The screenshot shows the member dashboard with the following sections:

- Return to Site**
- Profile** (with a red box around the profile picture area)
- How Do I...** (with links for email, password, and fundraising changes)
- Site Access** (with a link for Run Club/Clinics)
- Member News** (featuring John Stanton and a tip about running past a hospital)
- Charity Director** (with a red box and a blue arrow pointing to the 'Click Here for Live Support' button)
- Giving** (with a 'SET UP NEW FUNDRAISING' button and a 'Click Here for Live Support' button)
- Races** (with a 'REGISTER FOR A RACE' button and a 'Click Here for Live Support' button)
- Shop Running Room** (with a 'Click Here for Live Support' button)
- Clinics** (with 'IN STORE CLINICS' and 'ONLINE CLINICS' buttons, and a 'Click Here for Live Support' button)

- ➔ Click on the 'Charity Dashboard' button

The screenshot shows the 'Giving' Charity Dashboard with the following elements:

- Navigation:** Home | Shop | Training Programs | Races | Giving | Forum | Members | Careers
- Sub-navigation:** DASHBOARD | PROFILE | ADMINISTRATION | FAQ | BENEFITS | HELP | CHARITABLE ORGANIZATIONS
- Donations Sidebar:** Donations | Charity Dashboard
- Section Header:** Giving Charity Dashboard
- Filters:** 2020 | Pledges | All
- Informational Text:** This tab displays a summary of both the Race/Event donations and Giving Pledges. If your Charity is associated to an race/event using the Running Room on-line registration program, all proceeds of pledges and donations related to that event will display. In addition pledges directly form the Running Room Giving site, not necessarily race/event related will be displayed as well.
- Table:**

Event/Charity	Donor Pledges	Donor Report	Total Online Donors	Total Online Amount	Campaign Goal
Jessica TEST Race - Thursday, December 31, 2020	No	No			
Charity Testing			4	\$ 21.01	
Jessica Test Charity	Yes	Yes	0	\$ 0.00	\$ 5,000.00
Jessica Test Charity 2	Yes	Yes	0	\$ 0.00	\$ 0.00

YEAR TAB: This tab displays a summary of both the Race/Event donations and Giving Pledges. If your Charity is associated with a race/event using the Running Room on-line registration program, all proceeds from pledges and donations related to that event will be displayed. In addition pledges directly from the Running Room Giving site will be displayed as well.

PLEDGES TAB: This tab displays the 'Pledges' coming directly from the Running Room Giving site. Members of the public can donate to a charity directly via the 'Donate to a Charity' link. They can also 'Pledge an Athlete' who has set up a personal donation page to raise funds for your charity.

ALL TAB: This tab displays a summary of all of your charity related donations/pledges.

All these tabs have a 'Donor Pledge' and 'Donor Report' columns.

DONOR PLEDGE: shows you the list of donor names, addresses, and donation amounts. Here you can resend receipts if the donor says they did not receive it.

DONOR REPORT: you can generate a report in three different formats, HTML, CSV, and tab separated. Tab separated can be opened in Excel so you can print, sort, and Edit. HTML will open the table in your web-browser.

Both Donor Pledge and Donor Report will show you donor names, addresses, amount, and receipts numbers. This should provide all of the necessary information to issues tax receipts.

PAYMENT: are issued at the end of each month and are usually received by middle of the following month. If the balance is less than \$100 it will be carried over to the next month.

How to Resend Receipts

1. Go to the Charity Dashboard.
2. Find the name of the Race or just the Charity name. (this depends on if it was for a race or on the Giving Site.)
3. Click on the 'Yes' under the "Donor Pledge" column beside either the race or charity name.
4. Find the name of the donor.
5. Click the 'Resend' button to the far right of the donor name. (see below)



The screenshot shows the 'Giving Charity Dashboard' interface. At the top, there is a search bar with the text 'Enter name:' followed by a text input field and three buttons: 'Search Donor', 'Search Member', and 'Reset'. Below this is a table titled 'Donations'. The table has columns for Donor, Amount, Date, Address, City, Province, Postal Code, Country, Phone, Email, Contact Me, Charity ID, Charity Member, Cancel Receipt, and Resend. Two rows of donation data are visible. In the second row, the 'Resend' button is circled in red.

Donor	Amount	Date	Address	City	Province	Postal Code	Country	Phone	Email	Contact Me	Charity ID	Charity Member	Cancel Receipt	Resend
[Redacted]	\$ 50.00	1 Feb 10	[Redacted]	[Redacted]	Ontario	[Redacted]	Canada	[Redacted]	[Redacted]	yes	142	[Redacted]	Cancel	Resend
[Redacted]	\$ 20.00	1 Feb 10	[Redacted]	[Redacted]	Ontario	[Redacted]	Canada	[Redacted]	[Redacted]	yes	142	[Redacted]	Cancel	Resend

If the donor entered their email incorrectly this cannot be changed. You will have to forward the copy that is sent to the charity email receiving receipt emails.

Please ensure that you are updating information with Running Room when contacts change, address changes, etc.

If you have any questions or concerns, you can email donations@runningroom.com or giving@runningroom.com.