

How to View Your Team Donations



STEP 1

Team Captains can view their team donation information by clicking on "View Roster" under your team on the "My Fundraisers" page. This will allow you to see who has donated to your team fundraiser.

STEP 2

The "view roster" page shows name, demographic and registration details, and contact information for all fundraisers on your team.

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	9288 Dielman 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 team donor data, click "Download as Excel File" or "Download as CSV" to download and save your team donor file.

Save As dialog box showing file name: 20240122-PTCPedalers-fundraiserDonations, Save as type: Microsoft Excel Worksheet.