

# 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.

The screenshot shows the 'My Fundraisers' page. Under 'Upcoming Events', there is a card for 'Pedal the Cause' on September 21, 2025, at 9:30am CDT. The event is in Saint Charles, MO 63303 US. The fundraiser is for Mollie Zolkind (Age 36), with a goal of \$375 and \$125.00 raised. Action buttons include 'Manage Registration', 'Resend Confirmation', 'Contact Pedal The Cause', and 'View Pedal The Cause Page'. Under 'Fundraising', there is a card for Mollie Zolkind's fundraiser, which is 33% complete. The goal is \$375 and \$125.00 has been raised. Action buttons include 'Edit Fundraiser', 'View Donations' (highlighted with an orange box), 'Card saved if \$375 is not raised', 'Ending', 'Update Card', and 'Send Emails'.

## 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 'View Donations' dashboard for Mollie Zolkind. It displays a table of donations with columns: 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 are options to 'Download as CSV', 'Download as Excel File (XLSX)', and 'Print'. A 'Donation Amounts' section shows a donut chart for 100% and a summary table with columns: DONATION AMOUNT, NUMBER OF DONATIONS, and TOTAL.

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 Delman 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'. An orange arrow points from the 'Download as Excel File (XLSX)' button in the background dashboard to the dialog box.