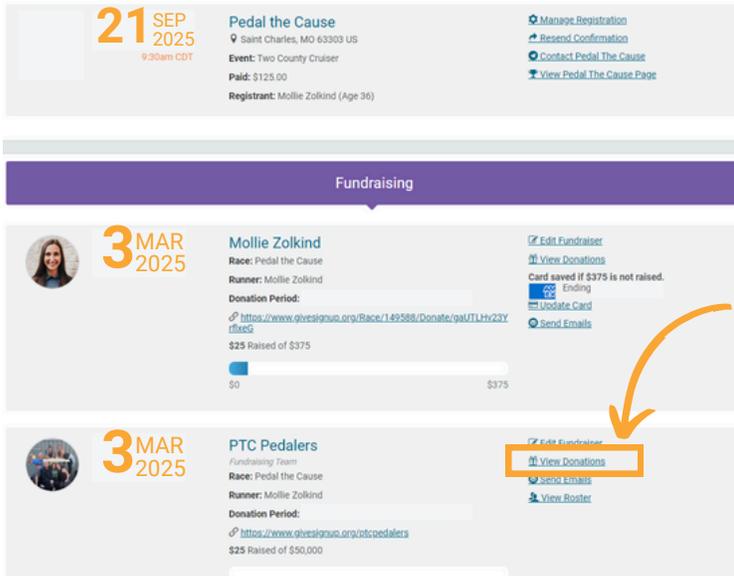


# How to View Your Team Donations

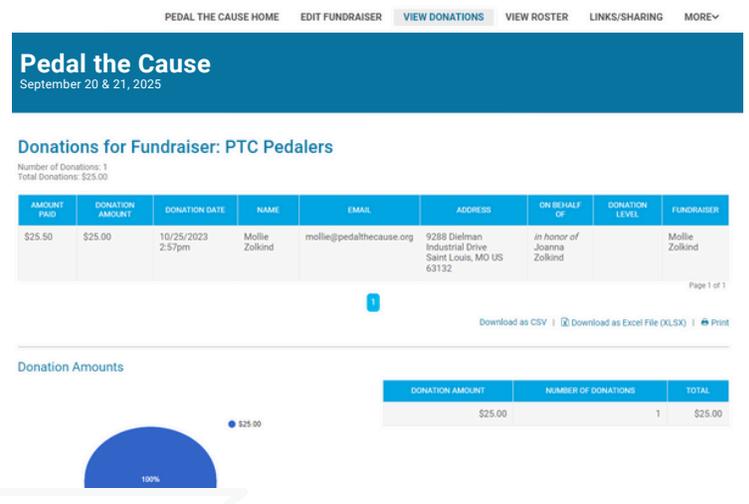
## STEP 1

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



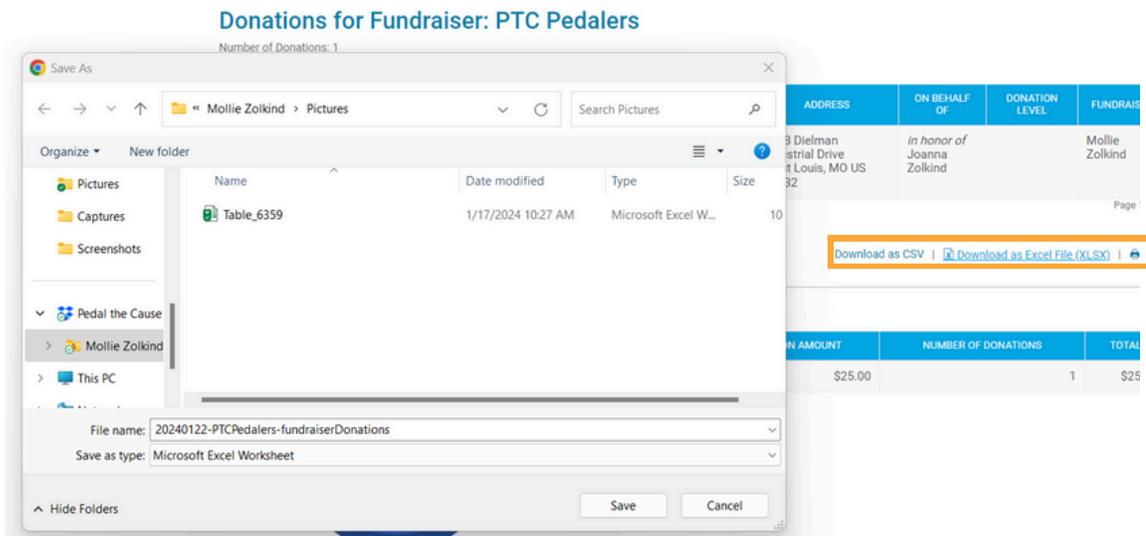
## STEP 2

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



## 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.



# How to View Your Past Team Donations



## STEP 1

SCROLL TO FIND DESIRED YEAR TO VIEW DONATIONS

Team Captains can view their past team donation information by clicking on "View Donations" under your team on the Fundraising header. This will allow you to see past donations and donor information.

Team Victoria St. Louis  
Fundraising Team  
Race: Pedal the Cause  
Name: David Drier  
Donation Period: January 1, 2023 - December 31, 2023  
<https://www.givesignup.org/Race/157721/Donate/46ZZ8YLY6rU8Zg>

24 SEP 2022  
David Drier  
Race: Pedal the Cause  
Name: David Drier  
Donation Period: January 1, 2022 - December 31, 2022  
<https://www.givesignup.org/Race/157721/Donate/Etbn0Ymp0YGV5U6>

1 SEP 2022  
Team Victoria St. Louis  
Fundraising Team  
Race: Pedal the Cause  
Name: David Drier  
Donation Period: January 1, 2022 - December 31, 2022  
<https://www.givesignup.org/Race/157721/Donate/Sfh6rEKsBo19U8kw>

## 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.

Pedal the Cause  
September 20 & 21, 2025

Donations for Fundraiser: Team Victoria St. Louis  
Number of Donations: 753  
Total Donations: \$191,022.76

AMOUNT PAID	DONATION AMOUNT	DONATION DATE	NAME	EMAIL	ADDRESS	ON BEHALF OF	DONATION LEVEL	FUNDRASER
\$500.00	\$500.00	01/01/2022 1:00am				On Behalf Of		David Drier
\$2,500.00	\$2,500.00	01/01/2022 1:00am				On Behalf Of		David Drier
\$500.00	\$500.00	01/01/2022 1:00am				On Behalf Of		David Drier
\$250.00	\$250.00	01/01/2022 1:00am				On Behalf Of		David Drier
\$250.00	\$250.00	01/01/2022 1:00am				On Behalf Of		David Drier

SUMMARY INFORMATION (# DONATIONS AND TOTAL DONATIONS)

## STEP 3

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

Donations for Fundraiser: PTC Pedalers  
Number of Donations: 1

Save As dialog box:  
File name: 20240122-PTCPedalers-fundraiserDonations  
Save as type: Microsoft Excel Worksheet

ADDRESS	ON BEHALF OF	DONATION LEVEL	FUNDRASER
3 Dielman strial Drive t Louis, MO US 32	in honor of Joanna Zolkind		Mollie Zolkind

Download as CSV | Download as Excel File (XLSX)

AMOUNT	NUMBER OF DONATIONS	TOTAL
\$25.00	1	\$25