### 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.





To export, your 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**

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## How to View Your Past Team Donations



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STEP 3

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