

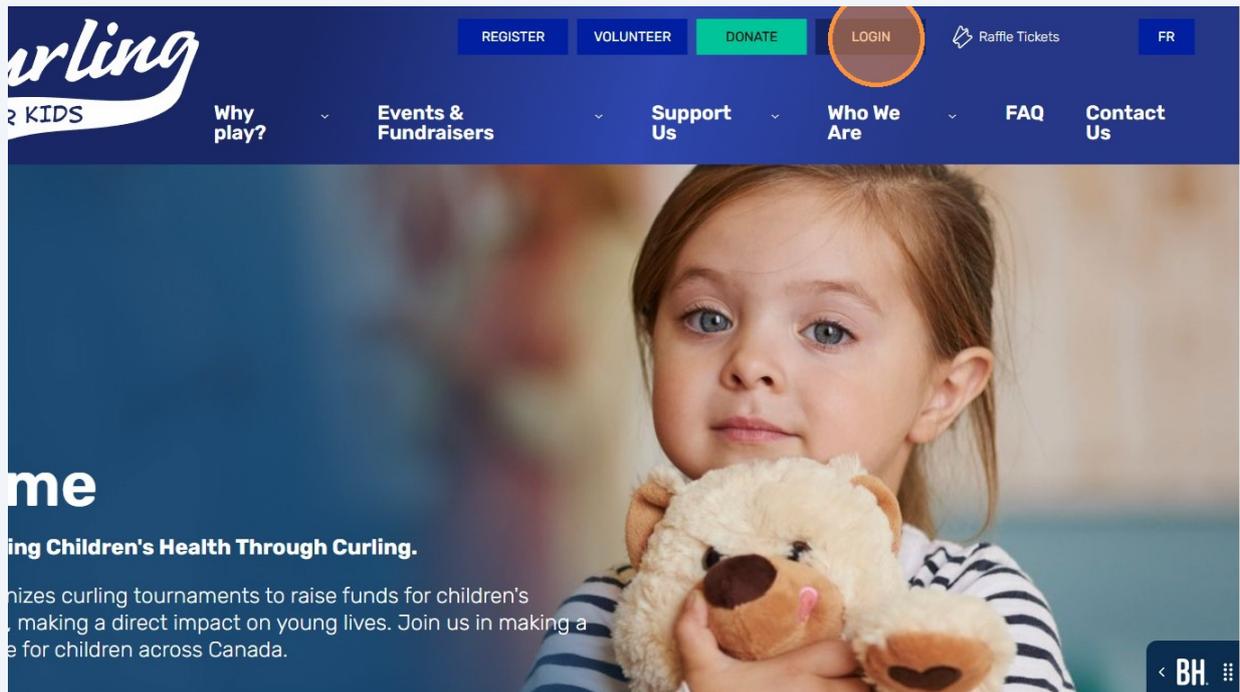
How to Add an Offline Donation on the K4K Website

Learn how to successfully log in and record an offline donation on the K4K website. This guide walks you through the entire process, from accessing the donation form to confirming your submission.

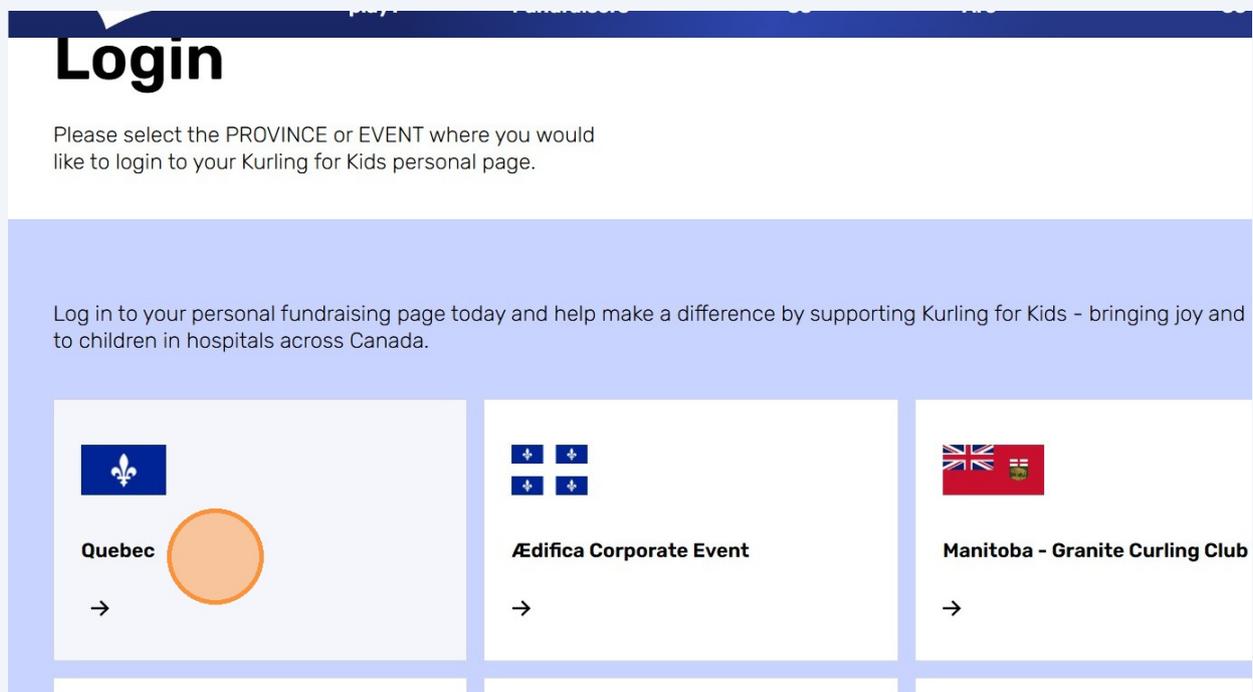
- 1 Navigate to www.kurlingforkids.org



2 Click "LOGIN"



3 Click Province or Location where your K4K event is being held



4 Login by filling in your "username" and "password"

The screenshot shows a login form titled "Login". It contains two input fields: "Username" and "Password". The "Username" field is highlighted with an orange circle. Below the fields is a green "Login" button. There are also links for "Forgot Username?" and "Forgot Password?". At the bottom, there is a section for "Or login with Facebook" with a Facebook logo button. A dark blue footer bar at the bottom of the page contains the text "Powered by rajsin".

5 Click "Login"

The screenshot shows the "Participant Login" page. At the top, there is a dark blue navigation bar with the "Kurling QUEBEC FOR KIDS" logo on the left and navigation links for "K4K HOME PAGE", "REGISTER", "DONATE", "LOGIN", "BUY TICKETS", and "FR" on the right. Below the navigation bar, the page title "Participant Login" is centered, followed by a sub-header: "Login to the Participant Centre to access a full suite of powerful fundraising tools to help you raise money!". Below this, there is a link: "If you haven't already registered for this year's event, [register](#) now!". The main content area contains a login form titled "Login" with "Username" and "Password" fields. The "Login" button is highlighted with an orange circle. There are also links for "Forgot Username?" and "Forgot Password?". At the bottom, there is a section for "Or login with Facebook" with a Facebook logo button. A dark blue footer bar at the bottom of the page contains the text "EVENT THERMOMETER".

6 Click "DONATIONS"

The screenshot shows the 'Kurling for Kids 2026' dashboard. On the left sidebar, the 'DONATIONS' menu item is highlighted with an orange circle and a plus sign. The main content area is titled 'Dashboard' and features a 'SET UP YOUR CAMPAIGN' section with four cards: 'Personalize your page' (with an 'Edit Page' button), 'Create an email list' (with a green checkmark), 'Ask for donations' (with a green checkmark), and 'Raise awareness on social' (with a 'Share' button). To the right, a circular progress indicator shows '50 COMPLE'. Below the campaign setup, there is a 'PERSONAL' goal section showing 'Achieved \$70.00' and 'Personal Goal \$1,000.00' with a progress bar at 7%. The bottom of the dashboard includes sections for 'ACTIVITY FEED' and 'TOP TEAM MEMBERS'. The top right corner has 'Tour' and 'Badges' (with a red notification bubble containing the number 2).

7 Click "OFFLINE DONATION"

This screenshot is identical to the one above, showing the 'Kurling for Kids 2026' dashboard. In this step, the 'OFFLINE DONATION' menu item in the left sidebar is highlighted with an orange circle. The rest of the dashboard content, including the campaign setup cards, progress indicators, and goal sections, remains the same as in the previous screenshot.

8 Click "ADD DONATION"

Enter your offline donations [Hide](#)

Enter and pay for cash or cheque donations with your credit card. Cheques made out to the organization can be entered here and will be confirmed by the organization when received.

DONOR LIST

Add offline donations

Received donations by cash or cheque? Enter them here and save time for the event manager.

[Add donation](#)

9 Fill in donation Information

DONATION INFORMATION ×

Donor's address and e-mail are required to issue a tax receipt (if applicable)

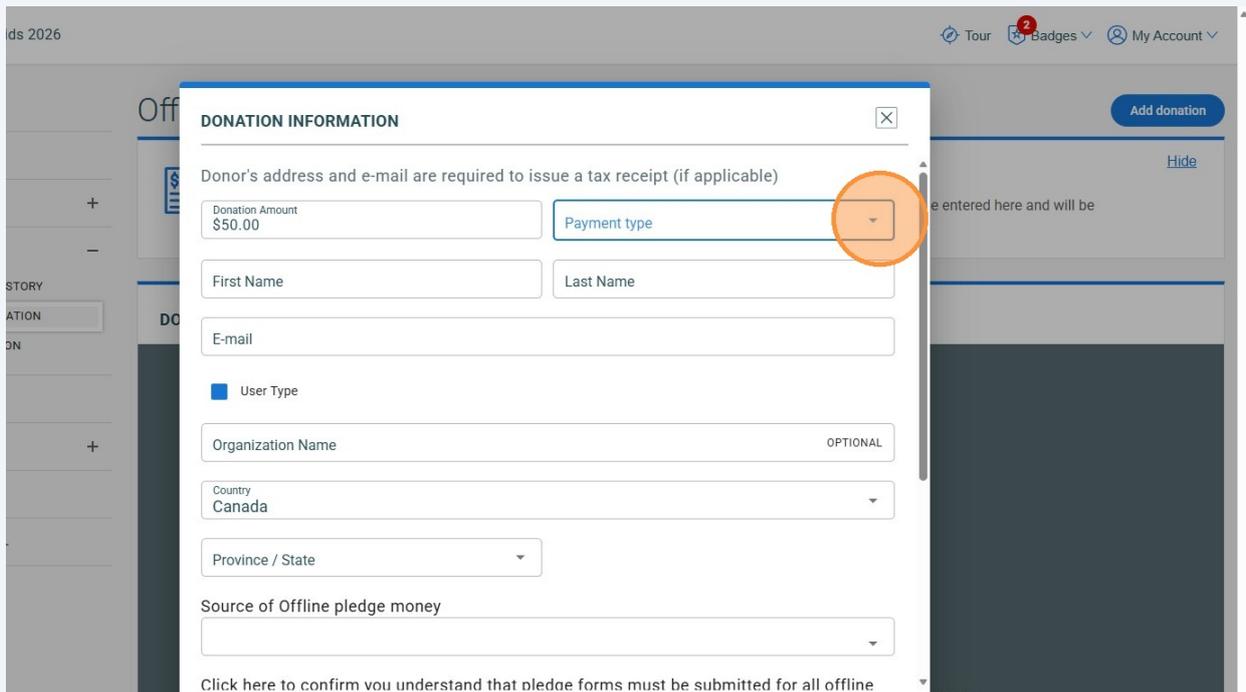
User Type

OPTIONAL

Canada

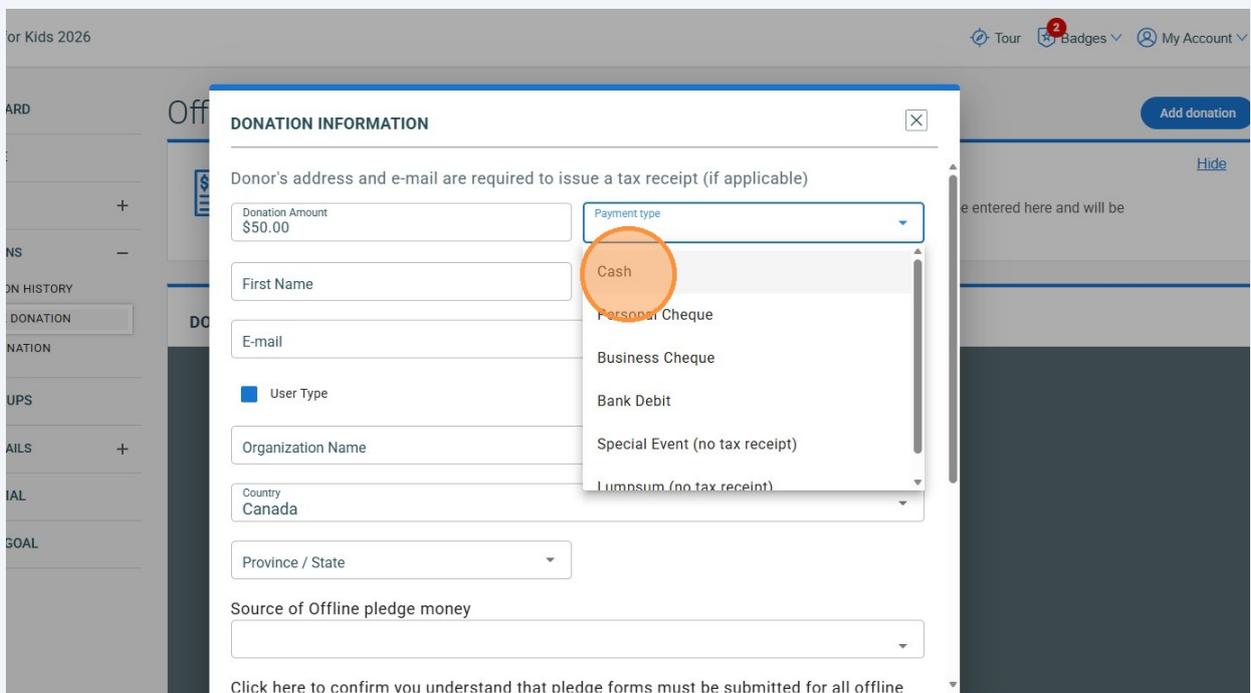
[Click here to confirm you understand that pledge forms must be submitted for all offline](#)

10 Click "Payment type"



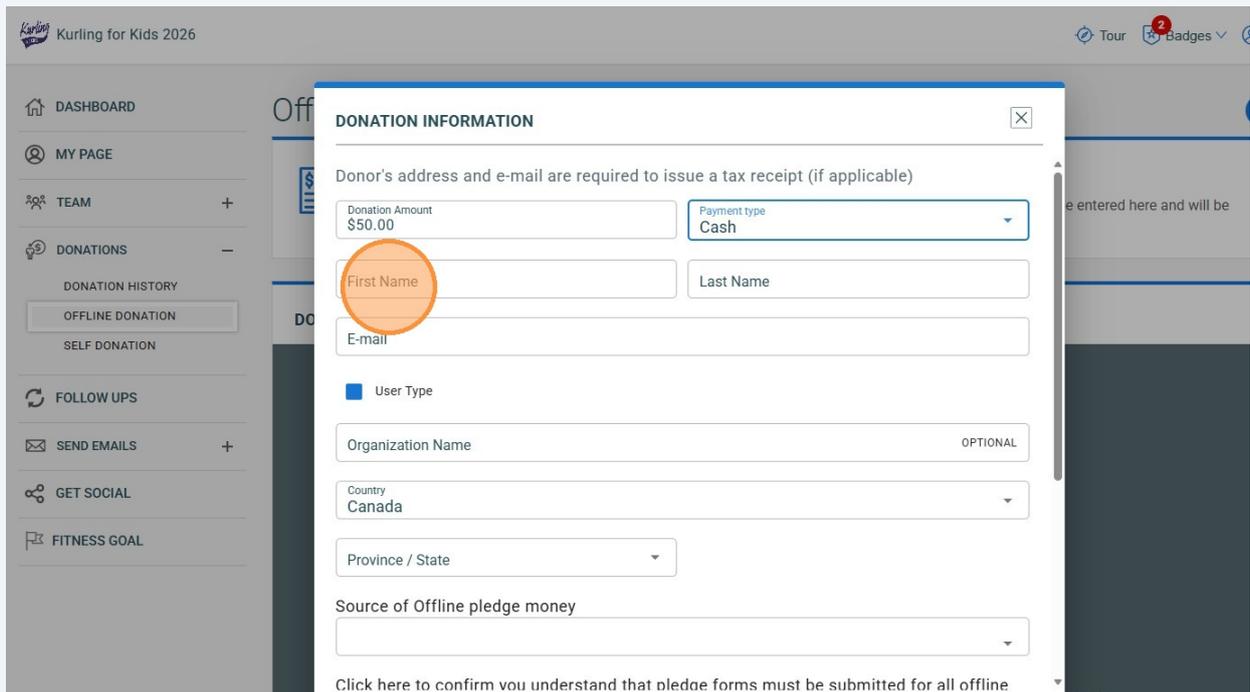
The screenshot shows a 'DONATION INFORMATION' modal form. The 'Payment type' dropdown menu is highlighted with an orange circle. The form includes fields for 'Donation Amount' (\$50.00), 'First Name', 'Last Name', 'E-mail', 'Organization Name' (OPTIONAL), 'Country' (Canada), 'Province / State', and 'Source of Offline pledge money'. A note at the bottom states: 'Click here to confirm you understand that pledge forms must be submitted for all offline'.

11 Click "Cash" or whichever form the donation is



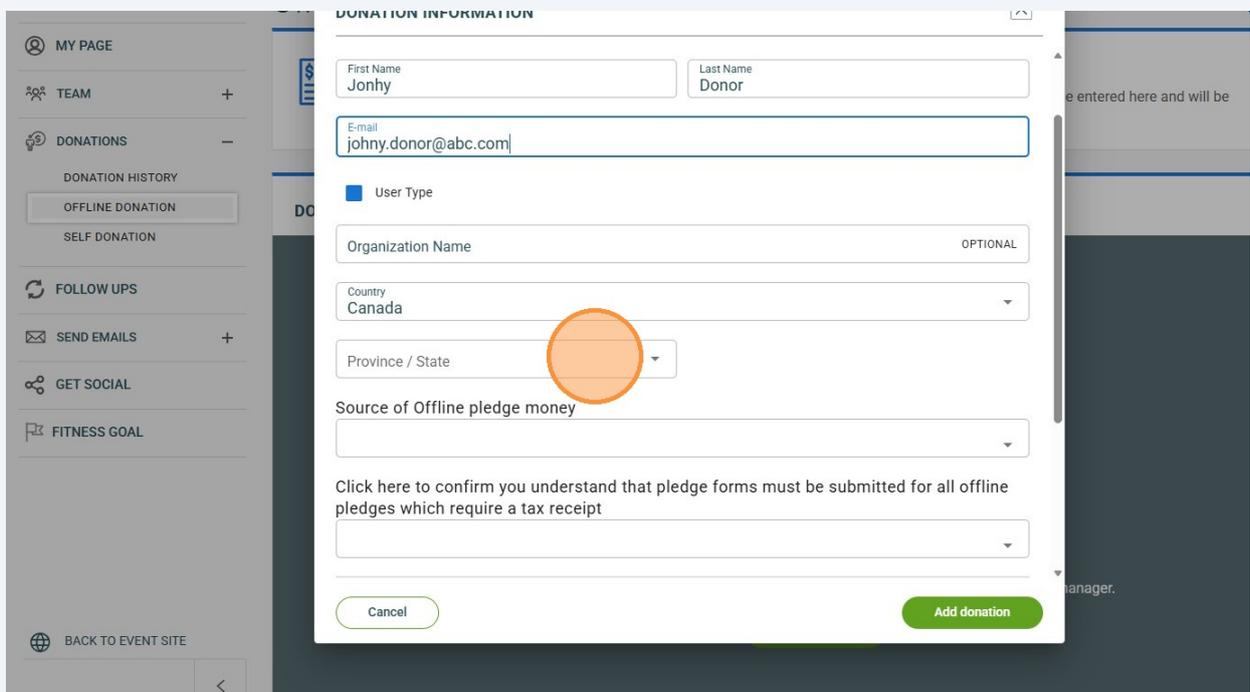
The screenshot shows the 'DONATION INFORMATION' modal form with the 'Payment type' dropdown menu open. The 'Cash' option is highlighted with an orange circle. The dropdown menu also lists 'Personal Cheque', 'Business Cheque', 'Bank Debit', 'Special Event (no tax receipt)', and 'Lumpsum (no tax receipt)'. The form includes fields for 'Donation Amount' (\$50.00), 'First Name', 'E-mail', 'Organization Name', 'Country' (Canada), 'Province / State', and 'Source of Offline pledge money'. A note at the bottom states: 'Click here to confirm you understand that pledge forms must be submitted for all offline'.

12 Enter donor's "First Name"



The screenshot shows a web application interface for 'Kurling for Kids 2026'. A modal window titled 'DONATION INFORMATION' is open. The form contains the following fields: 'Donation Amount' (filled with '\$50.00'), 'Payment type' (dropdown menu with 'Cash' selected), 'First Name' (highlighted with an orange circle), 'Last Name', 'E-mail', 'User Type' (checkbox), 'Organization Name' (OPTIONAL), 'Country' (dropdown menu with 'Canada' selected), 'Province / State' (dropdown menu), 'Source of Offline pledge money' (dropdown menu), and a checkbox for 'Click here to confirm you understand that pledge forms must be submitted for all offline'. The left sidebar contains navigation options: DASHBOARD, MY PAGE, TEAM, DONATIONS, DONATION HISTORY, OFFLINE DONATION, SELF DONATION, FOLLOW UPS, SEND EMAILS, GET SOCIAL, and FITNESS GOAL.

13 Enter donor's province



The screenshot shows the same 'DONATION INFORMATION' form as in step 12, but with the 'Province / State' dropdown menu highlighted by an orange circle. The 'First Name' field is now filled with 'Jonhy' and the 'Last Name' field is filled with 'Donor'. The 'E-mail' field is filled with 'johny.donor@abc.com'. The 'Organization Name' field is empty and marked as 'OPTIONAL'. The 'Country' dropdown menu is still set to 'Canada'. The 'Source of Offline pledge money' dropdown menu is empty. The 'Click here to confirm you understand that pledge forms must be submitted for all offline pledges which require a tax receipt' checkbox is also empty. At the bottom of the form, there are two buttons: 'Cancel' and 'Add donation'. The left sidebar remains the same as in step 12.

14 Click "Quebec" (for example)

The screenshot shows a donation form with the following fields and options:

- First Name:** Jonhy
- Last Name:** Donor
- E-mail:** johny.donor@abc.com
- User Type:** User Type
- Organization Name:** OPTIONAL
- Country:** Canada
- Province / State:** A dropdown menu is open, showing a list of Canadian provinces and territories. "Quebec" is highlighted with an orange circle.
- Additional text:** "Pledge forms must be submitted for all offline" (partially visible)
- Buttons:** "Add donation" (green)

15 Click "Source of Offline pledge money"

The screenshot shows the same donation form as in step 14, but with the following changes:

- Province / State:** Now set to "Quebec".
- Source of Offline pledge money:** A new dropdown menu is open, and the text "Source of Offline pledge money" is highlighted with an orange circle.
- Additional text:** "Click here to confirm you understand that pledge forms must be submitted for all offline pledges which require a tax receipt" (partially visible)
- Buttons:** "Cancel" and "Add donation" (green)

16 Select if the money is for "Offline ticket sales" or "Donations"

The screenshot shows a donation form with the following fields and options:

- First Name: Jonhy
- Last Name: Donor
- E-mail: johny.donor@abc.com
- User Type: User Type
- Organization Name: OPTIONAL
- Country: Canada
- Province / State: Quebec
- Source of Offline pledge money:
 - Offline ticket sales (highlighted with an orange circle)
 - Offline donations - tax receipt required (NOTE: manual pledge form must be submitted by K4K participant)
 - Offline donations - no tax receipt required
- Buttons: Cancel, Add donation

17 Click "Click here to confirm you understand that pledge forms must be submitted for all offline pledges which require a tax receipt".

NOTE - tax receipts for offline pledges will be issued by K4K after the event

The screenshot shows the donation form with the following fields and options:

- Organization Name: OPTIONAL
- Country: Canada
- Province / State: Quebec
- Source of Offline pledge money: Offline ticket sales
- Click here to confirm you understand that pledge forms must be submitted for all offline pledges which require a tax receipt (highlighted with an orange circle)
- Honour Roll Options:
 - Show name and amount
 - Show name only
 - Show name as anonymous (amount will show)
 - Other (Custom)
- Buttons: Cancel, Add donation

18

Click "I understand that offline donations entered here will not automatically receive a tax receipt and that I must submit a pledge form"

Organization Name OPTIONAL

Country
Canada

Province / State
Quebec

Source of Offline pledge money
Offline ticket sales

Click here to confirm you understand that pledge forms must be submitted for all offline pledges which require a tax receipt

I understand that offline donations entered here will not automatically receive a tax receipt and that I must submit a pledge form

Honour Roll Options

- Show name and amount
- Show name only
- Show name as anonymous (amount will show)
- Other (Custom)

Cancel Add donation

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Click "Add donation"

Country
Canada

Province / State
Quebec

Source of Offline pledge money
Offline ticket sales

Click here to confirm you understand that pledge forms must be submitted for all offline pledges which require a tax receipt

I understand that offline donations entered here will not automatically receive a tax receipt...

Honour Roll Options

- Show name and amount
- Show name only
- Show name as anonymous (amount will show)
- Other (Custom)

Cancel Add donation

20

Thank you for your support of K4K and the children we support!