

HOW TO ENTER OFFLINE FUNDRAISING

To keep your online fundraising page up to date with the money you have fundraised, you will need to add this as an offline gift. You should only do this once you have payed money in to the committee.

This guide will show you how to do this.

1. Log into your participant zone at cruk.org.uk/relay
2. Click on the tab “fundraising progress”
3. On the right hand side, click on “enter new gift”
4. Fill out the form
 - If this is a fundraising event, put the event name in the name spaces.
5. Press “add”. Otherwise, if you have another amount to enter, press “save and add another” and fill out the form with those details.
6. These details will then be sent to our finance team, who will then confirm this once they have received the money.

