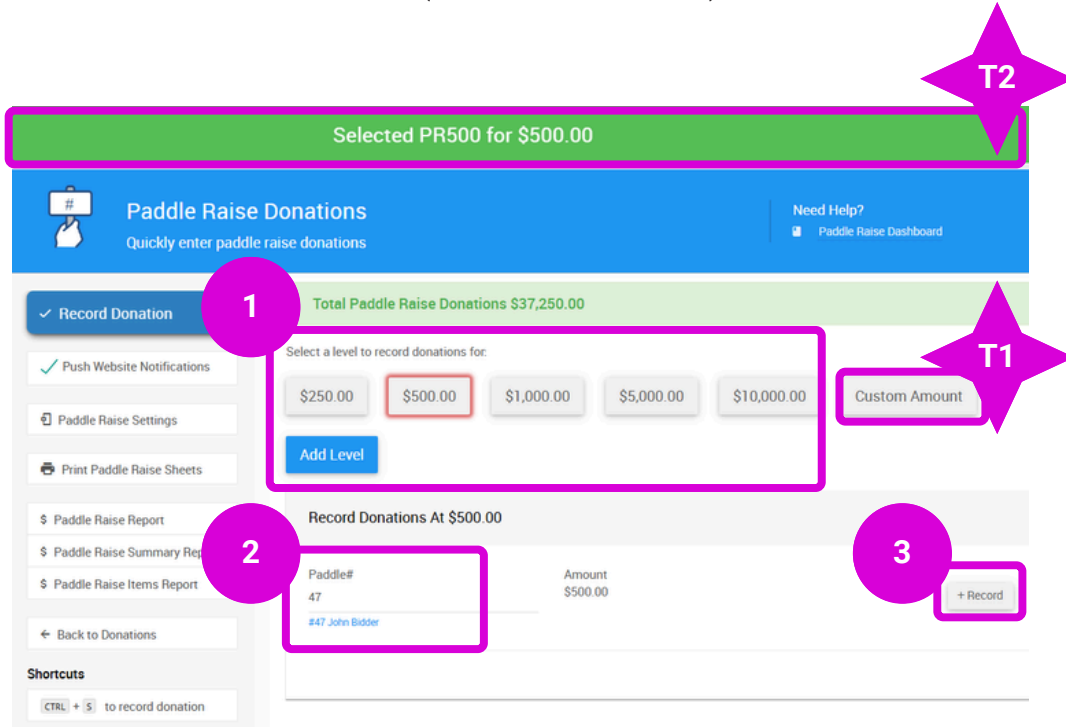




How to Record Paddle Raise Donations

Open Paddle Raise: Click **Donations** (left sidebar, *Actions*), then click the **Paddle Raise** tile.



The screenshot shows the 'Paddle Raise Donations' interface. At the top, a green banner displays 'Selected PR500 for \$500.00' (labeled T2). Below this is a blue header with the title 'Paddle Raise Donations' and a 'Need Help?' link. The main area is divided into a left sidebar and a central content area. The sidebar contains a 'Record Donation' button (labeled 1), a 'Push Website Notifications' checkbox, 'Paddle Raise Settings', 'Print Paddle Raise Sheets', and a list of reports: 'Paddle Raise Report', 'Paddle Raise Summary Report', and 'Paddle Raise Items Report'. The central content area shows 'Total Paddle Raise Donations \$37,250.00'. Below this, a section titled 'Select a level to record donations for:' contains buttons for '\$250.00', '\$500.00' (labeled T1), '\$1,000.00', '\$5,000.00', '\$10,000.00', and a 'Custom Amount' button. An 'Add Level' button is also present. Below the level selection, a section titled 'Record Donations At \$500.00' contains a table with columns 'Paddle#' and 'Amount'. The first row shows '47' and '\$500.00', with the name '#47 John Bidder' below the Paddle#. A '+ Record' button (labeled 3) is to the right of the table. A 'Back to Donations' link is at the bottom left. A 'Shortcuts' section at the bottom left shows 'CTRL + S to record donation'.

1. Choose Level

- Choose **Add Level** to add a new donation level.

2. Enter Paddle Number

- The participant name will appear below.

3. Click Record

- That's it! Repeat for each donor at that level.

T1

Tip 1. Custom Amount

Use the **Custom Amount** button to enter a custom donation amount for an individual donor!

T2

Tip 2. Level Selection at the top of the screen

Donation level is displayed at the top of the screen whenever you change it.