



How to See Who Has Donated to You & Thank Them:

- 1) Log into your Canada Helps account. Either click on “Fundraising Pages” and choose “Edit”, or click on your name in the top right corner and in the drop down, choose “Edit My Page”.
- 2) Click on the blue “Donations” tab. There it will list people who have donated to you with the amount and date of their donation.
- 3) Click on the gray button “Send Message” and you can easily email them a thank you – either to all donors at once or to individual donors.

How to Add an Offline Donation (cash or cheque):

- 1) Log into your Canada Helps account. Either click on “Fundraising Pages” and choose “Edit”, or click on your name in the top right corner and in the drop down, choose “Edit My Page”.
- 2) Click on the blue “Donations” tab.
- 3) Click on the gray button “Add Offline Donation”.
- 4) Fill in the Donor’s Full Name, Donation amount, and Supporter Wall Message (optional). Choose how they would like their information displayed, and then click on “Add Donation”.