



## Entering Checks and Cash Donations

***Important: Please only add donations that you have in-hand or are firm commitments.***

1. **Go to the event page:** <https://secure.qgiv.com/event/2023charlotte/>
2. **Sign in to your Qgiv account:**
  - Click on “Log In or Sign Up” in the upper right.
  - Enter your **email address** and Qgiv **password** and click “Log In”. You may also sign in with your Facebook, Google (Gmail), or Twitter account.
2. Select the **My Donations** tab (on the left).
3. Click on **+Add Cash or Check** (under the donations summary chart).
4. Enter your donor's information.  
(Note: In order for your donor to receive a letter for tax deduction purposes, complete name and mailing address information is required.)
5. When you have finished entering everything, click **Save Donation**.
6. **Turn in donations** at the event or by sending to BDFNC (if cash, please contact us in advance so we know to look for it).

**Bleeding Disorders Foundation of North Carolina  
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