



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/2023raleigh/>
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
260 Town Hall Drive
Suite A
Morrisville, NC 27560**