

Reports for your Crowdfunding and Peer-to-Peer Fundraising

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The main reporting knowledge document [can be found here](#). That document will take you through the process to download reports. This document expands on the main document for some of the specific extras you may want for your Crowdfunding and Peer-to-Peer Fundraising activity.

Tailoring your Report

Filtering

Search Transactions

Report Builder

Saved Reports

Transaction Type

Credit Card

Collected

Pending

Refunded

Voided

Paypal

Collected

Refunded

Offline 

Non Payment 

If you filter to show all payment and non payment transactions, then your search results will show both donations and volunteer fundraiser sign ups.

Search Options

Transaction Type: Credit Card (Collected, Pending), Paypal (Collected), Offline (Collected), Non Payment (Completed)

Keyword: p2p

Date	Frequency	Name	Amount	Keyword Details	Phone	Source	Status	Type
04/03/2018 07:50	One Time	Jeanne Carr	\$0.00	P2P on 71777 for MCAcademy 2018		non_pay	completed	Crowdfunding
04/03/2018 07:50	One Time	Gifford Pinchot	\$0.00	P2P on 71777 for MCAcademy 2018		non_pay	completed	Crowdfunding
04/03/2018 07:49	One Time	Henry Senger	\$0.00	P2P on 71777 for MCAcademy 2018		non_pay	completed	Crowdfunding

Exporting

When you export a Crowdfunding and Peer-to-Peer Fundraising report you will likely want to include such items as Volunteer Fundraiser and/or Team so that you can have the report show the transactions associated with each Fundraiser or Team.

Available Column Fields

- Type
- Alternative Team ID
- Donation date
- Pledged amount
- Processing Fee
- Fee Rate
- Cc type
- last_4
- Gender
- Billing status
- Billing type
- Donation
- Transaction ID
- Reference Transaction ID
- Source
- Form
- Form Payment Type

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Select All

Selected Column Fields

- Keyword
- First name
- Last name
- Email
- Phone
- Street address
- City
- State
- Zip
- Collected Amount
- Volunteer Fundraiser Team**

Up

Down

Download

So your report may look like this, where you can see where donations came from and also see the volunteer fundraisers' sign up information in one place.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Keyword	First name	Last name	Email	Phone	Street address	City	State	Zip	Collected Amount	Volunteer Fundraiser	Team	Transaction Date	Shortcode
2	P2P									\$1,000.00			3/29/18 9:06	71777
3	P2P	John	Doe							\$100.00	John Muir	Elm	3/29/18 9:06	71777
4	P2P	Jane	Smith							\$250.00			3/29/18 9:07	71777
5	P2P	George	Washington							\$50.00			3/29/18 9:08	71777
6	P2P	Abraham	Lincoln							\$75.00		Oak	3/29/18 9:08	71777
7	P2P	Henry	Senger	HenrySenger@email.com	818-555-1234					\$0.00	Henry Senger	Oak	4/3/18 7:49	71777
8	P2P	Gifford	Pinchot	GiffordPinchot@email.com	818-555-2345					\$0.00	Gifford Pinchot	Ash	4/3/18 7:50	71777
9	P2P	Jeanne	Carr	JeanneCarr@email.com	818-555-3456					\$0.00	Jeanne Carr		4/3/18 7:50	71777

Exporting Volunteer Fundraisers

You can export the non-payment transaction (also known as form submissions) to retrieve information about your volunteer fundraisers. Generating the report this way allows you to tailor your report to whatever format you desire.

If, instead, you just need a quick export of your volunteer fundraisers in a Crowdfunding and Peer-to-Peer Fundraising activity, you can also Export them from the **Fundraiser Dashboard** within the activity.


Click the **Export** button on the right and above the list of Fundraisers to automatically download the list.

Fundraiser Dashboard

- Fundraising Page
- Online Forms
- Mobile Experience
- Teams
- Team Categories
- Sign Up Form
- Social Media Settings
- Enter Offline Donation
- Keyword


Display Links

- Fundraiser Form
- Donation Form
- Sign-up Form




RAISED

\$1,475.00



DONORS

5



FUNDRAISERS

3

Fundraisers Fundraiser Settings Communication Settings

Active Inactive Locked In Review Pending

[Export](#)

Name	My Keyword	Team	Goal	Donors	Amount Raised	Status	Actions
Gifford Pinchot	P2P9	Team Ash	\$150.00	0	\$0.00	Active	Link Delete
Henry Senger	P2P8	Oak Huggers	\$150.00	0	\$0.00	Active	Link Delete
John Muir	P2P6	Team Elm	\$150.00	1	\$100.00	Active	Link Delete
Jeanne Carr	P2P11		\$150.00	0	\$0.00	In Review	Link Delete

The CSV spreadsheet it creates will start every line with "VF" which stands for Volunteer Fundraiser.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	VF First Name	VF Last Name	VF Fundraising Name	VF Phone	VF Email	VF Address	VF City	VF State	VF Zip	VF Custom Date	VF Gender	VF Terms	VF Keyword	VF Status
2			MC Academy Page											Acti
3	John	Muir	JohnMuir	16265129046	JohnMuir@email.com						M		P2P6	Acti
4	Henry	Senger	HenrySenger	818-555-1234	HenrySenger@email.com								P2P8	Acti
5	Gifford	Pinchot	GiffordPinchot	818-555-2345	GiffordPinchot@email.com								P2P9	Acti
6	Jeanne	Carr	JeanneCarr	818-555-3456	JeanneCarr@email.com								P2P11	In R