

DON'T FORGET TO THANK YOUR DONORS

Download your list and copy your personal page before Friday!

With donations still trickling in, MJFF has allowed us to keep your fundraising links open through January 7th. After that time, you **will no longer have access to your 2021 Fundraising Dashboard**.

Please go in now to **download your list of donors**, so that you can thank them for making 2021 such an incredible success. (It will also come in handy when it's time to approach them again for the 2022 Ride.)



Follow these simple instructions to download your report:

- Log in to your fundraising dashboard by clicking this [link](#) then the red **FUNDRAISING DASHBOARD** button on the top right of any page on our website.
- Under your name and photo (if you added one) click **"Reports"**.
- This year's donations will be listed first.
- If you would also like a list of those who donated in prior years, scroll down until you see "Donations made toward your goal (2020, 2019)", etc. Prior years are shown *after* the list of Team Donations.
- To download the list(s) of your donors, simply right click on *any* donation from this year, click "Export" then select "CSV Export" from the drop down menu. This will create a download of the file.
- You can then "save as" and change the file type to an Excel spreadsheet if preferred.
- Should you need a list of prior year donors, simply repeat the process by right clicking on any donation from the earlier year.

IMPORTANT NOTE: If you have "personalized your page" by adding your own story, *please* make a copy of that as well, so that you can simply update and drop it into your page again next year. Though we have asked that those pages be saved, the platform selected by MJFF has not been able to do that consistently.

If you have any trouble, please contact our friends at teamfox@michaeljfox.org.