
ONLINE PLEDGING RUNNING A DONATION REPORT

Together We Care



secctexas.org



RUNNING REPORTS

- Check to see if your agency's statewide SECC Coordinator has assigned you access to online pledge reporting
- Login in to the SECC region(s) you wish to pull reports from using your assigned username and password
 - Click on "My Tools" on the header bar menu
 - Select "Coordinator"
 - Choose "View donor data"
 - Click on the right-hand, "Export to CSV" blue button at the bottom of the page to run a report that will show you all donor detail.

LAREDO SECC
2018 Campaign Totals

Employee	Location	Pledges	Dollars	Average Dollars
ABC (Department of Public Safety)	(unassigned)	198	\$20,328.00	\$101.66
2018 CAMPAIGN TOTALS		198	\$20,328.00	\$101.66

Download CSV of this report

Note: Each designation of a donor gets its own row, so one donor could have multiple rows on this report. Look at the "Pledge No." in column Q to tell if multiple lines are all from one specific donation or not.

Important Be careful where you save donor reports and information. Please delete any copies from your "Downloads" file, "sent" email folder, "trash" folder and files, etc. Treat this information with care!

NEXT STEPS

- Please send contact information for anyone needing reporting access to your SECC Local Campaign Manager.
 - Include name, email, which agency location(s) that they can access for running donor reports.
- [Click here for SECC Local Campaign Manager contact information](#)