How to process an event payment

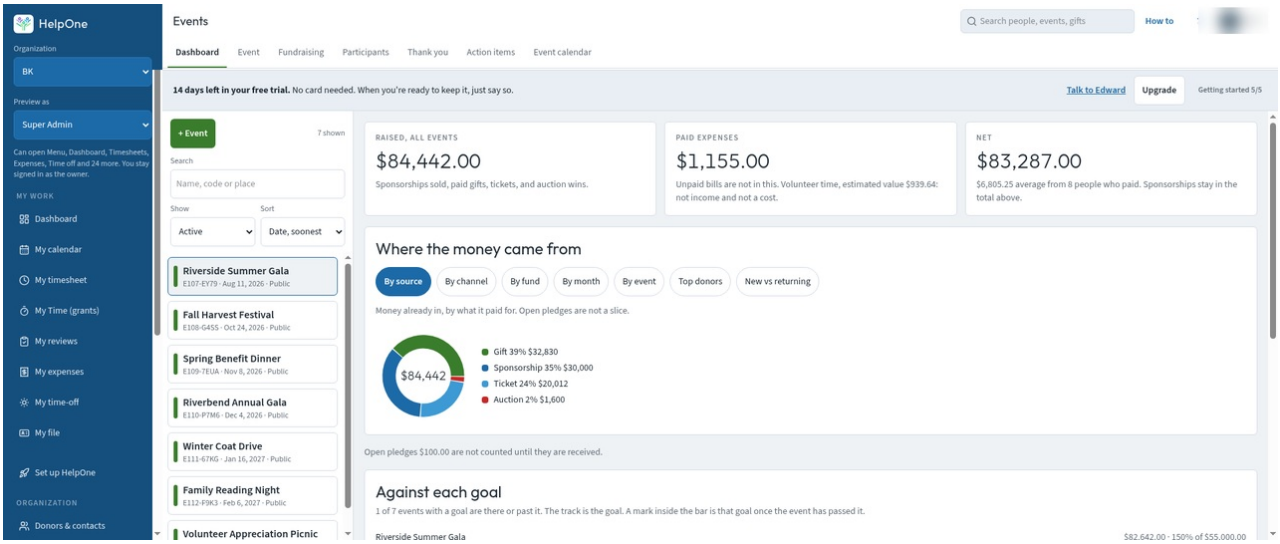
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Before you start

Make sure card payments are connected in Settings > Payments.

Track event money

1. Go to Events and pick the event.
2. Open the Fundraising tab. Money is grouped into Sponsorships, Auctions, Donations, and Pledges.
3. The Events Dashboard shows where the money came from and how you're doing against each goal.



If you need to refund or void a gift, do it in Finances > Gifts so your reports stay right.