

QGOTV Charity Coordinators – Charity Tracker

Instructions for Adding a New Entry:

Click **NEW ENTRY** located beside *Print, Excel, CSV* and *COPY* to add a charitable donation.

- Be sure to enter your chapter id (**CID**) as a number (Found on the [My Chapter Members](#) page).
- Be sure to enter your **username** (the name you log in with) or **User ID** number - both are found on the [My Chapter Members](#) page.
- Enter the **date** by clicking on the date line and a **Calendar** will open; scroll to the correct date and select it
- Use **only Active Charities** - Master lists are found on the Charity Coordinators page
- Use **Standardized Valuation Chart** for most common donation items
 - Do not measure or enter size
 - Enter **na** on size line
 - Combine items; enter total quantity and total standard valuation on one line
- For **quilted items not on the Standardized Valuation Chart** use the following formula: Length x Width (inches) x \$0.05
 - Size(s) must be entered on the size line
 - Combine like items: enter total quantity and list all sizes on size line
- Wait until the entry has saved before making another entry
- Use the comments section to keep any info for your purposes

Instructions To EDIT a previously entered donation:

- Identify the entry to edit and click on it once; the background turns grey
- Select EDIT from the top right (beside *Print, Excel, CSV* and *COPY*)
- Make the necessary change, correction or update and click **OK** at bottom

Instructions To DELETE a previously entered donation:

Caution: *There is no undo for a deleted entry. If deleted in error; it will need to be entered as a new entry.*

- Reasons to delete entries include: duplicate entry; plan to consolidate entries or entry was made in error by another chapter
 - First contact Charities Chair or Web Chair before deleting entries made by another chapter
- Identify the entry to Delete and click on it once; the background turns grey
- Select **DELETE** from the top right (beside *Print, Excel, CSV* and *COPY*)
- Click **OK** at bottom

If you have questions about data entries, please contact:

Sharon Cannon, Charities Chair at qgotvCharities@gmail.com or
Yvonne Wecker, Web Chair at qgotvweb@gmail.com

Last Updated: August 17, 2025