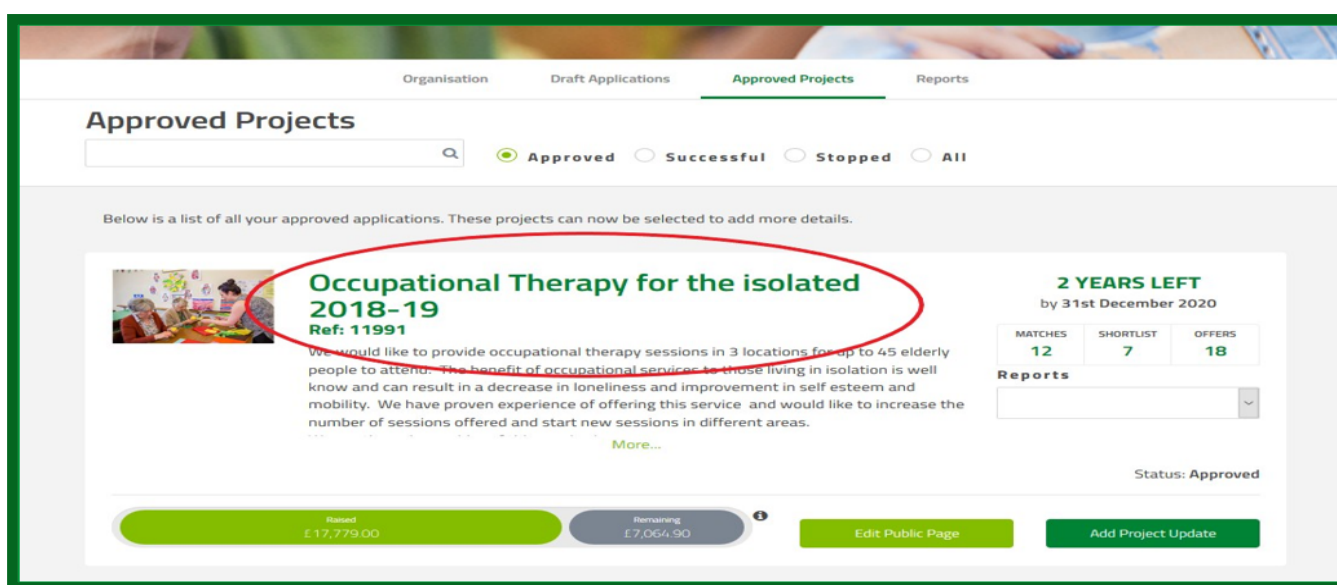


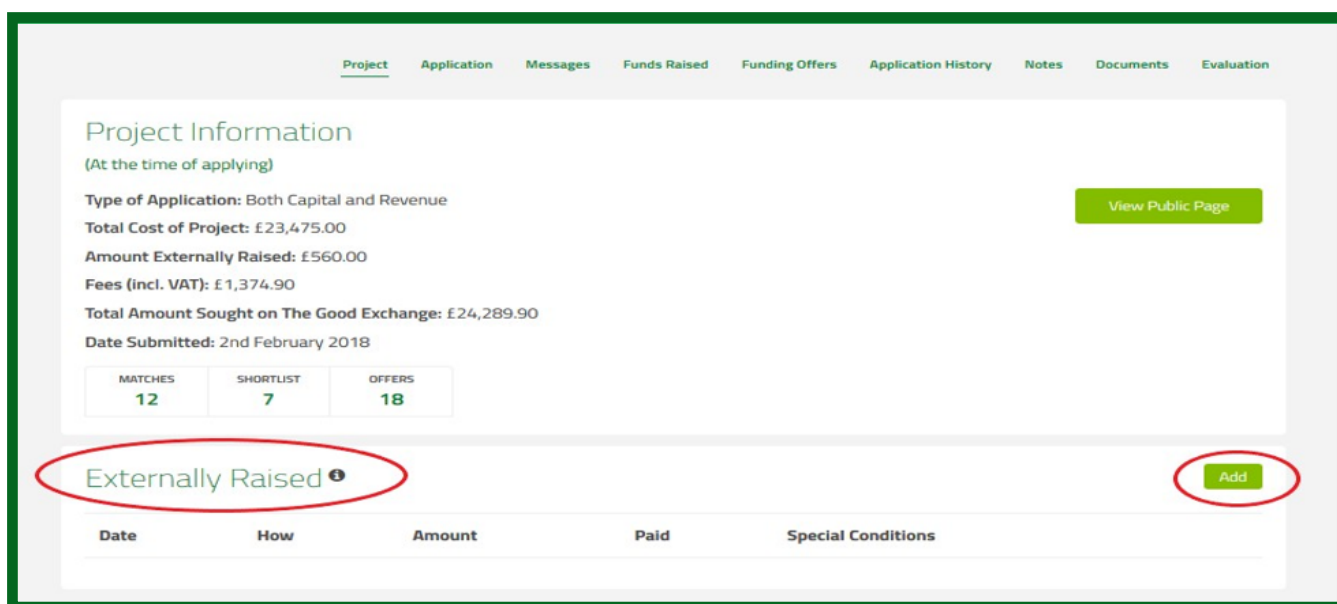
# The Good Exchange 'How-To-Guide'

## How do I add externally raised funds to my project?

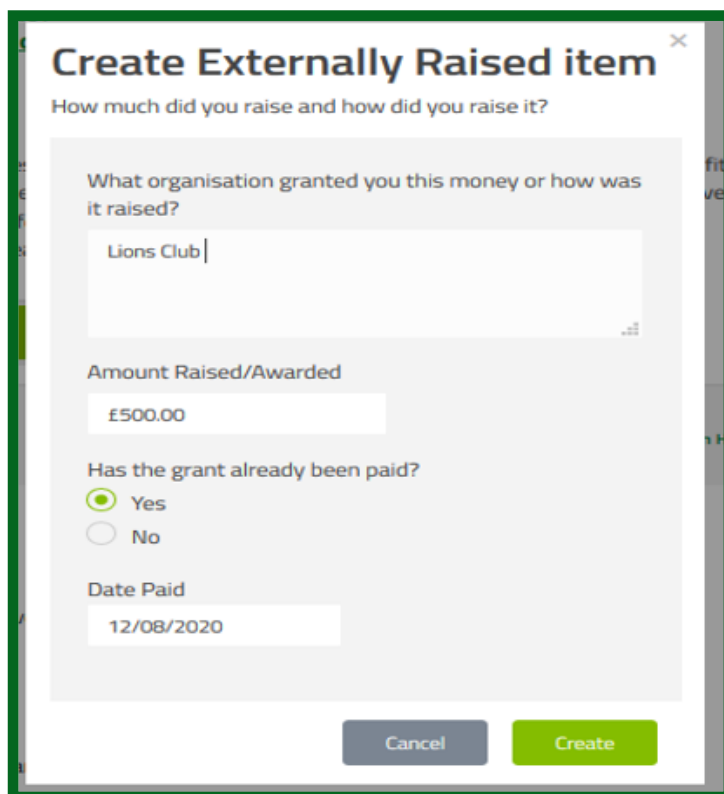
1. Log in to your account on The Good Exchange <https://app.thegoodexchange.com/login>
2. Go to **My Dashboard>Approved Projects**
3. Click on the Title of the Project



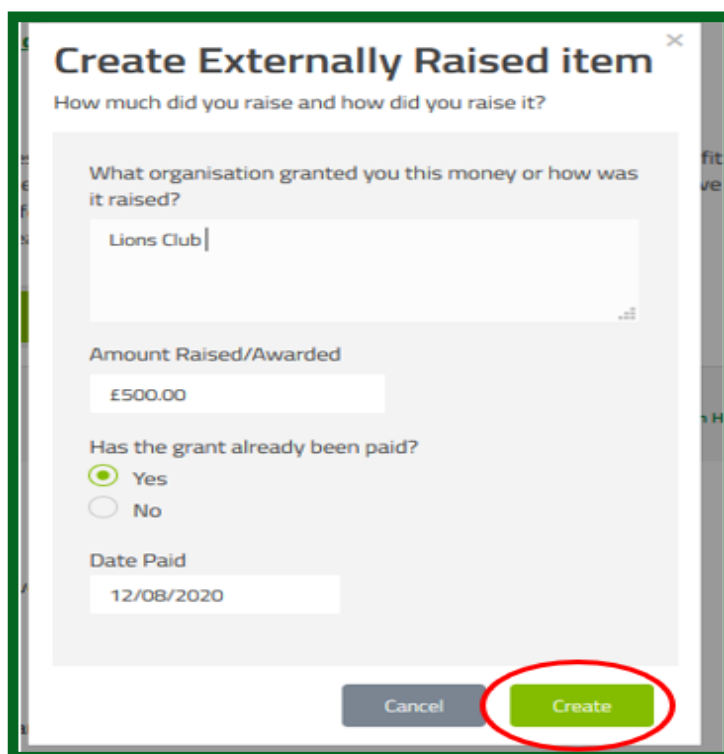
4. Scroll down to the **Externally Raised** section and click on the **Add** button



5. This will open the **Create Externally raised item** pop-up box where you can enter the details of the externally raised funds received



6. Once you have finished entering your details, click on the **Create** button to add the funds to your project



This section can be edited at any time. Funds added as 'Externally Raised' will be added to your fundraising barometer and not subject to any fee.

It is important to keep this section up to date to ensure that your fundraising barometer accurately shows your total amount raised.

Externally Raised <span>?</span>					Add
Date	How	Amount	Paid	Special Conditions	
12/08/20	Lions Club	£500.00	✓	None	