# **Dojiggy Knowledge Base**

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## How do I log my activity?

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Follow the steps below to log your activity:

Good To Know

When you participate in an A-thon, you'll need to log your activity in order for DoJiggy to calculate the total donation amount from everyone who pledged support. Activity can be entered on an ongoing basis or all at once.

## Follow the steps below to log your activity:

- 1. Log in to the fundraiser that you are participating in using the same email account you were registered with.
- 2. Click **View My Account** or click on the **circle** in the upper right corner with your initials and then click **My Account**.
- 3. Click on the **My Members** or **My Teams** tab at the top (depending on if you are registered as a participant or a team).
- 4. Click your name in the list to open your dashboard.
- 5. Click LOG ACTIVITY\*.
- 6. Click ENTER ACTIVITY.

#### 7. Enter the activity amounts and click SAVE.

LOG MINUTES			×
Activity Date 05/17/2021		Minutes Enter minutes completed	
	CANCEL	SAVE & ADD ANOTHER	SAVE & CLOSE

### Good To Know

• Contact the organizer with any questions about logging your activity. You can do that by going back to the fundraiser page where you started and clicking on the button in the bottom right corner labeled "Contact Organizer."

*Note*: Terminology on these buttons may be different according to the terminology that you've chosen for your campaign.