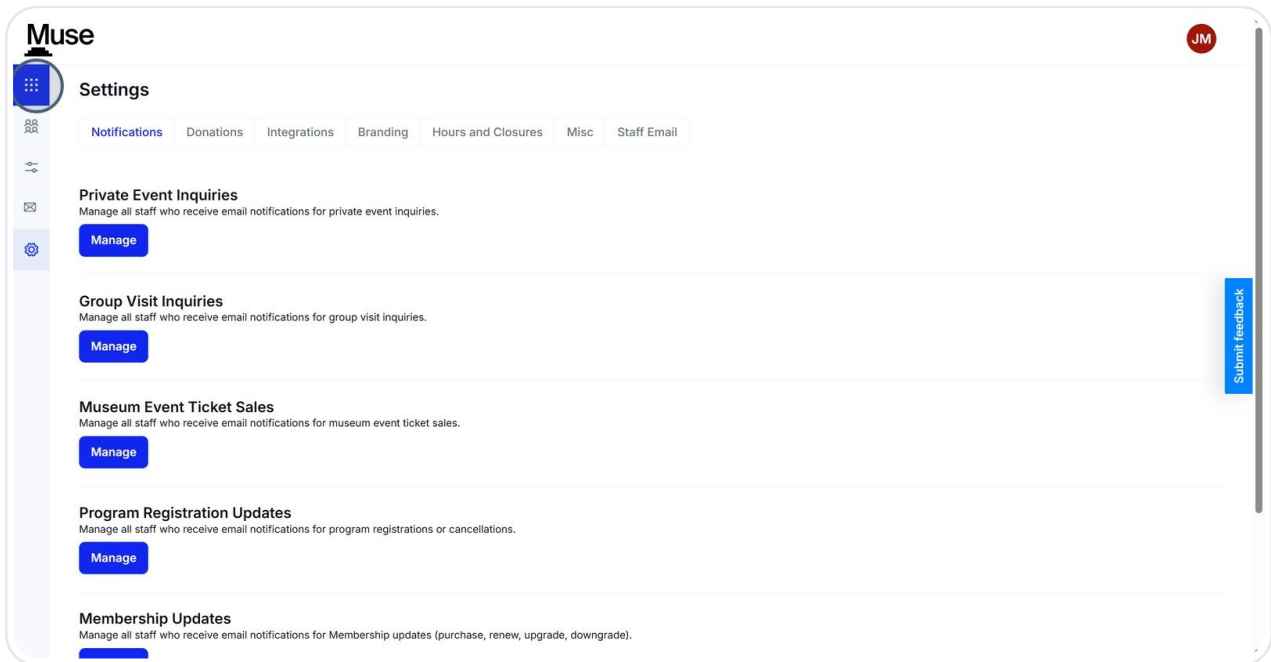


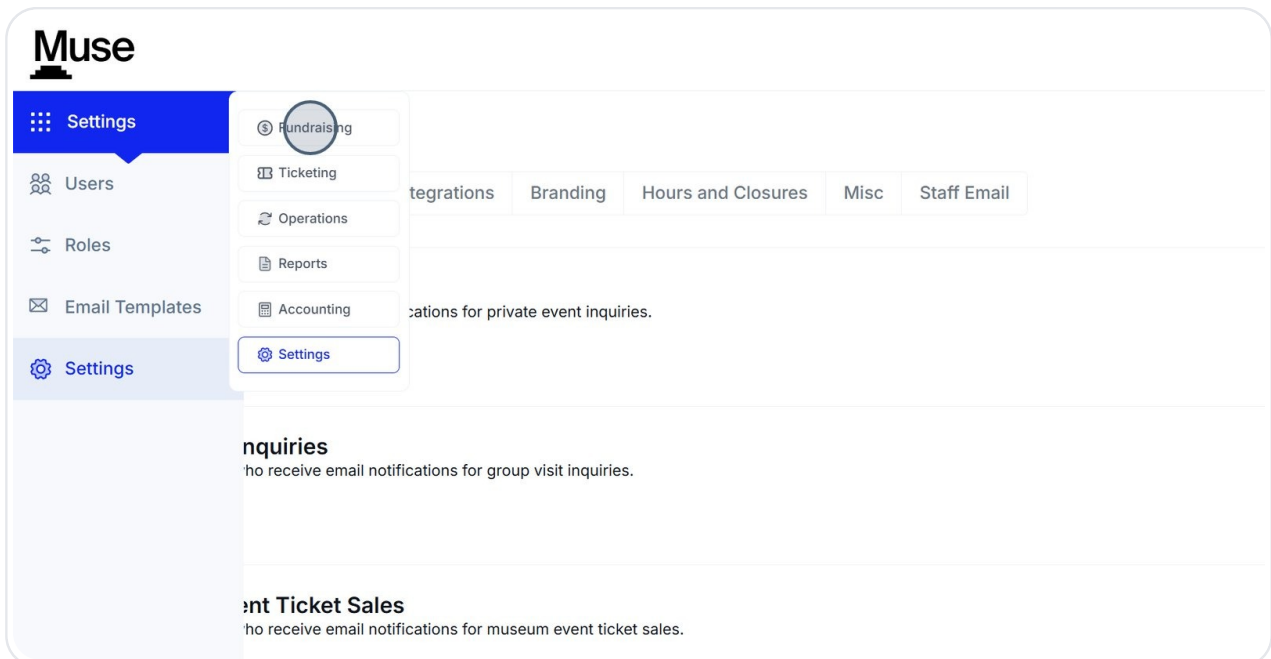


Fundraising Dashboard

1. Start by opening the main menu from the blue North Star icon.



2. Navigate to 'Fundraising.'



3. From within the Fundraising Dashboard, you can review recent donations at a glance to track your fundraising performance.

JM

Fundraising Dashboard

Record a donation
 Create a contact
 Create a task
 Record a pledge

Recent donations

Date	Donor Name	Campaign	Commitment Type	Payment Type	Frequency	Amount
7/30/26	Jen Mendoza	General Fund	Verbal	Money	One-time	\$2.08
7/30/26	Jen Mendoza	General Fund	Verbal	Money	One-time	\$2.08
7/30/26	Jen Mendoza	General Fund	Verbal	Money	One-time	\$2.08
7/30/26	Jen Mendoza	General Fund	Verbal	Money	One-time	\$2.08
7/30/26	Jen Mendoza	General Fund	Verbal	Money	One-time	\$2.08

Today's tasks

Subject	Assignee	Due Date
☐ Call Ben about gala attendance	Chris Bilbro	8/04/26
☐ Email Sam regarding pledge commitment	Chris Bilbro	8/04/26

Favored campaigns

30th Anniversary ★

27.05%
 \$8,115 raised
 \$30,000 Goal

2026 Capital Campaign ★

0.38%
 \$18,805 raised
 \$5,000,000 Goal

4. Stay on top of current activities by checking today's fundraising tasks.

Date	Donor Name	Campaign	Commitment Type	Due Date
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon

Today's tasks

Subject

☐ Call Ben about gala attendance

☐ Email Sam regarding pledge commitment

Favorited campaigns

30th Anniversary ★

\$8,115 raised

\$30,000 Goal

27.05%

2026 Capital Campaign ★

\$18,805 raised

5. Instantly monitor your most important campaigns in the Favorited Campaigns section.

7/30/26

Jen Mendoza

General Fund

Verbal

Mo.

7/30/26

Jen Mendoza

General Fund

Verbal

Mon

Today's tasks

Subject

Call Ben about gala attendance

Email Sam regarding pledge commitment

Favorited campaigns

30th Anniversary

27.05%

\$8,115 raised

\$30,000 Goal

2026 Capital Campaign

\$18,805 raised

New Building Fund

\$1,010 raised

6. Log a new donation with just one click to keep your records up to date.

Muse

Search for an individual or organization

Record a donation

Create a contact

Create a task

Record a pledge

Recent donations

Date	Donor Name	Campaign	Commitment Type	Payr
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon

Today's tasks

Subject

7. This form can also be located under Fundraising > Donations > Add Donation.

Muse

Fundraising Dashboard

- Record a donation
- Create a contact

Recent donations

Date	Donor Name
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza

Today's tasksSubject

Search for an individual or organization

New Donation

Constituent*

Search for an individual or organization

New individualNew organization

Gift type*

Campaign*General FundDesignation*Unrestricted

Donation attribution☐ Make this donation anonymous☐ In Honor/Memory Of

Soft credits

8. Add a new contact to easily expand your donor base.

Fundraising Dashboard

Record a donation
 Create a contact
 Create a task
 Record a pledge

Recent donations

Date	Donor Name	Campaign	Commitment Type	Payment Method
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon

Today's tasks

Subject

9. This form can also be found under Fundraising > Constituents > Individuals > Add Individual.

The image shows two side-by-side screenshots from a web application. The left screenshot displays the 'Fundraising Dashboard' for 'Muse'. It features a sidebar with navigation icons (grid, line graph, people, megaphone, dollar sign, calendar, checkmark, document, and gear) and a main content area. The main area has two buttons: 'Record a donation' and 'Create a contact'. Below these is a table titled 'Recent donations' with columns 'Date' and 'Donor Name', containing five rows of identical data (7/30/26, Jen Mendoza). At the bottom, there's a section for 'Today's tasks' with a 'Subject' input field. The right screenshot shows the 'New Individual' form. It includes a circular profile picture placeholder, a 'First name*' input field (highlighted with a red circle), a 'Last name*' input field, a 'Preferred name' input field, and an 'Address' section with radio buttons for 'Street Address' (selected) and 'P.O. Box', followed by 'Street address' and 'Apartment/suite (optional)' input fields.

10. Create a new fundraising task to drive your team's productivity.

The screenshot displays the Muse Fundraising Dashboard. At the top left is the Muse logo. A search bar at the top right contains the placeholder text "Search for an individual or organization". Below the header, the main section is titled "Fundraising Dashboard". Underneath this title are four action buttons: "Record a donation" (with a dollar sign icon), "Create a contact" (with a person icon), "Create a task" (with a checkmark icon and circled in red), and "Record a pledge" (with a hand icon). The dashboard is divided into two sections: "Recent donations" and "Today's tasks".

Recent donations

Date	Donor Name	Campaign	Commitment Type	Payer
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon
7/30/26	Jen Mendoza	General Fund	Verbal	Mon

Today's tasks

Subject

A vertical sidebar on the left side of the dashboard contains several icons: a grid of dots, a line graph, a group of people, a megaphone, a dollar sign, a calendar, a pencil, a document, and a gear.

11. This form can also be found under Fundraising > Tasks > Add Task.

Muse

Search for an individual or organization

Fundraising Dashboard

Record a donation

Create a contact

Recent donations

Date	Donor Name
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza

Today's tasks

Subject

New Task

Task name*

Due date*

8/04/2026

Status*

Incomplete

Assignee*

Jen Mendoza

Constituent

Search by name

12. Record a pledge to track future donations and commitments.

Search for an individual or organization

Record a donation

Create a contact

Create a task

Record a pledge

Recent donations

Date	Donor Name	Campaign	Commitment Type	Payment Type
10/30/26	Jen Mendoza	General Fund	Verbal	Money
10/30/26	Jen Mendoza	General Fund	Verbal	Money
10/30/26	Jen Mendoza	General Fund	Verbal	Money
10/30/26	Jen Mendoza	General Fund	Verbal	Money
10/30/26	Jen Mendoza	General Fund	Verbal	Money

Today's tasks

Subject

13. Add a pledge for a new individual to maximize donor opportunities.

Muse

Fundraising Dashboard

Record a donation

Create a contact

Recent donations

Date	Donor Name
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza

Today's tasks

Subject

New Pledge

Constituent*

Search for an individual or organization

New individual

New organization

Commitment type*

Campaign*

General Fund

Designation*

Unrestricted

Upload files

14. Or, you can add a pledge for a new organization to broaden your campaign reach.

ing Dashboard

a donation

Create a contact

ons

Donor Name

len Mendoza

len Mendoza

len Mendoza

len Mendoza

len Mendoza

ect

Search for an individual or organization

New Pledge

×

Constituent*

Search for an individual or organization

New individual

New organization

Commitment type*

Campaign*

General Fund

Designation*

Upload files

15. The form that follows is the same pledge form that can be found under Fundraising > Donations > Add Pledge.

Muse

Fundraising Dashboard

- Record a donation
- Create a contact

Recent donations

Date	Donor Name
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza
7/30/26	Jen Mendoza

Today's tasksSubject

New PledgeConstituent*

New individual

New organization

Commitment type*Campaign*General FundDesignation*

Upload files

16.

JM

Fundraising Dashboard

Record a donation
 Create a contact
 Create a task
 Record a pledge

Recent donations

Date	Donor Name	Campaign	Commitment Type	Payment Type	Frequency	Amount
7/30/26	Jen Mendoza	General Fund	Verbal	Money	One-time	\$2.08
7/30/26	Jen Mendoza	General Fund	Verbal	Money	One-time	\$2.08
7/30/26	Jen Mendoza	General Fund	Verbal	Money	One-time	\$2.08
7/30/26	Jen Mendoza	General Fund	Verbal	Money	One-time	\$2.08
7/30/26	Jen Mendoza	General Fund	Verbal	Money	One-time	\$2.08

Today's tasks

Subject	Assignee	Due Date
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Favorited campaigns

30th Anniversary ★
 27.05%

 \$8,115 raised

 \$30,000 Goal

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 0.38%

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