

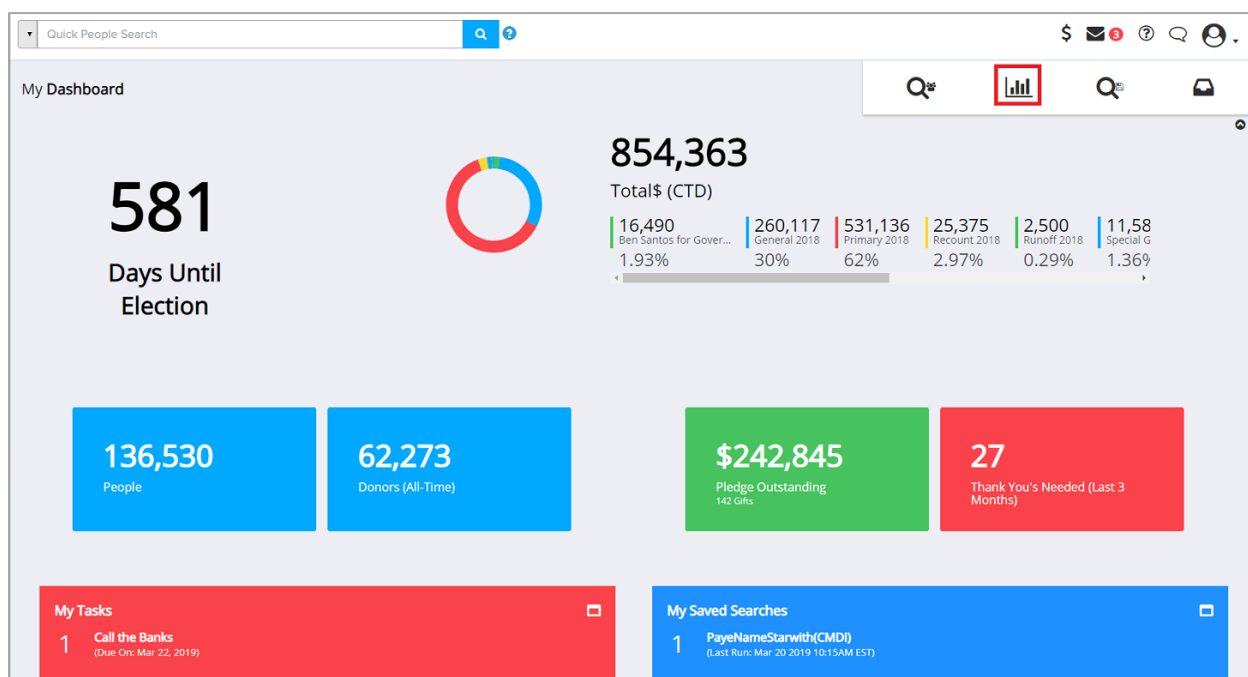
Crimson has a new Report, **#2998 Press Release Report**, that will produce fundraising statistics for your campaign or organization. This report is particularly helpful in preparing press releases for after a fundraising drive or a recent FEC filing.

This report is designed to quickly answer questions such as how much you raised, the number of donors, undisclosed VS disclosed donors, average gift size, and more.

**NOTE:** The Press Release Report does not include your final quarterly fundraising numbers. Please wait to pull it until your final FEC report is reconciled with the bank.

### How to Run the Press Release Report in Crimson 3

1. From the **Home** dashboard, click on the **Reports**  icon from the **Navigation Bar** in the top-right hand corner.



2. In the new window that appears, type in the name of the report, "Press Release," and Report #2998 will appear in the results.

# All Reports

Search report #, name, or description

## #2998 ★★

Press Release Report

Report designed to give you fundraising stats. Provides number of gifts, donors, first time donors, gifts less than \$100, gifts less than \$200, average gift, and gifts/totals from selected state and congressional district. For a national campaign, select is not empty for State and district. For a statewide campaign, select is not empty for District

Add to My Reports
Run

3. Click on the green **Run** button. This will open the filters for the report.
4. Enter your criteria. For example, if running a report for Q1 stats, adjust the **Date Range** to **Between** and select 1/01/19 to 3/31/2019. You can also further define which fund codes, states, and congressional districts you want to search for. Click on the green Run button when ready.

Report #2998: Press Release Report ✖

State	Equal to	Virginia	✖
District	is NOT empty		✖
Fund Code	P2020 - Primary 2020	P2020	✖
Date Range	Between	1/01/2019 <input type="text"/>	✖
		3/31/2019 <input type="text"/>	

Cancel
Run

5. The results of your search will appear. Click on the blue button to download them into a CSV that you can share with your Communications team or others.

Report #2998: Press Release Report ✖

Results

NumberOfGifts	NumberOfDonors	NumberOfFirstTimeC	AverageGift	NumberOfGiftsLessThan	TotalOfGiftsLessThan	NumberOfGiftsLessThan	TotalOfGiftsLessThan	NumberOfGiftsFrom	TotalOfGiftsFrom	NumberOfGiftsFrom	TotalOfGiftsFrom
7	4	0	564.71	2	3.00	2	3.00	0	0.00	0	0.00

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10 items per page
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Cancel
Export