



FARMERS BRANCH
TEXAS

Donations with Parks and Recreation

Parks & Recreation Board | January 15, 2026

Requested By Parks and Recreation Board



Donations with Parks and Recreation

Mission

The Events Division is committed to offering convenient, on-site donation opportunities at all community events to help support the Youth Scholarship Program by making giving easy for attendees and staff.



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Events 



Donations with Parks and Recreation

Donation Process

1 Donation process within existing software.

2 On-Site Donation Process.

3 Report Generation.

Donation Process within Existing Software



ActiveNet

The Events Team connected with our ActiveNet Account Representative to support the setup of our donation system.

Donation Buttons

Donation buttons for our offerings were implemented and optimized to enhance visibility on the POS landing page.

On-Site Donation Process

First Step

The Events Team will provide a laptop with a charger, Mifi, and card reader for the donation area and ensuring that all systems are fully operational.

Second Step

Select the POS \$ icon at the top then click on the "Donation Button" that correlates with the attendee's donation preference. *EX: RC Youth Scholarship Fund Donation*

Enter the amount into the box labeled "Charges". Click "OK" button. The donation amount then gets added to the dashboard.

Third Step

The system will then prompt the donor to pay for their donation.

Fourth Step

Click "Tender" to charge the card. The card will process then prompt for a "Receipt" via email.



Donations with Parks and Recreation

ActiveNet POS Transaction


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Receipt #1 [+](#)

Point of Sale

Drop-In Customer		UPC / Name Search	Sponsorships Menu		Events - Family Night in the Park Revenue	Events - Bloomin' Bluegrass Returns			Joya Concessions	Gateway to Globe/Market	Miscellaneous Revenue-PK67	Customer Search
Qty	Desc	Price	Events - Bloomin' Bluegrass Tickets-Concessions	Events - BBG T-shirt commissions	Events - Start up Cash Deposit	HIP Merch Glow Toys	Events - Glow Toys	Events - Viva Concessions	Events - Gateway Concessions	RC Youth Scholarship Fund Donation	Alternate Receipt	
Events - Bloomin' Bluegrass Arts & Craft			Events - Denton Drive Live Conc-Merch				Events - Farmers Branch Market Concessions	Events - Equipment Refund	SR Senior Center Donation	PARD - Parks Donations	Payment From Account	
Events - Christmas Booth Fees	Events - Independence Day Gate Revenue		Events - Independence Concessions				Historical Park Donation				Payment Cash	
Events - Christmas Concessions	Events - Christmas Glow Toys		Events - Vintage Base Ball	Non-Profit Proceeds		HP - Rental Concessions					Payment Charge	
Product Search				\$20		7	8	9			Payment Check	
Delete Last	Delete Selected			\$10		4	5	6			Tender	
Refund Item				\$5		1	2	3				
Void Receipt		Over / Short	Backspace	Open Drawer	0	.	00					
Return to Menu												

Donations with Parks and Recreation

ActiveNet Transaction Process

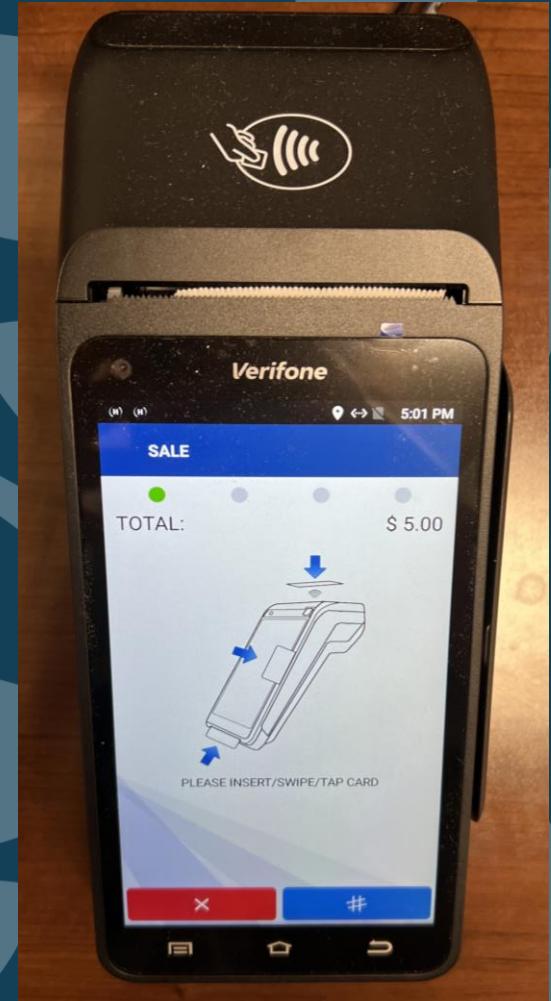
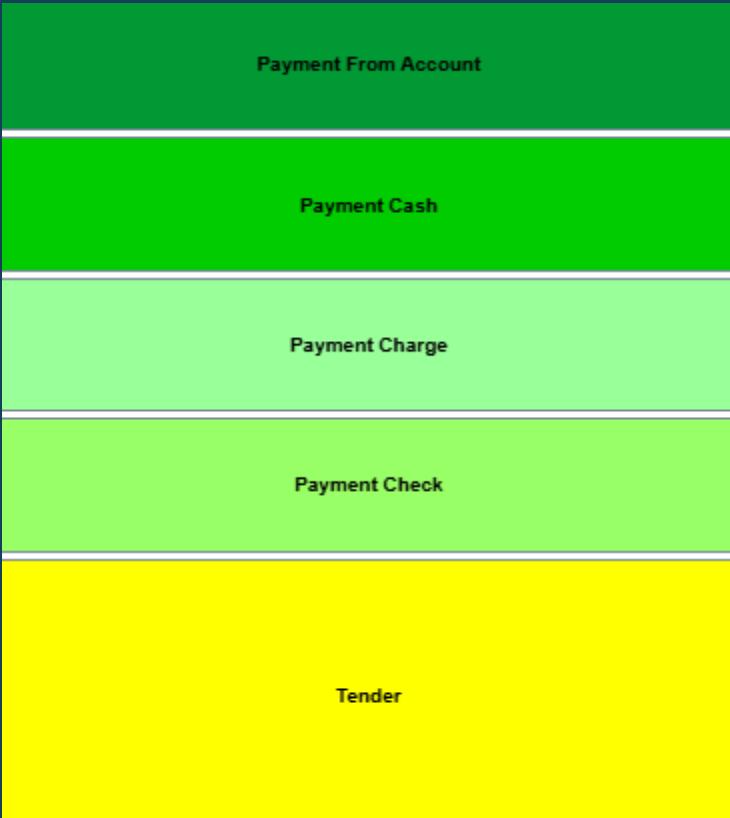
Drop-In Customer

UPC / Name Search

Qty	Desc	Price
1	RC Youth Scholarship Fund Donation	5.00

Charges

POS receipt language English



Donations with Parks and Recreation

ActiveNet Donation Receipt

Donations with Parks and Recreation

Generating the Report



Report

The Events Team will oversee the revenue report to ensure that the amount of donations received matches the total amount of donations in ActiveNet.

Donations with Parks and Recreation

Benefits

ActiveNet streamlines donations with secure, customizable online and in-person giving. While providing real-time, automated reports for complete visibility.



Questions



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