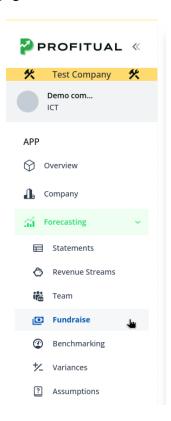
How To: Add Fundraising Rounds to your Forecast

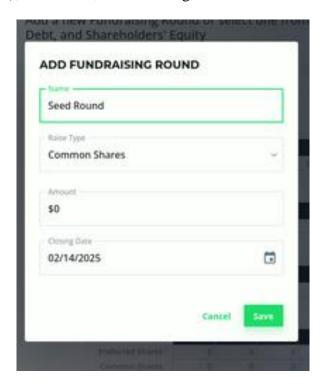
1. You can find the Fundraising page in the sidebar under Forecasts.



2. The Fundraising page features a list of Fundraising Rounds on the left and a slice of your Balance Sheet and Income Statement on the right. This is where you'll add, edit, and delete your Forecast's Fundraising Rounds and see how they affect your statements.

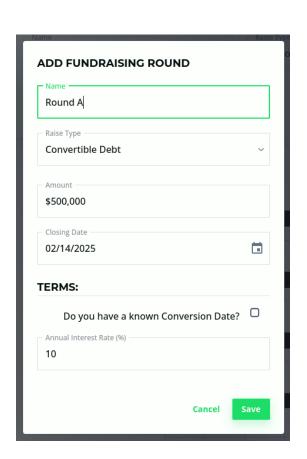


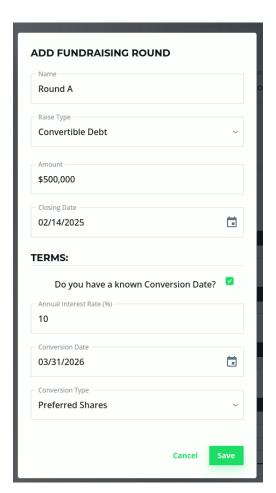
3. Clicking on "Add New Round" opens a form to create a new Fundraising Round. Here you can give the round a name, a type (either Common Shares, Preferred Shares, or Convertible Debt), an Amount, and a Closing Date.



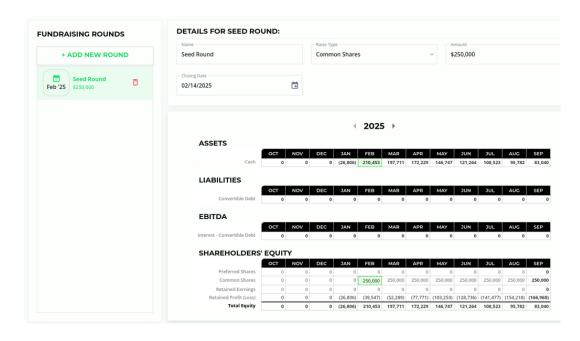
4. Selecting the Convertible Debt Type will show additional fields. Your Convertible Debt Fundraising Round will have an Interest Rate, and can have a known or unknown Conversion Date.

If your round has a known Conversion Date, then you will have to provide the date as well as the Conversion Type (either Common Shares or Preferred Shares.



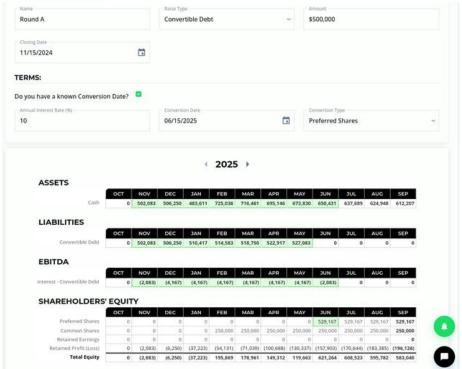


5. After adding your new round it will be selected in the list, which loads its details on the right, as well as highlighting where and how this Fundraising Round has affected your Cash and Balance Sheet.

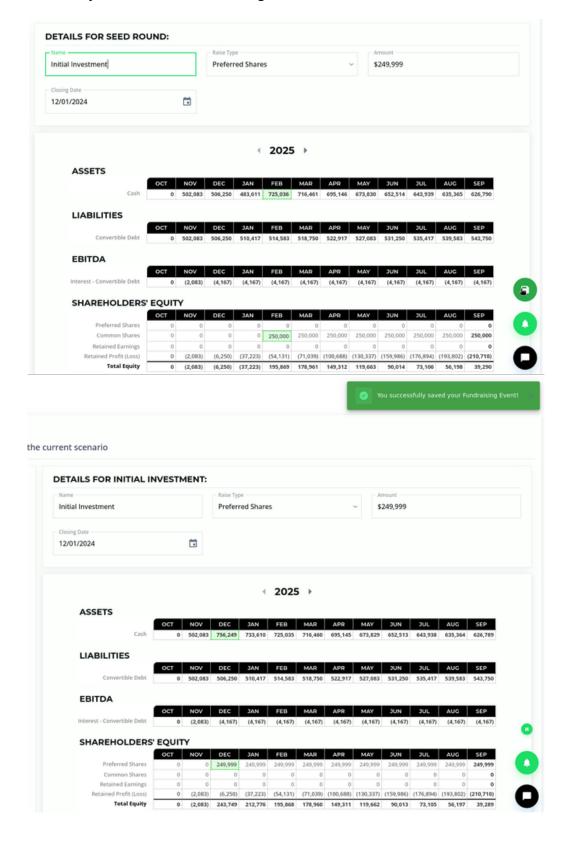


6. If you've added a Convertible Debt Round, you'll be able to see in the tables how we automatically calculate the interest. This includes prorating the interest if your first and/or last months aren't full months.





7. All fields in the Details section can be edited and after you save you can see how the effects on your statements have changes as well.



8. You can delete Fundraising Rounds from the list on the left, and you will see its values removed from your Statements as well.

