ClubRunner

# How do I create a new Donation Campaign?

Omar S. - 2024-09-19 - Donations

Create new Donation Campaigns to organize our accounts' donations into different projects & causes.

To get started, use the steps below to open the Donations Campaign List Page:

1. In the **Member Area,** in the top blue bar, click **Donations.**

2. In the grey bar just below, click **Donation Settings.**

3. On the **Donation Settings** page, click **Manage Campaigns** from the grey menu on the left-side of the screen.
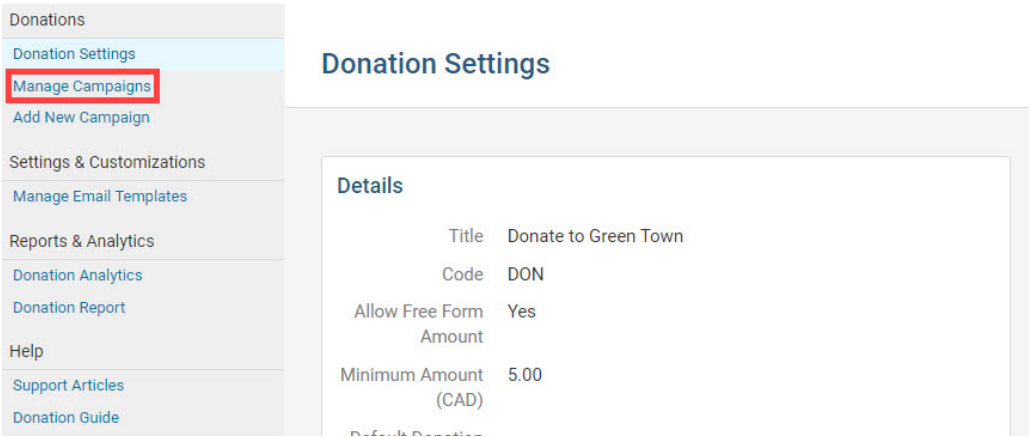
4. On the following Donation Campaign List page, click the orange **Add** button in the top-right.
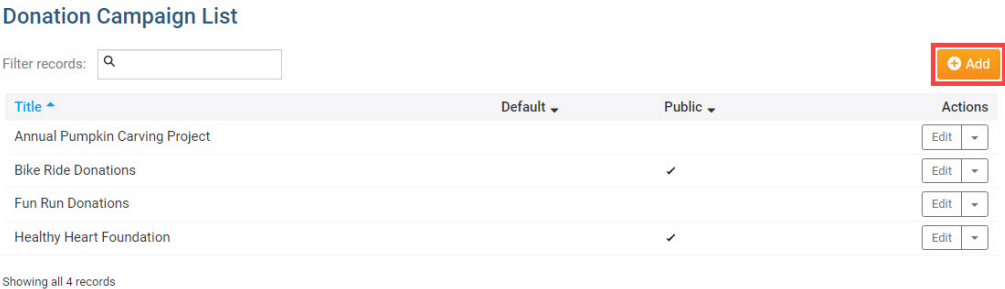
5. On the Add Donation Campaign page, enter the **Title**, **Code**, **Description**, as well as upload an **Image**. For more information about each of these fields, open our Creating Donation Campaigns guide page.

Add Donation Campaign

General Donation Settings

Title * Healthy Heart Foundation

Permalink * healthy-heart-foundation

Code * HHF

Campaign codes help identify donation transactions at your payment processor. For more information refer to this help article.

Description

Donate to the Healthy Heart Foundation to help our mission researching and fighting against cardiovascular diseases.

body div

Image Choose File CustomDonateButton.jpg
Maximum file size for upload is 15.00 MB

6. Then, **check** the Display Options checkboxes, depending on what information you would like to display for the campaign. **Check** the Allow Comment checkbox to allow Donors to leave a comment with their donation. **Check** the Comment Is Required checkbox to require Donors leave a comment with their donation.

Display Options ?

☑ Show total donation amount

☑ Show total number of donors

☑ Allow Comment

☐ Comment Is Required

1. Enter the amounts you would like Donors to use in the **Available Amounts** field. Separate the different options by entering a comma(,). If you would like Donors to submit their own custom amount, check the **Allow Free Form Amount** checkbox, then enter a **Minimum Amount.**

Available Amounts 10,25,50,100

☑ Allow Free Form Amount

Minimum Amount 10.00

1. Click the Payment Account **dropdown** to select the integrated payment account which should process

the donations.

1. If you would like to apply a service fee to all donations, select **Add Service Fee to donations from this campaign**. A percentage and fixed amount can then be configured in the available Service Fee fields, which will be automatically applied to incoming donations.

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2. Select if you would like to use a custom confirmation message, or the default message, by clicking the **radial option.** This Confirmation Message will appear on the website, after the donor successfully submits their donation.

1. To send an email to the donors confirming their donation, check the **Donation Confirmation** checkbox.

1. Click the first **Select Template Type (Dropdown)** and select **System** to use the default system Donation Confirmation Email or select **Custom** to select your own Donation Email Template.

2. Click the second **Select Template (Dropdown)** to select the system default, or your own custom Donation Email Template. Learn more about creating your own Donation Email Templates, with the steps in this guide.

3. Within the **From** settings section, enter the **Full Name** that you would like to appear on the Donation Email Confirmations sent to the donors.

4. Enter the **Email** address that will appear when the donor receives the Donation Confirmation email.

5. Click the orange **Save** button in the bottom-right, to save the campaign.

[Learn more about linking campaigns, and your Donation Campaign List page on to the website from this page in our Donations guide.](#)

Related Content

- [Creating Donation Campaigns](#)
- [Introduction to Donations](#)