ClubRunner

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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.

Donations Donation Settings Manage Campaigns	Donation Settings			
Add New Campaign				
Settings & Customizations	Detaile			
Manage Email Templates	Details			
Reports & Analytics	Title	Donate to Green Town		
Donation Analytics	Code	DON		
Donation Report	Allow Free Form	Yes		
Help	Amount			
Support Articles	Minimum Amount (CAD)	5.00		
Donation Guide				

4. On the following Donation Campaign List page, click the orange Add button in the top-right.

		Add
Default 🗸	Public 🗸	Actions
		Edit 👻
	1	Edit 👻
		Edit 👻
	1	Edit 👻
	Default 🚽	1

Showing all 4 records

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
nue	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	🗶 🖻 💼 🐟 🛷 📜 📰 📾 Link 🖾 Image
	B I U A - E Ξ Ξ Normal (Font - Size - O Source
	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.

•

Payment Account	Choose which payment account to use to process online credit ca	rd payments
	Bambora Merchant Account	
	300200484 - CAD Dollar	

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.

Payment Account	Choose which payment account to use to process or	line credit card payments.			
	BeanStream Merchant Account 300200484 - CAD Dollar		*		
	Add Service Fee to donations from this ca	mpaign 🔞			
	Service Fee	5	× 😮 +	0.14	8

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.

Use Custom Confirmation Message	💽 Use default message	O Use custom message
	This message will appear when the	ne donation has been successfully processed.
	View default message	

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

Donation Notifications						Manage Email Te	mplates
Donation Confirmation							
Notify the donor once their donation tr	ansaction completes.						
Custom 🗸	Example Donation Emai 🗸	From	Full Name *	Green Town Club	То	Donor	8
			Email *	greentownclubdonations			
						Cancel	Save

- 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

- <u>Creating Donation Campaigns</u>
- Introduction to Donations