

ClubRunner

[Help Articles](#) > [Website Guides](#) > [Donations](#) > [How do I create a new Donation Campaign?](#)

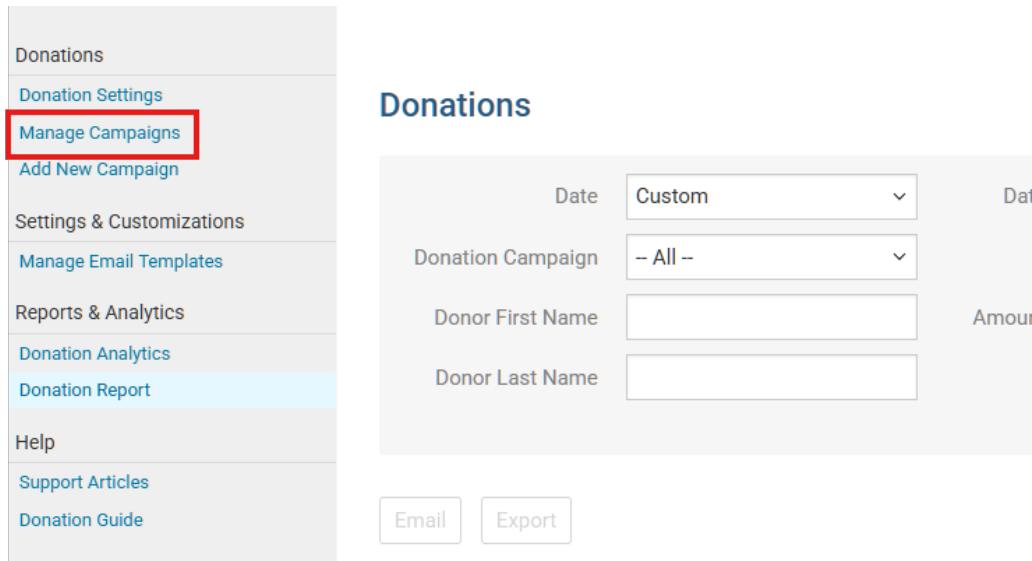
How do I create a new Donation Campaign?

Omar S. - 2026-01-15 - [Donations](#)

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

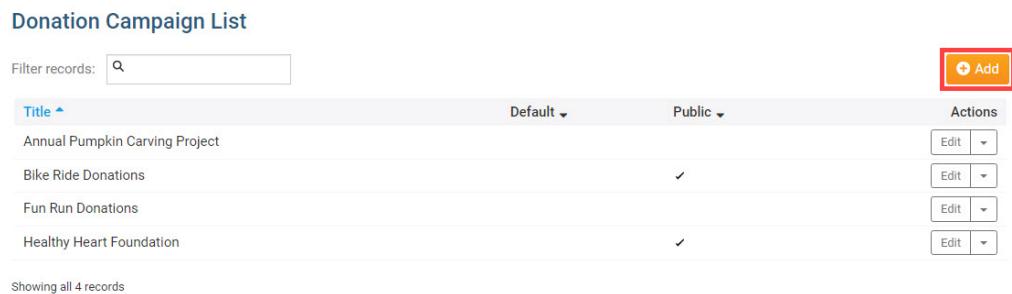
To get started, use the steps below to open the Donations Campaign List Page:

1. In the **Member Area**, in the top blue bar, click **Donations**.
2. In the grey bar just below, click **Donation Report**.
3. On the **Donation Report** page, click **Manage Campaigns** from the grey menu on the left-side of the screen.



The screenshot shows the ClubRunner interface. On the left, a sidebar menu is visible with the following items: Donations, Donation Settings, Manage Campaigns (which is highlighted with a red box), Add New Campaign, Settings & Customizations, Manage Email Templates, Reports & Analytics, Donation Analytics, and a highlighted Donation Report. On the right, the main 'Donations' page is displayed with a search bar and filters for Date, Donation Campaign, Donor First Name, and Donor Last Name. Below the search bar are 'Email' and 'Export' buttons.

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



The screenshot shows the 'Donation Campaign List' page. It features a table with the following data:

Title	Default	Public	Actions
Annual Pumpkin Carving Project	Default	Public	Edit
Bike Ride Donations	Default	Public	Edit
Fun Run Donations	Default	Public	Edit
Healthy Heart Foundation	Default	Public	Edit

At the bottom of the table, it says 'Showing all 4 records'. In the top-right corner of the table header, there is an orange 'Add' button.

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 *

Permalink *

Code *

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.

Image 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

Allow Free Form Amount

Minimum Amount

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 card 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 online credit card payments.

BeanStream Merchant Account
300200484 - CAD Dollar

Add Service Fee to donations from this campaign ?

Service Fee 5 × ? + 0.14 ?

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 Use custom message

This message will appear when the donation has been successfully processed.

[View default message](#)

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

Donation Notifications

[Manage Email Templates](#)

Donation Confirmation
Notify the donor once their donation transaction completes.

Custom ▼ Example Donation Email ▼ From To Donor

Full Name * Green Town Club
Email * greentownclubdonation

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

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