ClubRunner

How do I create a new Donation Campaign?

Omar S. - 2026-05-26 - Donations

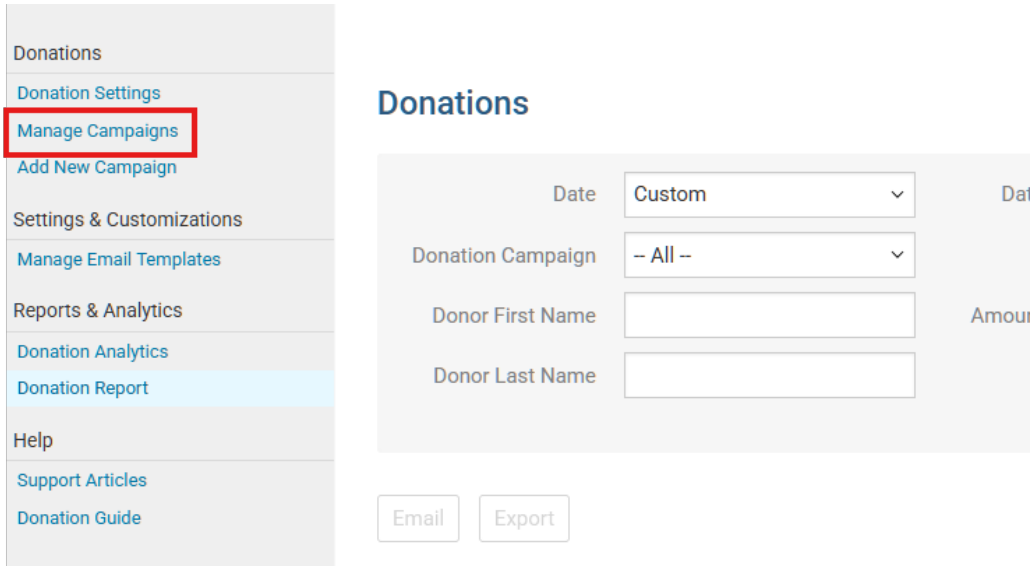
Create new Donation Campaigns to organize our accounts' donations into different projects & causes.

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

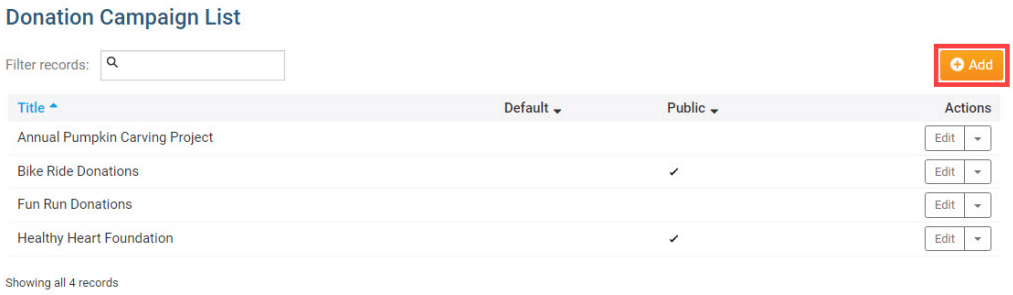
1. In the **Member Area,** in the top blue bar, click **Donations.**

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

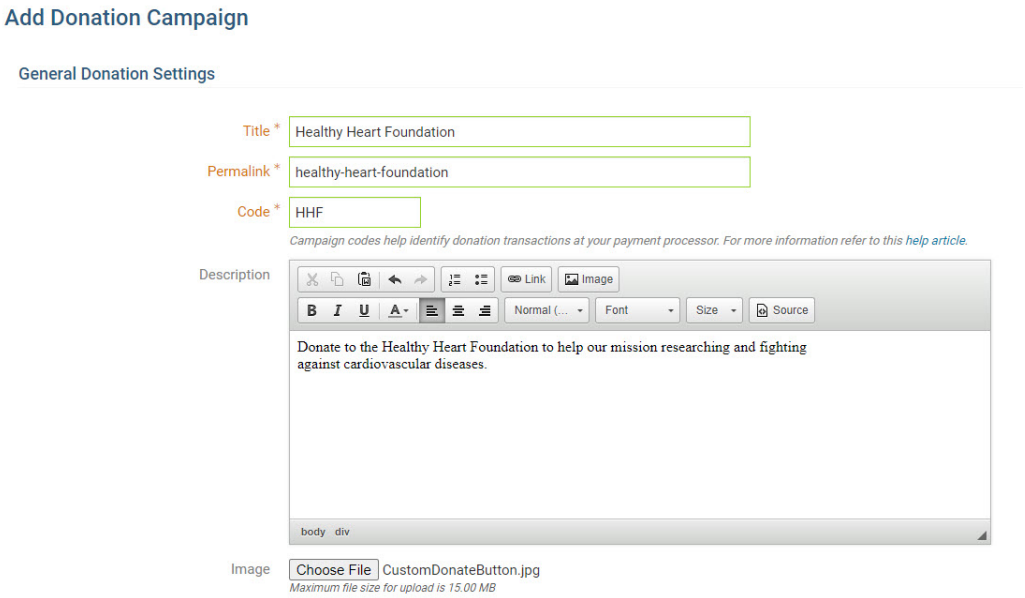
3. On the **Donation Report** page, click **Manage Campaigns** from the grey menu on the left-side of the screen.



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

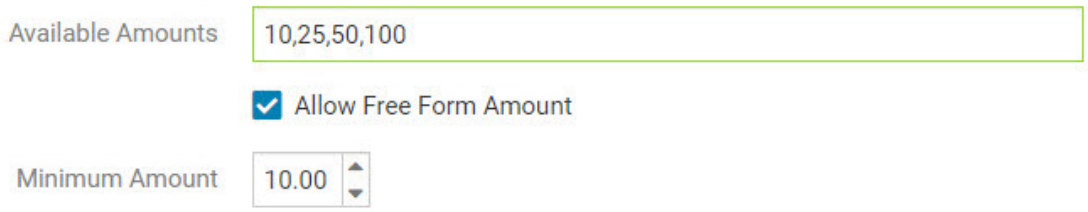


5. On the Add Donation Campaign page, enter the **Title**, **Code**, **Description**, as well as upload an **Image**. For more information about each of these fields, open our Creating Donation Campaigns guide page.



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.

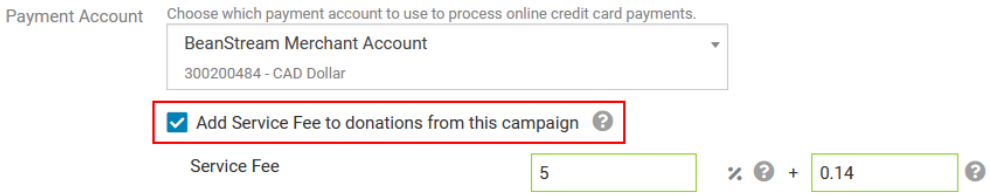
1. Enter the amounts you would like Donors to use in the **Available Amounts** field. Separate the different options by entering a comma(,). If you would like Donors to submit their own custom amount, check the **Allow Free Form Amount** checkbox, then enter a **Minimum Amount.**



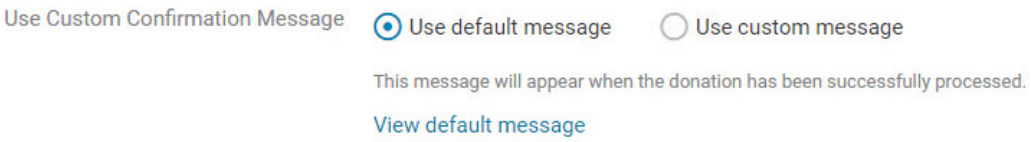
1. Click the Payment Account **dropdown** to select the integrated payment account which should process the donations.

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.

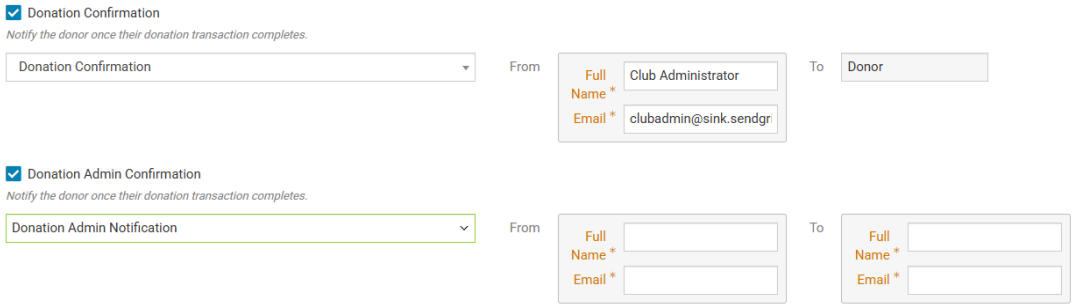
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2. Select if you would like to use a custom confirmation message, or the default message, by clicking the **radial option.** This Confirmation Message will appear on the website, after the donor successfully submits their donation.



1. To email the donors confirming their donation, check the **Donation Confirmation** checkbox. You may also toggle a confirmation email sent to a member of the club by toggling the **Donation Admin Confirmation** checkbox and filling in the appropriate sender and receiver information.



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