ClubRunner

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How do I view Donation Analytics?

Michael C. - 2023-11-24 - Donations

You can view Donation Analytics to see the donor names, as well as amounts received over time for each of your <u>donation campaigns</u>.

Donation Analytics

- 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 **Donation Analytics** from the grey menu on the left-side of the screen.

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

- 4. On the Donation Analytics page, you will see the following sections:
 - $\circ~$ Total Donations Total donations received through the website.
 - Monthly Donations Total amount of funds received from donations this month and last month.
 - Average Donation Average donation amount since the first campaign.
 - **Total Donors** Total number of donors since the first campaign.
 - **Donations Summary** A bar graph displaying donations received over each month.
 - **Popular Donation Presets** The most popular donation presets displayed as a pie chart.

- **Top Donation Campaigns** The total amount of funds received for each donation campaign displayed as a pie chart.
- Recent Donations Displays the most recent donations received.
 - View All Donations Click View All Donations to view the Donations list page, where you can export donation transactions over a date range.
- **Percentage of Donor Members** Displays the total percentage of donors that are members or non-member.
- **Payment Statuses** A pie chart of the donors that have submitted payment for their donation.
 - Paid If the donor paid online using their credit card or an Administrator entered the payment by check.
 - Not Paid Displays donors that selected the Pay by Check option, but have not yet had their check payment logged.



Donation Analytics