

[NOVA] How do I create a new donation campaign?

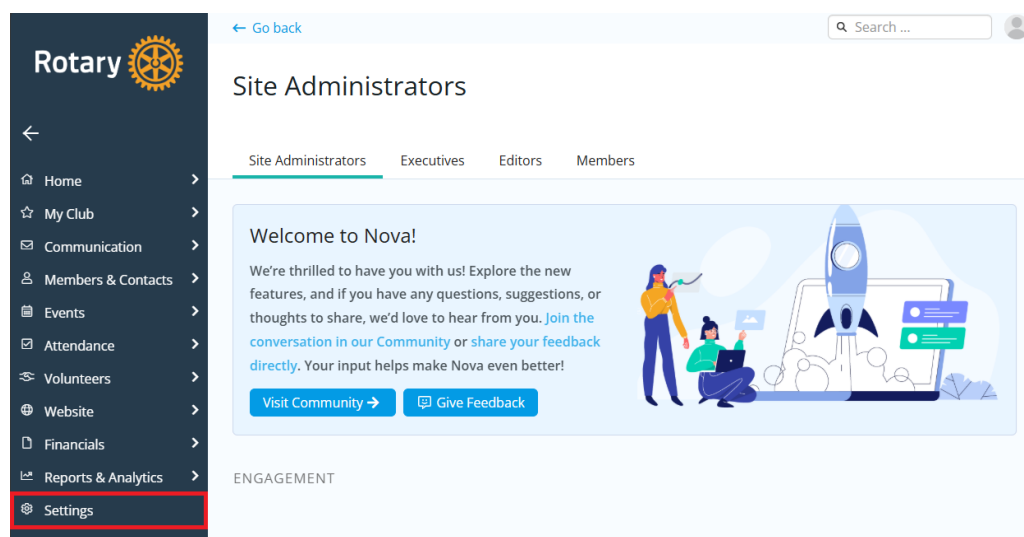
Michael M. - 2026-09-14 - [Donations](#)

Campaigns allow you to better promote your different initiatives and direct your donors to specific goals and causes. Each campaign is customizable with its own dedicated landing page, and allows full control of available donation tiers, campaign descriptions and imagery, confirmation messages, as well as progress tracking.

This support article will show you how to create a new donation campaign for your club.

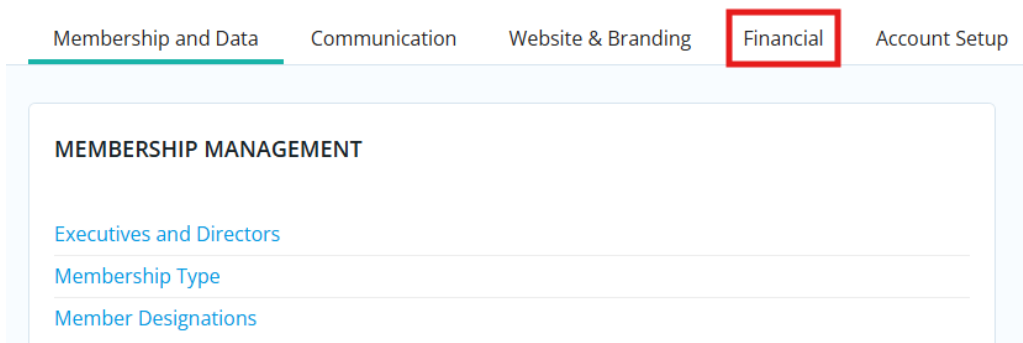
To learn how to set up the built-in donations page, please read the support article: [How do I set up and use the Donations page?](#)

1. To begin, log in to your account through your club homepage, then click on **Member Area** in the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Once inside the members area, click **Settings** in the left-hand navigation menu.

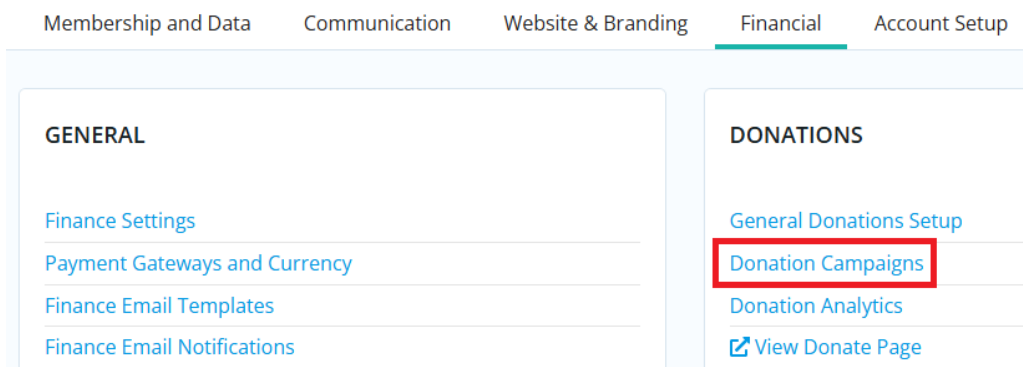


3. Click the **Financial** tab.

Membership and Data



4. Click **Donation Campaigns** in the Donations section.



5. Click the **Add** button in the top right-hand corner.

Donation Campaign List

			
TITLE ^	DEFAULT v	PUBLIC v	ACTIONS
Donations	✓	✓	<button>Edit</button> v

6. On the following page you will enter the information and settings for this new donation campaign. To begin, select the appropriate GL account for the donation campaign and enter a title for the campaign. The permalink will update based on the title but can be edited manually. You must then enter a short campaign code to help identify donation transactions at your payment processor.

General Donation Settings

GL Account

Title *

Permalink *

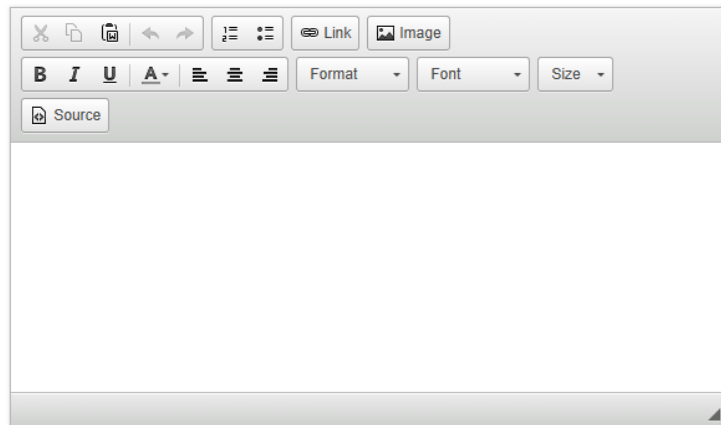
Code *

Guidelines for Campaign Code:

- Must be less than 10 characters
- Can only contain letters and numbers
- Cannot include spaces or special characters
- Must be unique

7. Next, enter a description of the donation campaign that will appear on its donation page. You may also upload an image from your device to help identify the campaign on the built-in donations page for your club site.

Description



Image

No file chosen
Maximum file size for upload is 30.00 MB

8. Toggle the appropriate checkboxes to manage the display options for this donation campaign.

Display Options ?

- ☐ Show total donation amount
- ☐ Show total number of donors
- ☐ Show on public donations page
- ☐ Allow donor to add comments

9. Next you will enter the available amounts that donors may select from on this campaign's donation page. Each option must be separated by a comma. You may also click the "Allow Free Form Amount" checkbox to allow donors to specify custom donation amounts, and may optionally enter a minimum value for the donation.

Available Amounts

Enter each donation value separated by a comma (,). Example: 10, 25, 50

☒ Allow Free Form Amount

Minimum Amount

10. You will see options for invoice and payment settings, including the invoice due date and selecting the payment processor used (if your club has multiple payment processors). You also have the option to add a service fee for this donation campaign to help offset the cost of the payment processor, which can be based off of a percentage of the donation amount, a flat fee, or combination of both.

Payment Account

Choose which payment account to use to process online credit card payments.

☒ Always use account default payment account

☐ Use selected payment account

☒ Add Service Fee to donations from this campaign

Service Fee % +

Service Fee GL Account

11. Lastly, you may set options for the confirmation message that appears after a donation is submitted and edit notification settings for this donation campaign. Select whether to use the default confirmation message, or click the "Use Custom Message" option to enter a specific message for the campaign. You may toggle whether to trigger email notifications to the donor or club staff, and select the appropriate template and sender/recipient profile.

Use Custom Confirmation Message

☒ Use default message ☐ Use custom message

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

[View default message](#)

Donation Notifications

[Manage Email Templates](#) [Manage Sender Profiles](#) [Manage Recipient Profiles](#)

☒ Donation Confirmation

Notify the donor once their donation transaction completes.

-- Select Template -- From -- Select Profile -- To Donor

☒ Donation Admin Confirmation

Notify admin once the donation transaction completes.

-- Select Template -- From -- Select Profile -- To -- Select Profile --

12. Click **Save** and your donation campaign will be created. You may make further changes by clicking the **Edit** button in the right-hand actions column of the Donation Campaign List page, or click the drop-down arrow to view other options including viewing the campaign page, viewing its statistics, generating a QR code for the campaign, or deleting the campaign.

[+ Add](#)

TITLE ^	DEFAULT v	PUBLIC v	ACTIONS
Coats for Kids		✓	Edit
Donations	✓	✓	

Showing all 2 records

[View](#)
[Statistics](#)
[Generate QR Code](#)
[Delete](#)

Once your club has received donation submissions, you can add or edit campaigns and make other adjustments

through your Donations dashboard. For more information, please read the support article: [How do I view donation analytics?](#)