How to create a donation campaign?

Omar S. - 2024-09-19 - [Donations](#)

Donation Campaigns are used to collect donations for different projects. To create a new Donation Campaign:

1. Click **Settings** or the **Gear** icon on the left menu.

2. Click the **E-Commerce & Financial** tab.

3. Click the **Donation Campaigns** link in the **Donations** section.

4. On the Donation Campaign List page, click the **Add** button.

5. On the Add Donation Campaign page, you will have these options:

   - **General Donation Settings**

     - **GL Account** - A drop down menu which allows you to select which GL Account receives the donated funds.

     - **Title** - The title of the Donation Campaign page on the website.

     - **Permalink -** The URL of the Donation Campaign. For the example organization.org, the donation campaign will appear as: https://organization.org/donate/**[Permalink]** without the square brackets.

     - **Code -** The donation code. This code will appear in the list of transactions for your online payment processor and GL Account.

     - **Description -** Description of the Donation Campaign.

     - **Image** - Click **Choose File** or **Browse** to select an image for the Donation Campaign.

     - **Display Options** - Control what data is displayed on the Donations Campaign list page and the Donation Campaign page.

       - **Show total donation amount -** Shows total funds received from all donors on the Donation Campaign's public page.

       - **Show total number of donors** - Shows the total number of donors on the Donation Campaign's public page.

       - **Show on public donations page** - Shows the Donation Campaign on the Donations List page.

       - **Allow Comment** - Allow the donor to comment when they donate.

- **Available Amounts** - The preset donation amounts separated by commas, e.g., 10, 25, 50.

- **Allow Free Form Amount -** Checking this option allows a donor to submit their own custom amount.

  - **Minimum Amount** - If **Allow Free Form Amount** is enabled, enter the minimum amount a Donor can submit.

- **Payment Account** - Which payment account will process and receive the funds.

- **Add Service Fee to donations from this campaign** - Allows the ability to add a percentage and fixed service fee to donation transactions within the selected donation campaign.

- **Allow Pay By Check** - If the donor is allowed to pay by check.

  - **Pay By Check Instructions** - Use this textbox to enter the check instructions for the donor. For example your organization's mailing address and whom the check should be made out to.

- **Use Custom Confirmation Message** - Allows you to create your own Confirmation Message, instead of using the default system message.

○ **Donation Notifications** - Allows the system to send a confirmation email to the donor after the donor made a donation.

  - **Donation Confirmation** - Used to either enable or disable the ability for the system to send an email to confirm the Donor's donation. If enabled, you will have the following options.

    - **Select Template Type** - Select **System** to use the System default Donation Confirmation email template. Select **Custom** to select your [own email template](#).

    - **Select Template** - Use this dropdown to select your own [Custom Email Template](#), or if using the **System** Template Type, select the Donation Confirmation email template.

    - **Select Profile** - Select the [Sender Profile](#) that should be used when sending the Donation Confirmation email.

6. Click the **Save** button at the bottom of the page.