Create Donate Items for Targeted Need

Last Modified on 04/27/2022 11:50 am EDT

Create custom donate items to capture monetary donations. Additional information about the purchaser or items can be captured at the point of sale. With self-checkout available on the campaign, donors add the donation to their cart and are prompted to either continue browsing or pay.

Examples

- Raising funds for specific causes (i.e. new gym lockers, plant a tree, or support a family).
- Capital campaigns.
- Donation Appeal, Paddle Raise, Fund the Mission, or more.

Create your donation items

1. From the **Admin Navigation**, click **Donation.**
2. Choose **Manage Donation Items.**
3. Click **Create New Item.**
4. Complete the item form.
5. When you've finished, click **Save**.

Enter item details

Item number: Use numbers ranging from 1 to 9999. Items appear in numeric order to visitors. Items without a number are hidden from users until a number is assigned.

Tip: Use item number groups at intervals of 100 to keep items within a category together. EX: Donate Items are numbered 100, 101, 102. Silent Items begin at 200, 201, etc.

Name: Add an abbreviated Item name. Max of 30 characters.

Description: Provide details as well as restrictions, dates, inclusions, and exclusions. Create an emphasis on key points. Max of 4000 characters.

Note: Item Sheets accommodate a total of 15 lines of copy. We recommend no more than 900 characters when using the Item Sheets.

Categories: Assists in searching for items within a particular area of interest. One or more categories can be added to a single item. Max of 200 characters.

Status: Set status to Open or Closed. Donations can't begin or end on closed items.

Visibility: Hidden limits view to admins only. Preview allows users to view, but not make a bid or purchase. Live allows users to view and donate.

Note: Visit Auction Settings to set Items page view and add a "Go Live" date and time.

Enter pricing, cost, and value information

Price Type: Choose between fixed and variable donation levels of giving.

FMV: Enter a fair market value (FMV) for all items. From Auction Settings, choose to show or hide from users. Visit Items FAQs for more information.

Surcharge: If a state-mandated sales tax is required, adjust the default tax rate to 0.0%. Decimals are allowed. The feature is available when the surcharge is enabled in Global Settings.

Item Certificate Notes: Include additional information for internal team members or checkout staff. Item Certificate notes can be printed in bulk and used during checkout at an event. Max of 2000 characters.

Include images and a video

Include main and additional images as well as a YouTube video.Visit Upload Multiple Item Images to learn about uploading item images through a zip file or drag and drop.

Tip: If taking the picture with an iPad, make sure it's horizontal with the button to the right. Avoid vertical images, as they scale to fit the area. Preferred image size of 1088 X 816 pixels.

Include additional information

Capture information from the purchasers by adding a custom question.

1. Select **Add Question**.
2. Create the question.
3. Leave the answer field blank for open-ended questions. For pre-defined, separate with a semicolon.
4. Click **Done**.
5. Choose to **Show** and **Require**.
6. Click **Save**.

Note: Answers are shown and editable from the items management table or checkout, and appear in the Revenue Report.

Tip: If a question is deleted, answers are also deleted. To stop showing the question moving forward and maintain existing answers, uncheck the 'Show' box.