

Site Settings

Last Modified on 03/28/2025 4:12 pm EDT

The Site Settings allow you to:

- Brand your Event Site's Home page with your Org Logo.
- Set a custom display name to be featured on the home page, welcome text, and invoices.
- Establish a Keyword for text registrations and site URL customization.
- Add your organization's website as required for donors to bid and buy items via text message.

Locate the Site Settings

From the **Site** Container within the **Dashboard**, click the **More** button ("...").

Select **Settings**.

The screenshot shows the GiveSmart Dashboard interface. At the top, there is a navigation bar with the following items: DASHBOARD, SETTINGS, USERS, TICKETS, ITEMS, DISPLAYS, MESSAGES, ADS, REPORTS, HELP, and ANNE. The main content area is titled "Dashboard" and includes a "GiveSmart Demo" header with the date "8/07/2018 12:00 am" and a "TOTAL REVENUE" of "\$11,381.00".

The "SITE" container is highlighted with a red box. It contains a "Settings" button, which is pointed to by a red arrow. Below the "Settings" button, there is a "Website URL" field with the value "http://egivesmart.com/events/beK" and a "Site Status" field with the value "Live".

The "USERS" container shows 3 CHECKED IN users and 39 TOTAL USERS. It includes a table with columns for TYPE, CHECKED IN, and TOTAL. The table data is as follows:

| TYPE | CHECKED IN | TOTAL |
|--------------------|------------|-------|
| Campaign Assistant | 0 | 1 |
| Campaign Admin | 0 | 2 |
| GiveSmart | 0 | 13 |
| Volunteer | 0 | 2 |
| Donor | 3 | 21 |

The "ITEMS" container shows 68 TOTAL ITEMS and 49 ITEMS - NO ACTIVITY. It includes a table with columns for TYPE and TOTAL. The table data is as follows:

| TYPE | TOTAL |
|----------------|-------|
| Auction Items | 32 |
| Instant Items | 16 |
| Live Items | 6 |
| Donation Items | 6 |
| Vote Items | 7 |
| Raffle Tickets | 1 |

The "PAYMENTS" container shows \$3,595.00 PAID and \$5,046.00 UNPAID. It includes a table with columns for PAYMENTS and TOTAL. The table data is as follows:

| PAYMENTS | TOTAL |
|----------|------------|
| Cash | \$3,595.00 |
| Check | \$0.00 |
| Credit | \$0.00 |
| Other | \$0.00 |

The "TICKETS" container shows 37 ATTENDEES and 21 ASSIGNED. It includes a table with columns for TYPE, PRICE, SOLD, and STATUS. The table data is as follows:

| TYPE | PRICE | SOLD | STATUS |
|-------------------------------|------------|-------|---------|
| VIP PLATINUM SPONSORSHIP | \$1,500.00 | 1/2 | Hidden |
| PLATINUM SPONSORSHIP | \$1,000.00 | 1/2 | On Sale |
| TABLE SPONSOR | \$500.00 | 0/70 | On Sale |
| COUPLES TICKET | \$100.00 | 7/100 | Hidden |
| GENERAL ADMISSIONS EARLY BIRD | \$100.00 | 0/700 | Hidden |
| GENERAL ADMISSION | \$125.00 | 1/200 | On Sale |
| DAY-OF-EVENT | \$150.00 | 2/700 | Hidden |

The "REVENUE" container shows a table with columns for SOURCE and TOTAL. The table data is as follows:

| SOURCE | TOTAL |
|----------------|------------|
| Auction Items | \$480.00 |
| Instant Items | \$180.00 |
| Raffle Tickets | \$45.00 |
| Live Items | \$6,500.00 |
| Vote Items | \$1.00 |
| Tickets | \$3,625.00 |
| Donations | \$550.00 |

Organization

Logo

Upload Logo by clicking choose File. Once the image is selected, click Upload Image.

The logo appears on the Home page, receipts, displays, and automated emails.

- Maximum Image File Size: 1 MB

- Recommended Image Size: 300 x 300 pixels

Organization website

Link the logo to the Organization's website.

Site Information

Display Name

The Display Name appears on the Home page, Displays, and any page footers. It also populates into the "Hosted By" field. Max of 160 characters.

Name for Text Messages

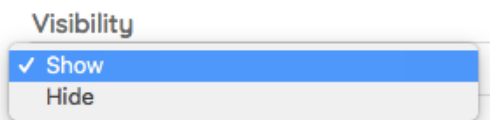
Featured in the Welcome Text and on receipts. Twenty-two characters max.

State date/time

Enter the campaign fundraising start and end date and time. If the event spans multiple days, select the first date applicable.

Site Visibility

This is what will allow supporters to view and interact with the Event Site. Select Show to reveal your site when ready.



Customize the Keyword

The **Keyword** determines the Event Site's URL and is used for guests to register via text message. Keywords are unique to Event Sites.

SITE

! A keyword is required for donors to bid and buy items via text message.
[Create Keyword](#)

Website URL: <http://e.givesmart.com/events/beK>
[Share](#)

Site Status: Live

Site ID: 43198

Visit the [Design Center](#) to customize your home page.

Global Settings

Your keyword determines your event URL and acts as the short code used to register via text message.

Your keyword is unique to this event. Should you need to reuse a keyword from a previous event, please contact support. Maximum 10 characters.

Keyword: .givesmart.com

[Cancel](#) [Save](#)

NOTE: Keywords are a minimum of 3 digits, and up to 15 alphanumeric characters (no special characters). HELP, GIVE, or STOP will be unavailable keywords as they are reserved for other actions.

Set the Text Engine

The **Text Engine** is the phone number GiveSmart uses to send text messages. Short Code USA (76278) is the default.

Text Engine

- ✓ Short Code USA - 76278 (SMART) recommended
- Long Code USA
- Long Code Canada

[Cancel](#) [Save](#)

IMPORTANT: Events hosted in Puerto Rico and Canada require a 10-digit text engine. Long Code USA or Canada should be the selected text engine.

The Text Engine phone number appears on the bottom of item sheets and in displays informing the guests to text in for registration or donations.

If the Text Engine is adjusted, be sure to review any custom displays or printed item sheets for accuracy in advance of your event.

