

Access Prior Campaigns

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Note: Available for Org Admins only.

Follow the steps to access all created campaigns.

Access past campaign through the Org Hub

All created campaigns are listed in the Campaign tab.

Steps to Access

1. Go to e.givesmart.com.
2. Sign in.
3. A list of all assigned organizations will pre-filter.
4. Click Hub next to the organization.
5. Click Campaigns.
6. A complete list of all created campaigns appears.
7. Select the View Campaign button to enter the campaign.

Click [HERE](#) to learn more about Hub features.

Access past campaigns through the event list

View all registered campaigns through the Event list.

Steps to access

1. Go to e.givesmart.com.
 2. Sign in.
 3. Click the Search button.
 4. A list of all registered campaigns appears.
 5. Select the View Site to enter the campaign.
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Access reports for past campaigns

View reports from past campaigns, through the reports section of that specific event. Each report is designed to contain information regarding the specific campaign.

Send a Message through a prior campaign

Promote an upcoming campaign through a past campaign through the Messages tab. Choose to

send either an email or text to the registered users in the prior campaign.

Tip: Prior to sending any message through a prior campaign:

- Review the Registered User's report to review who will receive the message.
- Send a test to ensure content is correct.
- If this is the first communication in over 24 hours, the text must include "TXT STOP to stop, HELP for help. STD MSG&DATA rates apply."

Send an Email through a Prior Campaign

1. Click on New Email.
2. Choose either a Selected Group or Individual(s) as the Recipient.
3. Enter the Subject.
4. Draft the Body.
 - Do not select to Add Campaign Link. The recipients would be linked to the prior, not the new campaign.
5. Include the Website URL to the new campaign in the message.
 - Located in the Site section of the Dashboard. Click Copy Link to add.
6. Choose to Save as Draft or Send.

Send a Text through a Prior Campaign

1. Click on New Text.
2. Choose either a Selected Group or Individual(s) as the Recipient.
3. Draft a text within 160 characters or less.
 - Do not select to Add Campaign Link. The recipients would be linked to the prior, not the new campaign.
4. Include the Website URL to the new campaign in the text.
 - Located in the Site section of the Dashboard. Click Copy Link to add.
5. Choose to Save as Draft or Send.