

Default Data for Guests and Donors Info

1. Login.
2. Go to **Admin** > **Default Data Entries**

City and State Abbreviation

The screenshot shows a web interface for configuring default data entries. On the left is a sidebar menu with options: General, Event Info, Organization Info, Homepage, Default Data Entries (highlighted in blue), and Receipt Setup. The main content area is titled 'Default Data Entries'. It contains two input fields: 'City' with the value 'Alowicius' and 'State Abbreviation' with the value 'OR'. A blue 'Save' button is located below these fields.

Enter City and State.

Save

Save Typing When Entering Guests

The screenshot shows a 'Guest Information' form. The fields are: First name *, Last name, Address, City, State Zip, Phone, and Email. The 'City' field contains 'Alowicius' and the 'State Zip' field contains 'OR'. Both the 'City' and 'State Zip' fields are circled in red. Below these fields are 'Table Captain' and 'Seat Assignme' (partially visible).

Save Typing When Entering Donors

New donor

Is business:

First name Last name

Address

City State Zip

Phone Email