

# MARKETPLACE – DONATION PAGE

## CREATE A PAGE

1. Log in to the Big River platform:
2. Click on “Pages” in the top menu bar.
3. Click the “Create Page” button.

The screenshot shows a 'Create Page' modal window with the following fields and options:

- Type:** A dropdown menu with 'Page' selected.
- Name:** An empty text input field with the placeholder text 'Your internal name for this page.'
- Description:** A larger empty text area with the placeholder text 'Text used in social media and search engine optimization.'
- Page Name:** An empty text input field with the placeholder text 'Use this name for the form in the browser.'
- Page Type:** A dropdown menu with 'Single Order Form' selected.
- Page Frame:** A dropdown menu with an empty selection, and two buttons: 'Edit' and 'Create Page Frame'.
- Account:** A dropdown menu with an empty selection.
- Buttons:** 'Create' and 'Cancel' buttons at the bottom.
- Footnote:** '\* required fields' located below the Account field.

**Type:** Page

**Name:** This name will only be visible to your admins logged in to the Big River platform.

**Description:** social medial and SEO – be sure to use key words

**Page Name:** This is the label that shows up on the browser tab: 

**Page Type:** Single Order Form

**Page Frame:** Your default frame will be applied

**Account:** Your account will be automatically applied.



# MARKETPLACE – DONATION PAGE

## FORM TYPE

1. Select “Form Contents” in the left menu.
2. Use the dropdown menu to identify the order form type for this page:
  - a. One Selection – a donor can select only a single item.
  - b. Multiple Choice – a donor can select more than one item.
  - c. Multiple Quantities – a donor can indicate multiple quantities of a particular item
  - d. Shopping Card – a donor can add as many items as desired to the cart.
  - e. Limited Shopping Cart – a donor identifies an amount first and then adds items until total is reached.
  - f. Gallery – 4 items displayed at once with the ability to create multiple groupings for a donor to browse through.
3. If you want to use CAPTCHA on your form, check the box.
4. Save.

Big River Home Pages Community Contacts Transactions Email Content

### Edit Donate Now

Order Form Type

Use CAPTCHA  Show scrambled text and images to prove the user is human.

Max order items

There are no Items associated with this Page.

# MARKETPLACE – DONATION PAGE

## ADD DONATION ITEMS TO THE PAGE

1. If you have previously created donation items, click the “Select” button and choose existing items to add to the form.
2. To create a new donation item, click the “Create Item” button.
  - a. Type: Donation Item
  - b. Name (optional): A short descriptive label – this will be visible on your page.
  - c. Description (optional): A longer description explaining the impact of a gift at this level.
  - d. Price: a donation amount
    - i. If you previously created prices, then search to select the relevant price.
    - ii. If you have not previously created prices, or need a new price level, click “Create Price”.
    - iii. To enable a donor to enter a donation of any amount, create a “Variable” price.
3. Active: This should be checked
4. Account: The item will be associated with your account by default.
5. You may add as many items as you like to the form.

### Create Item ×

Type

Name   
A name that describes the item's purpose is recommended. Leave blank to only display the amount in the form.

Description

Price


Active

Account

\* required fields

# MARKETPLACE – DONATION PAGE


## CONFIGURE THE CONTACT BLOCK

1. Click “Contact Options” on the left menu.
2. These are the fields available for use in the contact block on your form.
3. To move fields up or down on the form, use the arrows to the right of each item.
4. To designate a field “Required”, “Inactive”, Hidden”, “Optional” or “Read Only” – click  to the right.

Big River Home Pages Community Contacts Transactions Email Content


### Edit Donate Now

Basics

Page Frame 

Page Layout

Form Contents

Contact Options 

Payment Options

Custom Fields

Promotions

Contact Groups

Confirmation

Confirmation Email

Sponsorship
















Transactions

Reports

Widgets

Reuse Contact

Confirm Email

Field Name	Field Mapping	Prompt on Page	Default Value	Auto Correct	Show On Confirmation	Replaces Contact Field	Action
Title	Inactive			false	false	none	 ↑ ^ ↓
First Name	Required			false	false	none	 ↑ ^ ↓
Middle Name	Inactive			false	false	none	 ↑ ^ ↓
Last Name	Required			false	false	none	 ↑ ^ ↓
Preferred Name	Inactive			false	false	none	 ↑ ^ ↓
Suffix	Inactive			false	false	none	 ↑ ^ ↓
Address	Required			false	false	none	 ↑ ^ ↓
City	Required			false	false	none	 ↑ ^ ↓
State	Required			false	false	none	 ↑ ^ ↓
Postal Code	Required			false	false	none	 ↑ ^ ↓
Country	Inactive		United States	false	false	none	 ↑ ^ ↓
Phone Number	Required			false	false	none	 ↑ ^ ↓
Work Phone Number	Inactive			false	false	none	 ↑ ^ ↓
Mobile Phone Number	Inactive			false	false	none	 ↑ ^ ↓
Email	Required			false	false	none	 ↑ ^ ↓

**\*IMPORTANT:** Do not rename contact fields.



# MARKETPLACE – DONATION PAGE

## CONFIRMATION PAGE

When an online donation is made, a donor will see a confirmation page, which confirms that the donation was successful and advises that an email receipt will be sent. A default confirmation page will automatically be applied to your page. To use the default, skip this step.

You have the option to customize your confirmation page. To do so, click “Confirmation” in the left menu. Then click “Edit” beneath the confirmation page drop-down.

Basics  
Page Frame  
Page Layout  
Form Contents  
**Confirmation** →  
Confirmation Email  
Sponsorship  
Transactions  
Reports  
Widgets

Confirmation Page: Demo Campaign Confirmation  
Edit Create Confirmation Page

**Thank you!**  
Your donation has been completed on #{DATE}.  
**Contact**  
#{CONTACT}  
**Donation Details**  
#{ORDER}  
**Payment Info**  
#{PAYMENT}  
**Tell a Friend!**  
Help us raise the largest amount ever! Tell a friend you donated by clicking #{TELLAFRIEND}.  
Donation Software Copyright © 2011-2014 Big River Online | Contact Us | Policies

\* required fields

Duplicate Save and Exit Save Cancel Tasks

1. If you have previously created custom confirmation pages, you can use the dropdown to select one.
2. To edit the default confirmation, click the “edit button” and edit the page using the WYSIWG editor.
3. To create a new confirmation page, click “Create Confirmation Page” button and design a new page.

**\*\*IMPORTANT:** Before editing an existing confirmation page, check to see what other pages might be using it.

# MARKETPLACE – DONATION PAGE

## CONFIRMATION EMAIL

This is the email receipt that is sent automatically when a donation is made. A default email will automatically be applied sent. To use the default, skip this step.

You have the option to customize the confirmation email. To do so, click “Confirmation Email” in the left menu. Then click “Edit” beneath the confirmation email drop-down.

1. If you have previously created custom confirmation emails, you can use the dropdown to select one.
2. To edit the default email, click the “edit button” and edit using the WYSIWG editor.
3. To create a new confirmation email, click “Create Confirmation Email” button and design a new email.

You can configure it to serve as a tax receipt, include a special message communicating your impact in the community, or promote an upcoming event. Use merge tags to populate the email with donation/contact information related to the transaction.

The screenshot shows the 'Edit Copy of Demo Campaign' interface. On the left is a navigation menu with items: Basics, Page Frame, Page Layout, Form Contents, Confirmation, Confirmation Email (highlighted), Sponsorship, Transactions, Reports, and Widgets. The main content area is titled 'Edit Copy of Demo Campaign' and features a 'Confirmation Email' section with a dropdown menu set to 'Copy of Demo Campaign Confirmation Email'. Below the dropdown are 'Edit' and 'Create Confirmation Email' buttons. The email content preview includes: **Thank you!**, 'Your order has been completed on .', fields for Name, Address, Phone, and Email, **Order**, **Payment**, **Tell a Friend!**, and the text 'Help us raise the largest amount ever! Tell a friend you donated by clicking .'. At the bottom, there is a '\* required fields' note and buttons for Duplicate, Save and Exit, Save, Cancel, and a Tasks menu.

**\*\*IMPORTANT:** Before editing an existing confirmation email, check to see what other pages might be using it.



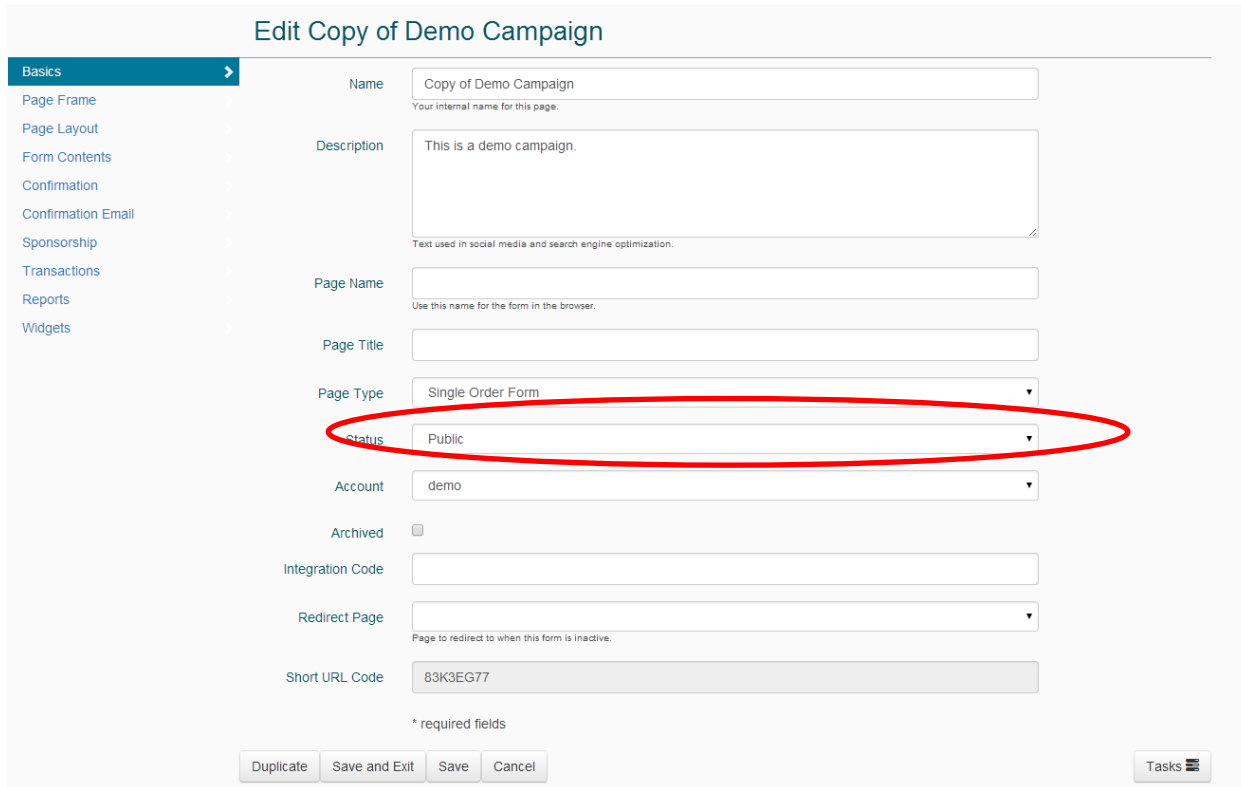
# MARKETPLACE – DONATION PAGE

## ACTIVATE & PREVIEW PAGE

When you are ready to promote your page, click “Basics” on the left menu.

Change the Page Status to “Public”.

Click “Save”.



The screenshot shows the 'Edit Copy of Demo Campaign' form. The 'Basics' tab is selected in the left-hand menu. The form contains the following fields:

- Name: Copy of Demo Campaign (Your internal name for this page.)
- Description: This is a demo campaign. (Text used in social media and search engine optimization.)
- Page Name: (Use this name for the form in the browser.)
- Page Title: (Empty)
- Page Type: Single Order Form
- Status: Public (This dropdown menu is circled in red in the original image.)
- Account: demo
- Archived:
- Integration Code: (Empty)
- Redirect Page: (Empty) (Page to redirect to when this form is inactive.)
- Short URL Code: 83K3EG77

At the bottom of the form, there are buttons for 'Duplicate', 'Save and Exit', 'Save', and 'Cancel'. A 'Tasks' button is located in the bottom right corner. A note indicates that asterisks (\*) denote required fields.

To preview your page, click “TASKS” on the bottom right and select “View Public Form”.

## LINK PAGE TO YOUR WEBSITE

Once you are happy with the page and the confirmations, you are ready to create a link to your new donate page on your website.

Click “Widgets” in the left menu.

Copy the “URL” – this is the link to your donate page.

In the CMS (i.e. Wordpress) for your website, link any DONATE buttons on your webpage to this URL.