

# Donate Now and Raise Funds with Ease



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## Donate Now and Raise Funds with Ease

### Introduction

Donate Now is the @EASE answer to your online giving. It provides the opportunity to accept donations from your website, social media sites and from within @EASE. Donate Now uses iATS Payments at the payment portal for your monthly pledges both Credit Card and EFT.

\*\* iATS Payments is a Canadian owned company.

### Donate Now

Donate Now is your site, set up with your information, your Logo and organization name. eReceipts are sent from your charity, and all the required information is retained by the charity for future fundraising opportunities. A Thank You Video can accompany the emailed confirmation for charitable and non-charitable transactions.

### Features of Donate Now

The menu options available in Donate Now let the charity create new campaigns, offer a list of companies who will provide a matching gift, showcase giving designations for the donor to choose from. Additional information can be requested and the thank you message comes from the charity.

### Menu Options

Organization

# Donate Now and Raise Funds with Ease



## How to Set Up Donate Now

### Organizational Defaults

Once you have requested a Donate Now site, Batsch Group will request a copy of your Logo and provide you with the initial setup site login URL information. This URL is added to Organizational Defaults under the Organization Tab.



### Logging on to Donate Now



Once Organizational Defaults is set up, the little yellow wrench is your access point to Donate Now. Clicking it will activate the access window shown below.



### Important

The initial login needs to be a valid email and preferably an email which is not tied to a specific staff member.

If the password is forgotten, this is the email which is used to reset it.

# Donate Now and Raise Funds with Ease



## Donate Now / Raise Funds with Ease Menu

# @EASE

## ABC Foundation

Organization ▾ Campaigns Donations Receipts Employers Teams Tickets Employee Donations Hello Admin@ABCFoundation.com! Log off

### Donations

From Date  To Date  [View Downloaded Data](#) [Find](#) [Download Data](#)

[Return to Home Page](#)

The initial login screen goes directly to Donations for download. The Calendars offered in From Date and To Date are web-browser-specific, so choose your default browser with care. The date format is mm/dd/yyyy, should no prompt be present.

## Users

	User	Role
Delete	User@ABCFoundation.com	User
Delete	Admin@ABCFoundation.com	Admin

[Add User](#)

[Return to Home Page](#)

## Donate Now and Raise Funds with Ease



### Add User

**Email address:**

**Password:**

**Confirm Password:**

**Role:**

There are only two levels of users in Donate Now, they are User and Admin. The Admin role can run all options where the User role can only download records through Donations.

To create an additional user, click the **Add User** button.

Enter the requested fields and Save.

## Org Defaults

### Organization Defaults

**Name**

**Address**

**City \***  **Postal/Zip Code \***

**Country \***  **Province/State \***

**Phone Number**  **Fax Number**

**Email**  **Website**

**Charitable Number**  **Agent Code**  **Agent Password**

**Thank You Message**  
  
— Kahilil Gibran, Sand and Foam

Org Defaults is where specific information is added about the charity. The charity cannot modify the Logo, this needs to be done through Batsch Group.

Most of these fields are self-explanatory.

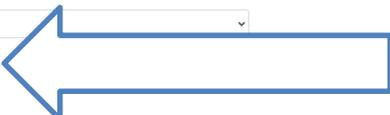
The organization **Name** is essential as it is used on the Donate Now web page. There is a checkbox shown by the arrow below. If the name of the charity is found on the Logo, the name does not need to display.

Use Show donation screen in multiple steps creates 3 input screens.

**Page Style**

Show Organization Name

Show donation screen in multiple steps





## Donate Now and Raise Funds with Ease

**Email** identifies the email which will be notified when a transaction occurs through Donate Now. To have more than one email notified, modify this email address in your mail server to show a Forwarding address.

**Website** is used when people complete a transaction to take them back to whichever page you think most appropriate.

### Country

This is important as it is reflected in the contact information as the default value.

### Agent Code and Agent Password

These values are assigned to the charity by iATS once they have an account.

### Thank You Message

The Thank You message appears on the email upon transaction confirmation as the last piece of text. The message can be modified to reflect the time of year, situations which are occurring in the world or events from within the charity.

### Page Style Updated

There are currently seven colours for the lines on the boxes for Donate Now screens and click tabs. The colours are Blue, Tan, Dark Grey, Light Grey, Burgundy, Navy Blue and Dark Green.

### Receipt Information

Receipt Information

Starting Receipt Number

If the above number is greater than zero an electronic receipt will be issued

Signature File:

S



## Donate Now and Raise Funds with Ease

### Starting Receipt Number

While the number remains zero, no 'ereceipts' will be issued. The numbers used should be unique from numbers used in @EASE for eReceipts, PDF Receipts or preprinted receipts. The number should be less than 999,999,999 or 9 digits in size.

Once ereceipting has started the receipt number should not be modified.

It is important that all receipt numbers used in @EASE and Donate Now have unique number ranges.

### Signature File

The signature file is selected and uploaded to the Donate Now site.

Once you have set up the initial number and signature file, run Test Receipt.

 <p><b>ABC Foundation</b> 10435 178 Street NW Edmonton AB T5S1R5 Phone (780) 489-9911 Fax (-) E-mail: ease@batschgroup.com Web: www.raisefundswithease.org</p> <p><i>Official Receipt for Income Tax Purposes</i></p> <p>Thank You Message</p> <p><b>The Sum of</b> One Thousand One Hundred Fifty</p> <p><b>Received From</b> Mr. and Mrs. XXXXX 9999-99 Street XYZ City XX A9A 9Z9</p>	<p><b>OFFICIAL TAX RECEIPT      RECEIPT      E000001</b></p> <p><b>Date</b> Jul 12, 2020 E000001</p> <p>Issued at: Edmonton AB</p> <p><b>Dollars 25/100 \$      1150.25</b></p> <p>Date Rec'd: Jul 12, 2020 Canada Revenue Agency Canada.ca/charities-giving</p> <p>Authorized Signature </p>
---	--

### Lookup Tables

There are several user-defined Lookup Tables available to reflect the charity's interest or to access information which is compatible with the Lookup Tables found in @EASE.

# Donate Now and Raise Funds with Ease



## Donor Salutation

Lookup Type:

	Code	Description
Delete	Dr	Dr
Delete	Miss	Miss
Delete	Mr	Mr
Delete	Mr and Mrs	Mr and Mrs
Delete	Mrs	Mrs

Add Code

If different values are imported through selections from the Code field, they are added to the Salutation table in @EASE during the Import ... so Mr. with the period and Mr without could potentially create duplicates which you would not want.

## Email

Lookup Type:

	Code	Description
Delete	eReceipt	eReceipt Email for Corporate gifts
Delete	Home	Home
Delete	Office	Office email

Add Code

The email Code value is essential, particularly for corporate transactions where a charitable receipt is required. The value **eReceipt** needs to reside on the corporate master record and not with a staff member. We have done this to ensure eReceipts do not get lost. This affects only eReceipts sent through @EASE and not through Donate Now.



## Donate Now and Raise Funds with Ease

### Phone

This field identifies the phone number.

Lookup Type:

	Code	Description
Delete	Business	Business
Delete	Cell	Cell
Delete	Home	Home

Add Code

### Gift Designation

For some online campaigns, you may want the donor to designate how they want their gift allocated. The Code values in this table are ten characters in length and should correspond to the Breakout Code values in @EASE. The Description field is what the user sees when entering through Donate Now.

Lookup Type:

	Code	Description
Delete	As Needed	As Needed
Delete	LottoTicket	Lottery Ticket
Delete	UnsolDon	Unsolicited Donation
Delete	WalkDon	Indicate the walker you are supporting.
Delete	WalkHealth	Walk for Health

Add Code

## Donate Now and Raise Funds with Ease



### How did you hear about us?

Lookup Type:

	Code	Description
Delete	Attended past event	Attended past event
Delete	BobWalk	Bob's Walk for the Holidays
Delete	Email	Email
Delete	Personal Invitation	Personal Invitation
Delete	Television/Radio	Television/Radio
Delete	Walk for Health	Walk for Health hosted by Johnson Cellular
Delete	Website	Website

Add Code

How did you hear about us can be useful information. When imported this data populates the Mailing List field in @EASE on the Receipt window. The Campaign Prospect Report found under Receipt Reports will show the number of transactions with total dollars which correspond to entries in this field.

### Country

Lookup Type:

	Code	Description
Delete	Canada	Canada
Delete	Peru	Peru
Delete	USA	USA

To facilitate gifts from donors in other countries, the Country table has been added. The code value has a maximum length of 30 characters. There are some countries which are not allowed due to hacking.

## Donate Now and Raise Funds with Ease



### Employers

A charity may solicit different organizations which will support a matching gift. There is a selection on the gift window which enables the donor to select their employer if present. This information is returned to @EASE for the charity to access and request the matching donation. Q-Xpress Receipting Amount Payment Method Date will house employer names.

Employer Name	
Delete	Batsch Group Inc

Add Employer

### Donations

#### Donations

From Date  To Date   View Downloaded Data

[Return to Home Page](#)

Donations is the area where transactions are downloaded for import into @EASE. Previously downloaded values can be accessed as well as new records.

The download path, in most cases, will take you to the Download folder on your computer. We recommend moving these to a safe and secure folder for retention as they provide an audit trail of activity.

The export file format is '.XML'. If there is a desire to open the file, right-click on the file name and use Open With and select Notepad or Excel.

Depending on the browser being used, the date field widget may be different or none existent. The format for the date field entry is mm/dd/yyyy.



## Donate Now and Raise Funds with Ease

### The Campaign Window

	Code	Description	Campaign Type			
Edit Delete	GnDon2020	Donations 2020	DON	Test Page	Get Links	Top Performers
Edit Delete	MBR2020	Membership Purchase or Renewal	MBR	Test Page	Get Links	Top Performers
Edit Delete	OH2020	2020 Open House Registration	RNF	Test Page	Get Links	Top Performers
Edit Delete	Pur2020	For Our Sponsors	SPS	Test Page	Get Links	Top Performers
Edit Delete	2020MoDon	2020 Monthly Donations	DON	Test Page	Get Links	Top Performers
Edit Delete	2020Tck	2020 Event Tickets	TCK	Test Page	Get Links	Top Performers

The New button found at the bottom of this window lets the user add a new campaign.

### Campaign Window Features

The **Edit Delete** column is used to edit an existing campaign or to Delete or remove a campaign which has been completed.

The **Code** is the unique eight-character value used by the Import Utility to assign donations to @EASE campaigns.

The **Description** is the name used to identify the campaign on the transaction window.

The **Campaign Type** describes which campaign format will be used. There is further below on the Type of Campaign.

**Test Page** is used so you can see the **Thank You Message** and how it appears in a confirmation window. Entering hard returns as part of the message spaces out the sentences making it legible.

---

Thank you for your donation. Your receipt will be emailed to your email address.  
Please click on the Video Link in the email you will receive so we may express our appreciation.

"Generosity is giving more than you can, and pride is taking less than you need."  
— Kahlil Gibran, Sand and Foam

ABC Foundation

**Get Links** takes you to all the different links that can be used for different types of events.

**Top Performers** displays the window which gives the progress of a campaign with or without a Campaign Target. When a Campaign Target is entered a progress bar appears.

# Donate Now and Raise Funds with Ease



**Donations 2020**

Top Donors	
Sharron Batsch	\$15.00
Sharron Batsch	\$15.00
Sharron Batsch	\$1.00

Top Teams	
ABC Foundation Donations	\$31.00

**Total Raised: \$31.00**

Progress Bar

## Get Links window

**Donations 2020**

In order to copy the links, click inside the text box and press Ctrl+A followed by Ctrl+C.

Link to Login or Register:

Link to Find Team:

Link to Donate Page:

Link to Top Performers:

For the majority of campaigns, the Link to Donate Page is used. Ticket and Lottery campaigns have a Ticket Sales link.

### Peer to Peer Fundraising Events

The *Link to Login or Register* is used to create Teams.

*Find a Team* is used to locate a team which has registered for the event.

For Peer to Peer events, the *Link to Donate Page* is only used for donations where no team is being supported.

**Add/Edit Campaign**

Code <input type="text" value="Walk2020"/>	Campaign Type <input type="text" value="Donations"/>
Description <input type="text" value="Support Walk For Health"/>	
Non Benefit Amount <input type="text"/>	Benefit Amount <input type="text"/>

**Support Walk For Health**

The Campaign Target can be modified to reflect changes in the overall goal of the campaign.

**Link to Top Performers** is the display for top teams and individuals. A Campaign Target can be left a zero or given a numeric value.

**Support Walk For Health**

Top Donors	
Kate George	\$15.00
Kate George	\$15.00

Top Teams	
Nature Walkers	\$30.00

**Total Raised: \$30.00**



## Donate Now and Raise Funds with Ease

### Campaigns

The Campaign area is where the charity creates opportunities for donations, accept registrations, offer event or lottery tickets, accept membership renewals or for sponsor/purchases.

There are several options available which we will discuss first followed by a section for each type of campaign.

### Standard Features for All Campaigns

The standard features are defined here and will not be addressed again as we discuss each campaign type.

The screenshot shows a web form titled "Add/Edit Campaign". The form includes the following fields and options:

- Code:** A text input field.
- Campaign Type:** A dropdown menu with "Donations" selected.
- Description:** A large text area.
- Non-Benefit Amount:** A text input field.
- Benefit Amount:** A text input field.
- Campaign Target:** A text input field.
- Amount 1, Amount 2, Amount 3:** Three text input fields.
- Monthly**
- Thank You Message:** A text area with a "Save" icon.
- Receipt Thank You Message:** A text area with a "Save" icon. Pre-filled text: "Thank you for your gift and your support for our clients and the ABC Foundation programs."
- In Memory/In Honour Message:** A text area with a "Save" icon. Pre-filled text: "Please enter the contact information of persons to be notified if this is an In Memory or In Honour of donation."
- Instructions:** A text area with a "Save" icon.
- Email Video Link:** A text input field with the URL "https://youtu.be/ouQdofu\_Yfc".
- Four checkboxes for display options:
  - Show 'How did you hear'
  - Show Gift Designation
  - Show Matching Gift
  - Show Hear More
  - Show Instructions
  - Show Processing Fee
- Save** and **Cancel** buttons at the bottom.

### Code

The **Code** field must be a **unique eight-character value** used to identify the campaign to which data will be assigned once the data is in @EASE.

### Campaign Type

The Campaign Type determines a great deal about how the campaign is going to evolve. Different types have different requirements and use different fields of data. It is important to understand how each Campaign Types differ.



## Donate Now and Raise Funds with Ease

Types include:

- *Donations* which are charitable gifts and generate receipts.
- *Tickets* which are events and the event can be a charitable event or non-charitable. Charitable event tickets will generate a receipt.
- *Memberships* are used for new members and renewals. Memberships, when imported to a membership campaign in @EASE, will have renewal dates automatically set based on the campaign membership setup. Charitable members will have their receipts sent through the @EASE eReceipt system.
- *Lottery Tickets* can have different pricing based on a different number of purchases. Each type of ticket has the number of available tickets. **Lottery tickets can be Sold using Donate Now but ticket number assignments must happen in the @EASE program.**
  - **Do Not Enter A Starting Number.**
- *Registration With and Without a Fee* can be used for participants and event invitations.
- *Sponsors* is used to make sponsorship payments through Donate Now.

### Description

The Description is what the donor will see. It describes the campaign making it identifiable.

### Thank You Message

The Thank You message displays upon payment confirmation, and again on the confirmation email, the individual/organization receives. Hard returns provide lets you space out the lines of the message. Once the campaign is saved, click Test Page to view the message.

Code		Description	Campaign Type		
Edit <a href="#">Delete</a>	GnDon2020	Donations 2020	DON	<a href="#">Test Page</a>	<a href="#">Get Links</a> <a href="#">Top Performers</a>

### In Memory/In Honour Message

The **In Memory/In Honour** Message is only used for the Donation campaign type. It is used to request contact information should the donor wish to advise family or friends of their gift. An entry box automatically appears when either Memoriam or In Honour is clicked.



## Donate Now and Raise Funds with Ease

**DO NOT check Show Instructions.** There is a limit of 250 characters which includes the name of the deceased, or the person being honoured.

**Please Note:** (Dollars are not included in the Gift Notification Report.)

### Instructions

The **Instructions** box is for special requests from the donor. When an instruction is entered, it is used to access information which the charity deems necessary from the purchaser or donor. The **Show Instructions** box must be checked for data to be collected.

### Show 'How did you hear.'

It may be useful to find out more about how the donor/purchaser/registrant became aware of the opportunity to participate. This data is imported to the Mailing List field in @EASE. The Campaign Prospect Report will provide a useful report using this data.

The values found in the pulldown for How did you hear are those entered in the Lookup Tables.

### Show Gift Designation

Where donors have an opportunity to request a specific fund or designation for their gift, check **Show Gift Designation**. This option **only** applies to **donation campaigns**. The **Gift Designation** lookup table provides the list of values.

### Show Hear More

**Show Hear More** tells the charity if those who have provided a transaction would like to know more about the charity.

The Yes or No value imports into the **Quality** section of the Import Utility and it is imported to the Quality field in @EASE.

### Show Instructions

**Show Instructions** works with the Instruction box, and where more information is required. The checkbox is essential for the Instruction box data and the entry box to be displayed.



## Donate Now and Raise Funds with Ease

### Show Processing Fee

**Show Processing Fee** is added wherever the charity wishes to ask the donor or purchaser if they would like to include the cost of processing. The process fees are 2.5% for Visa and Mastercard and 3.95% for AMEX.

### General Donation Campaign

A General Donation campaign gives the donor the opportunity for a one-time donation, an In Memory Donation, an In Honour of donation or a Monthly Donation.

The name of the campaign is determined by its setup. The additional parameters are defined at the time the campaign is created.

The type of additional information is determined by the campaign.

### Add/Edit Campaign

Code	Campaign Type		
<input type="text" value="GnDon2020"/>	<input type="text" value="Donations"/>		
Description			
<input type="text" value="Donations 2020"/>			
Non Benefit Amount	Benefit Amount		
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>		
Campaign Target	Amount 1	Amount 2	Amount 3
<input type="text" value="\$0.00"/>	<input type="text" value="\$50.00"/>	<input type="text" value="\$100.00"/>	<input type="text" value="\$250.00"/>
<input type="checkbox"/> Monthly	Check if the campaign is only for <b>Monthly</b> .		
Thank You Message			
<input type="text" value="Thank you for your donation. Your receipt will be emailed to your email address. Please click on the Video Link in the email you will receive so we may express our appreciation."/>			

Suggested amounts

Thank You Message appears on confirmation window & email.

Non Benefit, Benefit Amount are N/A.

Campaign Target can be entered at the discretion of FD Staff.

# Donate Now and Raise Funds with Ease



Receipt Thank You Message

Thank you for your gift and your support for our clients and the ABC Foundation programs.

In Memory/In Honour Message

Please enter the contact information of persons to be notified if this is an In Memory or In Honour of donation.

Instructions

EEmail Video Link

[https://youtu.be/ouQdp6u\\_YFc](https://youtu.be/ouQdp6u_YFc)

Show 'How did you hear'       Show Hear More

Show Gift Designation       Show Instructions

Show Matching Gift       Show Processing Fee

Thank you that appears on the receipt. \*\*\* None for monthly.

In Memory/In Honour Message Requests contact info to inform family.

Instructions in most cases would be blank.

Charity's YouTube Video Thank You Link.

Check Show Processing Fee so donors can choose to pay fee.

We did not check **Show Hear More** as we were sending this appeal this to existing donors. \*\*\*If we were adding this to our website or social media sites, including **Show Hear More**, would be reasonable to include.

# Donate Now and Raise Funds with Ease



## Monthly Campaign

Check the Monthly box shown below.

### Add/Edit Campaign

Code:  Campaign Type:

Description:

Non Benefit Amount:  Benefit Amount:

Campaign Target:  Amount 1:  Amount 2:  Amount 3:

Monthly

Thank You Message:

Receipt Thank You Message:

In Memory/In Honour Message:

Instructions:

E-Mail Video Link:

Show 'How did you hear'  Show Hear More  
 Show Gift Designation  Show Instructions  
 Show Matching Gift  Show Processing Fee

Non Benefit & Benefit Amount remain blank. Campaign Target can be added.

Thank You Message appears on confirmation window & email. A Yearly Receipt is indicated.

There may be an in Memory monthly gift. In the event this can occur, the In Memory/In Honour Message should be filled in.

# Donate Now and Raise Funds with Ease



## Campaign Events with Ticket Sales

### Add/Edit Campaign

Code: SummerTck

Campaign Type: Tickets  
Ticket Packs

Description: Summer Gala Tickets

Campaign Target: \$0.00    Amount 1: \$0.00    Amount 2: \$0.00    Amount 3: \$0.00

Thank You Message: Thank you for purchasing tickets. We are celebrating the Summer Solstice. Our cocktail reception is from 8:00 PM - 8:30 PM, please join us. We look forward to seeing you.

Receipt Thank You Message:

Instructions: If you wish to join specific guests at a table, please let us know in the box below. Please advise us of any food allergies you may have.

### Features to Note:

**Code:** This value is used when Importing to make a correct campaign assignment.

**Campaign Type:** Tickets

Note **Ticket Pack** below which appears.

We will add tickets once we complete this screen.

**Description:** What the purchaser sees on the Ticket Purchase window.

**Campaign Target** can be included. **Amounts:** Leave Blank!

**Thank You Message:** What will appear on the confirmation upon completion of the payment and the email confirmation.

**Receipt Thank You Message:** Leave Blank. This is defined at the Ticket level.

**Instructions:** Information the event committee may require such as food allergies, table requests

etc.

E-Mail Video Link

Charitable

Total Tickets: 100    Tickets Sold: 0    Remaining Tickets: 100

Show 'How did you hear'     Show Hear More

Show Gift Designation     Show Instructions

Show Matching Gift     Show Processing Fee

**Email Video:** The video from your YouTube Channel be played when the confirmation email and/or receipt is received.

**Charitable:** Required if the ticket cost has a charitable portion with a receipt.

eReceipts are issued for Charitable ticket sales. **Total Tickets** is required and is the number of tickets to be sold. This does not include complimentary tickets. Tickets Sold and Remaining Tickets are calculated as transactions occur.



## Donate Now and Raise Funds with Ease

### Non Charitable Event Tickets

#### *Benefit Amount and Non Benefit Amount*

If these tickets were sold as Non-Charitable, only the Non-Benefit Amount field would have a value.

The Charitable Box found under the Video Link is left Unchecked for Non-charitable Event Tickets.

Charitable

### NEW! PDF Tickets

We have added a 255 character box that will display on the PDF ticket purchased along with the Ticket Number. Hard returns between lines will make the information more legible. The text entered is centered on the ticket.

Additional Information to be printed on tickets

### Options:

If Instructions is entered to request information from the purchaser, **Show Instructions** must be checked.

If information is useful regarding marketing venues, Show "How did you hear" can be checked.

To enable the fee payment on the ticket purchase, check Show Processing Fee.

### Ticket Packs

Different ticket packages are defined in the Ticket Packs area.

Single Ticket

# Donate Now and Raise Funds with Ease



**Add/Edit Ticket Pack**

Ticket Pack Type  
Table of Eight

Benefit Amount: \$800.00      Non Benefit Amount: \$1,000.00

Tickets Per Pack: 8      Promo Code:

Receipt Message  
Thank you for purchasing a table for the Summer Gala. The cost per table is \$1800.00 of which \$800.00 is the benefit and \$1000 is the Charitable amount.

Couples Ticket

**Add/Edit Ticket Pack**

Ticket Pack Type  
Volunteer Tickets

Benefit Amount: \$100.00      Non Benefit Amount: \$50.00

Tickets Per Pack: 1      Promo Code: VT2020

Receipt Message  
Thank you for attending the Summer Gala. As one of our valued Volunteers, the Cost per ticket is \$150.00 of which \$100.00 is the benefit and \$50.00 is the Charitable amount.

Table of 8 Tickets

Volunteer with Promo Code

**Add/Edit Ticket Pack**

Ticket Pack Type  
Couples Tickets

Benefit Amount: \$200.00      Non Benefit Amount: \$250.00

Tickets Per Pack: 2      Promo Code:

Receipt Message  
Thank you for purchasing tickets to the Summer Gala. The cost per ticket is \$225.00 of which \$100.00 is the benefit and \$125.00 is the Charitable amount.

Ticket Pack Type is the type of ticket.

Benefit Amount and Non Benefit Amount are the cost of one Pack Type. For Non-charitable tickets, only the Non Benefit Amount is entered.

The Tickets Per Pack defines how many tickets are accessed with a single purchase.

For each type of ticket a unique Receipt Message for your thank, your statement.

When tickets are purchased, this data is used to update Tickets Sold and Remaining Tickets found on the Campaign record in Donate Now.

Each Ticket Pack Type can be quite specific offering the charity an opportunity to provide accurate reporting on the receipt as required by charitable law.

In the examples shown to the left, we have a single ticket for one person, a ticket for two people, a ticket for volunteers with a Promo Code and a Table of Eight Ticket.

In each case, the Benefit and Non Benefit Amounts are defined. When imported into @EASE, they go to the Registration and Amount fields respectively.

### Tickets Per Pack

Each type of Tickets Per Pack indicates the number of tickets or seats the sale accessed which updates Tickets Sold and Remaining Tickets.

# Donate Now and Raise Funds with Ease



## Ticket Link for Online Sales

### Summer Gala Tickets

In order to copy the links, click inside the text box and press Ctrl+A followed by Ctrl+C.

Link to Login or Register:

<https://raisefundswithease.com/Account/LoginOrRegister.aspx?a=36FC505C-788E-401D-B729-8A4FB5A848CF&c=SummerTck>

Link to Find Team:

<https://raisefundswithease.com/Canvasser/FindTeam.aspx?a=36FC505C-788E-401D-B729-8A4FB5A848CF&c=SummerTck>

Link to Tickets Page:

<https://raisefundswithease.com/Ticket.aspx?a=36FC505C-788E-401D-B729-8A4FB5A848CF&c=SummerTck>

Link to Top Performers:

<https://raisefundswithease.com/TopPerformers.aspx?a=36FC505C-788E-401D-B729-8A4FB5A848CF&c=SummerTck>

The Link to Tickets Page is all that will be used.

## Membership Campaigns

Membership renewals or initial purchases can be accepted with Donate Now and imported with correct renewal dates based on the campaign which they are assigned to and imported through @EASE.

Donate Now does not do charitable members. Upon import to @EASE, the charitable aspect can be managed and eReceipts emailed.

In the example below, the cost of the membership is \$15.00. The value resides in the Non-Benefit Amount so that it imports to the Amount field in @EASE.

The charity can create multiple campaigns for each type of membership either as a renewal or first time member.

**Add/Edit Campaign**

Code	Campaign Type		
<input type="text" value="MBR2020"/>	<input type="text" value="Membership"/>		
Description			
<input type="text" value="Membership Purchase or Renewal"/>			
Non Benefit Amount	Benefit Amount		
<input type="text" value="\$15.00"/>	<input type="text" value="\$0.00"/>		
Campaign Target	Amount 1	Amount 2	Amount 3
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Thank You Message			
<input type="text" value="Thank you for your membership"/>			

The Code is eight characters long and is used to make the campaign assignment when the information is imported into @EASE.

The Campaign Type is Membership. The Description describes the type of membership as would be selected by the individual making the purchase.



## Donate Now and Raise Funds with Ease

Additional information can be requested by entering what the organization would like to know in the Instructions box and checking off Show Instructions below.

We have included Show Processing Fee which is up to the discretion of the charity.

**Please Note:** The Campaign Target and Amount 1 – 3 are all blanks.

E-Mail Video Link

  
 Show 'How did you hear'       Show Hear More  
 Show Gift Designation       Show Instructions  
 Show Matching Gift       Show Processing Fee

## Sponsorship Campaigns

This campaign provides organizations and individuals who are sponsoring a safe payment gateway which is easily importable to @EASE.

The Campaign Type is Sponsor. Additional fields might be the Instructions area and Show Instructions should there be a need and the Show Processing Fee.

**Add/Edit Campaign**

Code:       Campaign Type:

Description:

Non Benefit Amount:       Benefit Amount:

Campaign Target:       Amount 1:       Amount 2:       Amount 3:

Thank You Message:

Instructions:

In our example, we have identified the different sponsorship levels on the webpage containing this site.

[www.raisefundswithease.org](http://www.raisefundswithease.org)

# Donate Now and Raise Funds with Ease



### Gala Sponsorships

- Signature Sponsor \$50,000.00
- Gold Sponsor \$35,000.00
- Silver Sponsor \$25,000.00
- Wine Sponsor \$15,000.00
- Flower Sponsor \$5,000.00
- Gift Sponsor \$5,000.00

Sponsorship or Purchase

For Our Sponsors

Please enter the level you are sponsoring in the box below. Thank you for your valued sponsorship. You are making the gala a great success. The Sponsorship Committee

Amount \*

\$ 0.00

First Name \*

Last Name \*

Sponsorship or Purchase on behalf of an organization  
Organization Name

Don't forget the VIDEO Thank You

## Lottery Tickets Payment Only

Lottery Tickets can be sold through @EASE but the numbers must be assigned through @EASE..

To achieve this, there can be no Starting Number assigned.

The Code is eight unique characters.

Campaign Type is Lottery.

Add/Edit Campaign

Code Campaign Type

Tck5050

Lottery

Ticket Packs

Description

50/50 Lottery Tickets

Campaign Target	Amount 1	Amount 2	Amount 3
\$0.00	\$0.00	\$0.00	\$0.00

Thank You Message

Thank you for supporting the 50/50 lottery. We wish you the best of luck!

Instructions

E-Mail Video Link

https://youtu.be/xm6ByWI4I7I

Description is the name of the campaign as the purchaser will see it.

Campaign Target and Amounts 1-3 remain zero or blank.

Thank You Message is what the purchaser see on the confirmation once the purchase is complete and again on the emailed confirmation they receive.



## Donate Now and Raise Funds with Ease

The checkboxes to the left are left blank unless other information is required.

<input type="checkbox"/> Show 'How did you hear'	<input type="checkbox"/> Show Hear More
<input type="checkbox"/> Show Gift Designation	<input type="checkbox"/> Show Instructions
<input type="checkbox"/> Show Matching Gift	<input type="checkbox"/> Show Processing Fee

### Ticket Packs

**Add/Edit Ticket Pack**

Ticket Pack Type

Benefit Amount  Non Benefit Amount

Tickets Per Pack  Promo Code

Receipt Message

Total Tickets  Tickets Sold  Remaining Tickets

#### Features to Note:

**Ticket Pack Type:** Name of the ticket package to be purchased which what the purchaser sees.

The **Non Benefit Amount** is the cost of the ticket

	Ticket Pack Type	Benefit Amount	NonBenefit Amount	Tickets Per Pack	Promo Code	Total Tickets	Tickets Sold
Edit Delete	Single Tickets	\$0.00	\$1.00	1		10	
Edit Delete	3 for \$10.00	\$0.00	\$1.00	10		30	
Edit Delete	10 for \$20.00	\$0.00	\$15.00	20		50	

**Tickets Per Pack:** With a purchase, how many tickets are included.

**Receipt Message:** Remains BLANK!

**Total Tickets** identifies how many of this type of ticket can be sold in total.

**Tickets Sold** and **Remaining Tickets** provides an inventory of this ticket type.

# Donate Now and Raise Funds with Ease



## Lottery Ticket Link

### 50/50 Lottery Tickets

In order to copy the links, click inside the text box and press Ctrl+A followed by Ctrl+C.

Link to Login or Register:

<https://raisefundswithease.com/Account/LoginOrRegister.aspx?a=36FC505C-788E-401D-B729-8A4FB5A848CF&c=Tck5050>

Link to Find Team:

<https://raisefundswithease.com/Canvasser/FindTeam.aspx?a=36FC505C-788E-401D-B729-8A4FB5A848CF&c=Tck5050>

Link to Tickets Page:

<https://raisefundswithease.com/Ticket.aspx?a=36FC505C-788E-401D-B729-8A4FB5A848CF&c=Tck5050>

Link to Top Performers:

<https://raisefundswithease.com/TopPerformers.aspx?a=36FC505C-788E-401D-B729-8A4FB5A848CF&c=Tck5050>

Only the Link to Tickets Page is used for this type of campaign.

This link can be used individually and added to social media sites or your website as a standalone purchase window, or it can be embedded into an existing webpage.

## Lottery Ticket On Social Media

Below is how the link appears on social media sites.

**@EASE**  
ABC Foundation

A screenshot of a web form titled "Purchase Tickets" in a dark blue header. The form contains several input fields: "Campaign or Event \*" with a dropdown menu showing "50/50 Lottery Tickets"; "Ticket Type \*" with a dropdown menu; "Remaining Tickets" with a text input field; "Number of Ticket Packs \*" with a text input field; and "Total Amount" with a text input field. All input fields are currently empty.

## Donate Now and Raise Funds with Ease



This is an embedded ticket site. No logo header is shown. This sits within the body of the webpage.

### Purchase Tickets

Campaign or Event \*  
50/50 Lottery Tickets

Ticket Type \*  
[Empty dropdown]

Remaining Tickets  
[Empty input field]

Number of Ticket Packs \*  
[Empty input field]

Total Amount  
[Empty input field]

## Registrations With or Without a Fee

### *Register without a Fee*

A charity may wish to invite guests to an open house, or it may be a fundraising discussion introducing a topic like Planned Giving or it could be a walk or a run where people have to register, so their name is on a list of participants. In this example, there is No Fee.

### Add/Edit Campaign

Code: OH2020      Campaign Type: Reg-NoFee

Description: 2020 Open House Registration

Thank You Message: Thank you for registering.

Instructions: Please park in Lot A off 184 Street.

E-Mail Video Link: <https://www.youtube.com/watch?v=8LJnlekmOhQ>

Show 'How did you hear'       Show Hear More  
 Show Gift Designation       Show Instructions  
 Show Matching Gift       Show Processing Fee

The ability to invite people and have them sign into the charity website to provide an RSVP is useful.

### Features to Note:

The Code is used to assign the transactions to the@EASE campaign when the data is imported.

**Campaign Type:** Reg-No-Fee

The **Description** is what the registrant will see.

## Donate Now and Raise Funds with Ease



The **Thank You Message** is what the registrant receives on their confirmation form and on the confirmation email they will receive.

**Instructions** if required by the charity. Be sure to check off **Show Instructions**.

**Email Video Link** is your YouTube channel video which will appear on the email your registrant receives.

This feature has no credit card payment information.

The only link which would be used for a Reg-No-Fee is the Link to Donate Page.

This link can be placed on your webpage, embedded on your webpage, added to social media sites, and eNewsletters.

### 2020 Open House Registration

In order to copy the links, click inside the text box and press Ctrl+A followed by Ctrl+C.

Link to Login or Register:

<https://raisefundwithease.com/Account/LoginOrRegister.aspx?a=36FC505C-788E-401D-8729-8A4F85A848CF&c=OH2020>

Link to Find Team:

<https://raisefundwithease.com/Carriers/FindTeam.aspx?a=36FC505C-788E-401D-8729-8A4F85A848CF&c=OH2020>

Link to Donate Page:

<https://raisefundwithease.com/Donate.aspx?a=36FC505C-788E-401D-8729-8A4F85A848CF&c=OH2020>

Link to Top Performers:

<https://raisefundwithease.com/TopPerformers.aspx?a=36FC505C-788E-401D-8729-8A4F85A848CF&c=OH2020>



### Register with a Fee

Please note the Fee and then look at how we defined the Donate Now campaign.

**Register**

**Register to attend the Wine Tasting Event**

Please be sure to come early so you have time to meet the representatives from the California wineries we are hosting at our event.

200 characters left.

Amount \*

\$ 15.00

First Name \*

Last Name \*

We will be featuring wines from

# Donate Now and Raise Funds with Ease



## Features to Note:

The **Code** used to assign the @EASE campaign when the data is imported.

**Campaign Type:** Registration

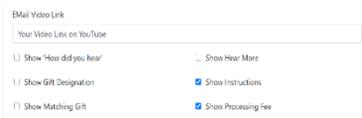
The **Description** is what the registrant will see.

The **Non-Benefit Amount** is the cost of one registration. The Campaign Target and Amounts 1-3 are left blank.

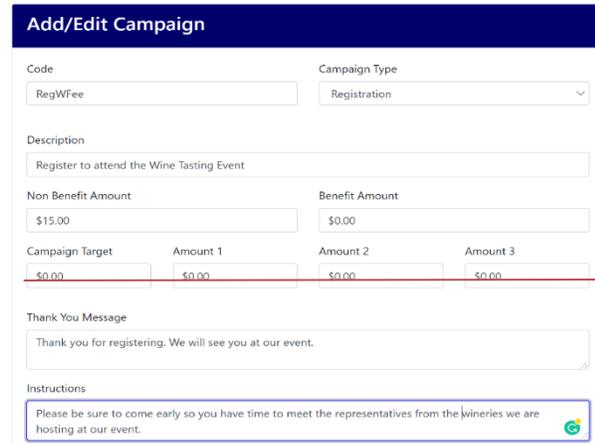
The **Thank You Message** is what the registrant receives on their confirmation form and on the confirmation email they will receive.

Enter **Instructions** if required by the charity. Be sure to add your request to Instructions and check off **Show Instructions** as shown below.

**Email Video Link** is your YouTube channel video which will appear on the confirmation email your registrant receives.



We have included **Show Processing Fee** in the event the registrant wishes to include the processing fee.



## Specific Pricing

There are cases where a specific price is required for a donation or sponsorship.

By adding &Amount=99999.99 to the end of the Donation URL the page that will appear shows only this price as an option.

Link to Donate Page:

[https://raisefundswithease.com/Donate.aspx?a=36FC505C-788E-401D-B729-8A4FB5A848CF&c=Pur2020\\$Amount=2,500.00](https://raisefundswithease.com/Donate.aspx?a=36FC505C-788E-401D-B729-8A4FB5A848CF&c=Pur2020$Amount=2,500.00)

# Donate Now and Raise Funds with Ease



## @EASE

ABC Foundation

**Sponsorship**

**Signature Sponsor**

Amount \*

Previous Next

## Embedding Donate Now Donation / Ticket Windows

Depending on whether you are using a custom programmed website or one of the applications sites like Wix, you may need to experiment a little.

Our sample sites can be viewed on our Wix page, [www.raisefundswithease.org](http://www.raisefundswithease.org). To embed a page on Wix, we used the Embed function and the website option. We added the Https URL for the Donation Page. &Embed&Nopadding must be added to the end of the URL to remove the header for an embedded page and reduce unneeded path characteristics.

### Summer Campaign

In order to copy the links, click inside the text box and press Ctrl+A followed by Ctrl+C.

- Link to Login or Register:
- Link to Find Team:
- Link to Donate Page:
- Link to Top Performers:



Donate Page URL

## Custom Site & Commercial Site Embedding:

Where a custom site is used the following code is added to their site. The highlighted code is the Link to Donate Page URL.

## Donate Now and Raise Funds with Ease



```
<iframe width="90%" height="3769px"
src="https://raisefundswithease.com/Donate?a=36fc505c-788e-401d-b729-
8a4fb5a848cf&embed&nopadding" scrolling="no" style="border: 0px; border-image: none;
overflow: hidden;" onload="scroll(0,0);"/>
```

Width and height can be set by the user to any value of their choice.

The Url in yellow needs to be replaced with the charity's URL from the Donate Now site.

`&embed` is mandatory as it will remove the title and logo.

`&nopadding` needs to be specified if your site is not going to use the full width of screen.

Width and length must be considered to avoid unnecessary scroll bars.

Commercial sites like Wix uses an Embed feature. Select URL and add the two values above to the end of the field. Always ensure enough length is provided to prevent scrolling.

**Be sure to test not only the look of the website but also the mobile site.**