artezinteractive
friendship powered fundraising™
A FrontStream Company

As part of our commitment to continuously updating and enhancing our fundraising system, we are thrilled to announce our latest enhancements.

Purchase Items during Registration

- Administrators can now enable purchase items for the event/campaign event template
- When enabled, registrants will be able to purchase the items as part of the registration process.

Microsite Pages

- Administrators now have the ability to create and design additional pages for their event.
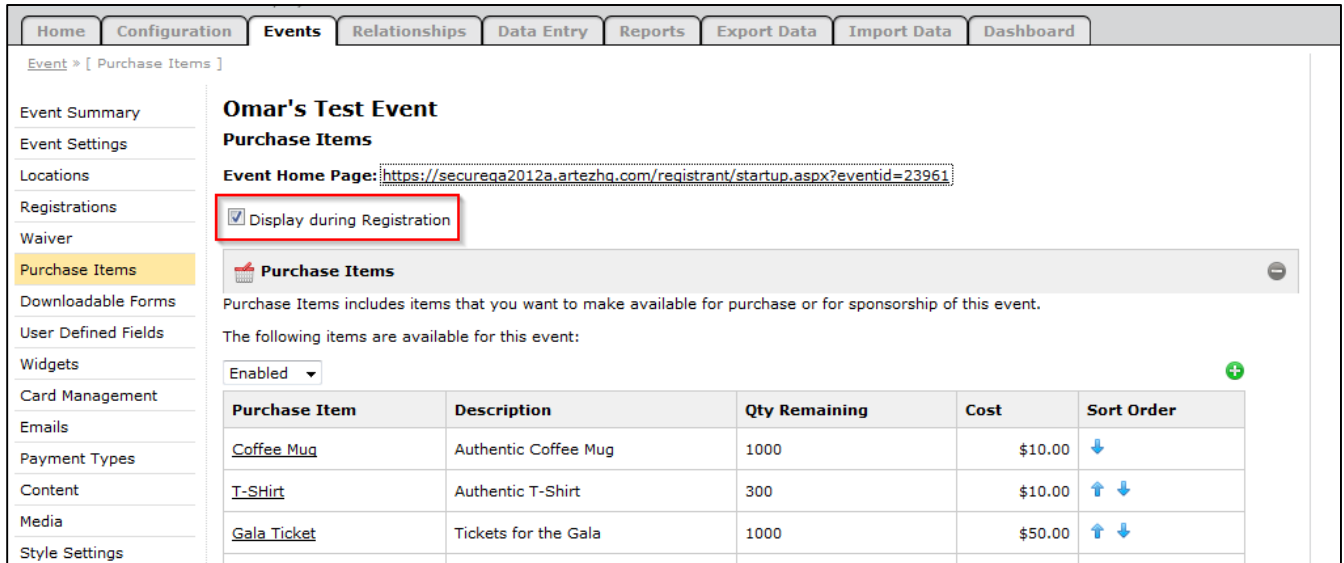- Pages and images are hosted on Artez Servers.

New Enhancements

- Upload a background image.
- Manage Custom CSS from Style Settings.
- Link to Team Page on Personal Pages.
- Page and Team page name now populate the Please Sponsor box in the fundraising pages.

Purchase Items during Registration - Explained

Enabling Purchase Items

Admins can now add items to be purchased by registrants during the enhanced registration process on the event-campaign template. To add and enable purchase items for your event:

1. From the admin console, go to your event/campaign.
2. Click on **Purchase Items**.
3. Under the Purchase Items section, click on the ⊕ **Add**.
4. Add an item. Please note that the recommended image size for purchase items is **180px x 134px**.
5. Repeat step 3 and 4 for any additional items. (Please note – The receipt block will have a default number added that you can modify if necessary.)
6. Once you have added the item, click on the checkbox next to **Display during Registration**.

Purchasing an item – The registrant experience

When purchase items are enabled, an additional step in the registration process will be visible to registrants. The step is called "Merchandise" and appears after "Additional Questions". Please note: The word Merchandise in the progress bar is not editable.

"View All" appears when there are more than 6 items.
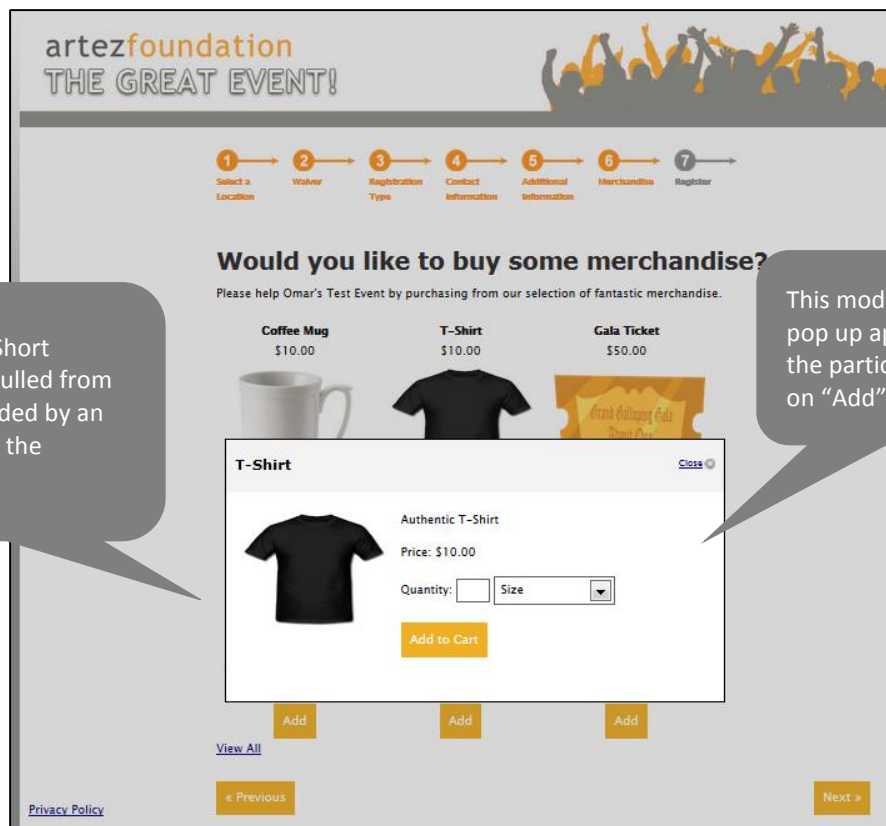
Item Name and Short description are pulled from the definition added by an administrator on the purchase item.

This modal window pop up appears when the participant clicks on "Add".

This shopping cart summary is visible when items have been added. This content field will appear at the top of the page. Any other content added by admins will be pushed farther down the page.

Registrants have an option to specify a shipping address if different from registration.

Itemized payment page

Please: The addition of "Merchandise" as a step in the registration process will increase the progress bar length at the top of the page. Ensure your header and footer images are a minimum 1000px in length.

Reporting

The following reports have been updated to capture information related to purchases during registration.

Registration (Details)

- New "Total Purchase Amount" column has been added
  - The column will be populated when a purchase has been made.
  - Total Purchase Amount is now a default column.

The existing Purchase Item Report now includes event data!

- Purchase Item (PDF version) can be run for event/campaign event types.
- Purchase Item (Excel version) can be run for event/campaign event types.

Microsite Pages - Explained

Adding a Microsite Page

Admins now have the ability to create additional blank content pages for their events. These "microsite pages" can be linked from any Artez page, external website or blog. Microsite pages are available for all event templates. To create a microsite page:

1. From the admin console choose your event, donation form or purchase template.
2. Click on **Content** and then click on the ⊕ icon in the Microsite section.
3. Click on **Add**.
4. In the **Title** field, specify a title. This is the title of the page displayed in the browser when the page is viewed.
5. In the **URL Segment** specify a value. The value inserted here should be meaningful as it will be appended to the end of the microsite page URL. For instance: "About_Us" or "Our_Corporate_Sponsors"
6. The editor allows you to create or insert content for your page. You can simply type in content, create tables, insert images, or you can also click on the source button to insert or modify HTML.
7. In the Additional CSS section, you can specify unique CSS that will be applied only to your microsite page. (Please note that opening and closing style tags are not required.) This CSS will override the overall event CSS if you have modified your event pages with CSS.
8. Click **Save**. You can also preview the page by clicking on the **Preview** button or copy the link into a browser window.

Notes:

- Content pages support bilingual events. You may choose to build an English and a French page with content that is unique to each. Alternately, you may make a single page that is applicable to users in both languages.

- Style settings (Fonts, Header, Footer, etc…) apply to microsite pages by default unless CSS is applied specifically to your content page.
- Linking to these microsite pages must be done manually. Copy the URL for the page and then link your page anywhere applicable in your event.

New Enhancements

In addition to adding purchases to the registration process and building new microsite pages, we have also added the following smaller enhancements!

Background Image

You can now upload a background image for your event. To upload a background image:

1. From the admin console, go you your event and then click on **Style Settings**.
2. Click on **Background, Layout and Buttons**.
3. In the Background-Image section, click on the **Choose Image** button.
4. Click on the **Upload** tab and then upload the background image.
5. Once the image has been uploaded, select it.
6. Specify the background image properties. **Please note:** There is a 7MB file size limit for image uploads. The smaller the file size for your background image, the quicker your pages will load in the browser.
7. Click **Save**.

Management of Custom CSS has moved to Style Settings!

We've made it much easier for your administrators, designers and website team members to manage custom CSS inside an event. The "CSS Override in <head>" and "Mobile page CSS override for all mobile pages" literals have been removed from the Edit Content pages and a new page has been created in Style Settings. There is now one dedicated area for adding your custom CSS.

1. From the admin console, choose your event.
2. Click on **Style Settings**.
3. Click on **Custom HTML**.
4. On this page you will be able to manage custom CSS for regular and mobile pages (if applicable).
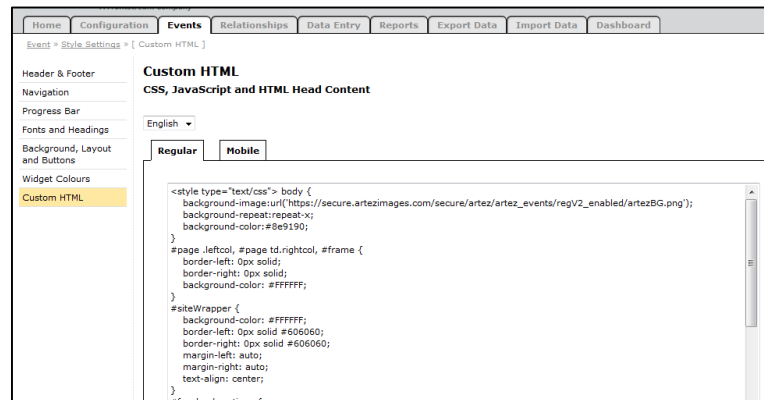
Link to Team Page on Personal Page

If an event is using the new Fundraising Hub pages, a "my team" section had been added to personal fundraising pages for registrants who are team members. "My Team" includes the name of the team and a link to the team page. To enable or disable this feature:

1. From the admin console, go to your event/campaign.
2. Click on **Content**.
3. Click on **Fundraising Hub**.
4. Click on **Personal Fundraising Page**.
5. Click on **Hidden Items**.
6. Place a check mark next to **Link to Team Page** and click **Submit**.

Once you have enabled the setting, the My Team section will be visible on the personal page.

Page and Team page name now populate the Please Sponsor box on Fundraising Pages

For events with the Fundraising Hub enabled, registrants have the ability to choose a name for their Personal Page and/or Team Fundraising Page. For instance: Instead of "Claire Jones", a user may choose to rename their page to "Jones Family". With this enhancement, the value is also displayed in the Please Sponsor box on the fundraising pages. Let's look at an example:

Omar registered for an event and created a team. Inside his Fundraising Hub, the "Your Page Name" field will by default be populated with Omar's first and last name.

If Omar then updates his page name, his new text will be displayed on the fundraising page within the Please Sponsor box. In this example, "Omar's Page" replaces "Omar Artez" in the "Your Page Name" field. The same functionality applies to team pages.