

As part of our commitment to continuously update and enhance our Fundraising system, we have recently made the following enhancements to the Artez platform.



## Suggested Donation Amounts for Monthlies

Event administrators now have the ability to configure separate suggested donation amounts for monthly donors.

### Enabling Monthly Suggested Donation Amounts

1. From the administrator console, find the event that you want to enable suggested donation amounts for.
2. From the left menu options, click on **Suggested Donation Amounts**.
3. In the Suggested Donation Amounts section, click on the Monthly tab.
4. Click on the icon.
5. Enter an amount.
6. Enter a Title (optional). There is a 50-character limit.
7. Enter a Description (optional). There is a 50-character limit.
8. Click on **Submit**.
9. Once you have added a suggested donation amount, you will be able to enable to the feature.
10. Repeat steps 3 to 7 to add additional suggested donation amounts. A maximum of 7 suggested amounts can be added.
11. If you want donors to enter their own donation amount, place a check mark in the **Allow donor to specify their own donation amount** checkbox.
12. If you want to change the order, you can do so by clicking on the arrows in the **Sort Order** column.
13. Click **Save**.

**Suggested Donation Amounts** -

A maximum of 7 suggested donation amounts can be presented to a donor. In addition you can allow the donor to specify their own donation amount. When suggested donation amounts are enabled, they will be displayed on all donation pages.

One Time   
  Monthly

Enabled ?

Amount	Title	Description	Sort Order	Status
<a href="#">20.00</a>	Snow Leopard	Adopt a Snow Leopard	↓	Enabled
<a href="#">30.00</a>	Giant Panda	Adopt a Giant Panda	↑ ↓	Enabled
<a href="#">40.00</a>	White Rhinoceros	Adopt a White Rhinoceros	↑ ↓	Enabled
<a href="#">50.00</a>	Tiger	Adopt a Tiger	↑ ↓	Enabled
<a href="#">60.00</a>	Arctic Fox	Adopt a Arctic Fox	↑ ↓	Enabled
<a href="#">100.00</a>	Tiger Family	Adopt a Tiger Family	↑ ↓	Enabled
<a href="#">100.00</a>	Arctic Fox Family	Adopt an Arctic Fox Family	↑	Enabled

Allow donor to specify their own donation amount ?

Once the monthly suggested donation amounts have been enabled, donors will be able to view them on the donation pages when the donor selects to make a monthly donation (Solicited, unsolicited donation page, mobile donation page, Facebook Friendship Powered donation page, Facebook Friendship Powered mobile donation page, self-sponsor post registration).

### Transfer Amounts (Soft Debit/Credit)

Event administrators now have the ability to transfer amounts from one fundraiser to another. So for example, if your Peer-to-Peer event requires someone to raise \$100 in order participate and you have 2 fundraisers, Joe who has raised \$300 and the Jim that has yet to raised any funds, in the admin console, you have the ability to transfer funds from Joe to Jim.

Please note that when you issue a credit/debit, the original donations will remain with the fundraiser.

### Transferring Amounts from one Fundraiser to Another

1. From the administrator console, go to the **Relationships** tab.
2. Search for the registrant that you want to transfer funds to/from.
3. From the search results click on the fundraiser.
4. From the constituent summary page, click on the event that they are registered for.
5. From the Registrant Event Summary Page, click on **Debit/Credit**.

Constituents > Account Summary > [ Registrant Event Summary ]

Registrant Event Summary

**Steven Parker**  
Registrant Event Summary: Transfer Amounts

[Back to Account Summary](#)

**Registration Information** [View Payments](#)

Registration Status:	Registered
Location:	First Location
Personal Page URL:	https://secure.artezhs.com/registrant/fundraisingPage.aspx?RegistrationID=210562

Submit Cancel

**Personal Fundraising** **Debit/Credit** [View Sponsors](#) [Message Board](#)

Verified Amount Raised:	\$300.00 [ Number of Sponsors: 2 ]
Pledged Amount Raised:	\$0.00
Debits:	(\$0.00)
Credits:	\$0.00
Total Amount Raised:	\$300.00 [ 100% of goal ]
Fundraising Goal:	\$200.00

**Team Information** [Join Existing Team](#)

This person is not currently a member of a team.

6. On the page that opens up, select whether you want to debit or credit the fundraiser. In the event the fundraiser you selected has not raised any funds, you will only have the option to credit the person.
7. Now enter the name of the other fundraiser that you want to credit or debit funds from and then click **Search**.
8. From the search results click on the person. Note that the value displayed in the amount column does not included unverified pledged donations.
9. In the example below we are going to debit \$100 from Steven Parker (who has raised \$300) and transfer those to Dale Myers who has raised \$0.

**Credit/Debit**

**Fundraiser: Steven Parker**

**Amount Raised: \$300.00 (not including pledged amount)**

To issue a credit or debit, search for the registrant that you would like to assign the funds to. If you wish to issue a credit from a team, click on the Team tab and search for the team.

**Credit or Debit:** Debit Fundraiser ▾  
**Amount:** 100  
 Search for the fundraiser you would like to assign funds to or debit funds from.  
**First Name:** (starts with) Dale  
**Last Name:** (starts with)

**Search Results**

Name	Email Address	Amount Raised (not including pledged amount)
<a href="#">Myers, Dale</a>	test@test.com	\$0.00

10. You will then be taken to a confirmation page, where you can commit or cancel.
11. If you confirm the changes, at this point the amounts will be transferred.
12. You will be taken back to the page, where you will also have the ability to view a History of any previous debit/credits.

Credit/Debit ✔ Successful update

**Credit/Debit**

**Fundraiser: Steven Parker**

**Amount Raised: \$200.00 (not including pledged amount)**

To issue a credit or debit, search for the registrant that you would like to assign the funds to. If you wish to issue a credit from a team, click on the Team tab and search for the team.

**Credit or Debit:** Debit Fundraiser ▾  
**Amount:** 100  
 Search for the fundraiser you would like to assign funds to or debit funds from.  
**First Name:** (starts with) Dale  
**Last Name:** (starts with)

**Search Results**

Name	Email Address	Amount Raised (not including pledged amount)
<a href="#">Myers, Dale</a>	test@test.com	\$100.00

**History**

Type	Name	Amount	
Debit	Myers, Dale	\$100.00	<input type="button" value="Delete"/>

13. In addition to transfer for one fundraiser to another, you can also debit from direct donations made to teams. Simply search for the team from the **Search** tab.

**Keeping Track of Credits and Debits**

In order to account for any credit or debits, we have made several updates to the admin, and to the fundraising pages.

In the admin, you have the ability to see if the fundraiser has received any debits or credits from their registrant summary page. A Debit and Credit row has been added to Personal Fundraisings section.

Personal Fundraising	
Verified Amount Raised:	\$300.00 [ Number of Sponsors: 2 ]
Pledged Amount Raised:	\$0.00
Debits:	(\$100.00)
Credits:	\$0.00
Total Amount Raised:	\$200.00 [ 100% of goal ]
Fundraising Goal:	\$200.00

We have also update the team fundraising section.

Team Fundraising	
Verified Amount Raised	\$300.00
Pledged Amount Raised	\$0.00
Debits:	(\$100.00)
Total Amount Raised:	\$200.00 [ 20% of goal ]
Fundraising Goal:	\$1,000.00

The Snapshot and Registration Details reports have also been updated to include Debit and Credit columns. An aggregate value will be populated in the Debit column if the registrant had been debited. An aggregate value will be populated in the Credit column if the registrant has received any credits.

All pages where fundraising totals are displayed have also been updated to account for any credits or debits.

## Minor Enhancements

In addition to the new features, this release also includes the following minor enhancements.

- Upgrade to Google Universal Analytics
  - We have updated our Google Analytics integration to Universal Analytics
- Option to disable the blur background effect on images and videos
  - For events with the fundraising hub on, you now have the ability to disable the default blur effect when the image is not 1000px wide. The option can be found in Media within the admin console

