How to Enter a Donation

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Making a donation through GiveSmart Fundraise is one of the most important functions to understand. This should be helpful for those looking to see what the donor experience looks like.

Launch the Donation Form

To find a donation form link, navigate to your Activity where the form lives. You can access an Activity from the main Dashboard by selecting the appropriate campaign tile. **Detailed steps here.**

If you are using the Website Donation Form, select **Website Donation Form** from the left navigation. Scroll to the bottom of the page and click the secure link to open up the public form.

Begin a donation

1. Choose one of the Suggested Amount buttons, or enter a different dollar amount in the donation box below the buttons. The donation box will be prepopulated with the Default Donation Amount established.

2. Choose to give the donation amount one-time or on a recurring basis.

3. Fill in the Contact Information.

A valid Email Address and Mobile Number are required in order to receive an email receipt or SMS confirmation.

Note: For security and compliance reasons, the **Email Address** and **Zip Code** are globally required fields on all payment forms in GiveSmart Fundraise. If the Zip Code entered does not match the Billing Zip associated with the donor's credit card, the payment may be declined due to an AVS Mismatch.

Enter Payment Information

4. It's time to pay - choose an applicable payment method or enter in credit card details.

- Currently, your online forms can accept the following payment methods:
    - Credit Card (all major card types)
    - PayPal/Venmo

- Apple Pay (non-recurring)
- Google Pay (non-recurring)

Note: If paying via PayPal, they will be redirected to PayPal's secure checkout to finish their payment after they click the Submit button.

5. Click the **Submit** button to process the payment.

You can configure the button text in the Form Submit Section. The default button text is **Submit**.

6. You will be taken to the Confirmation Page, which will confirm that the information was received and that the card was billed.