

Add or Manage Sections

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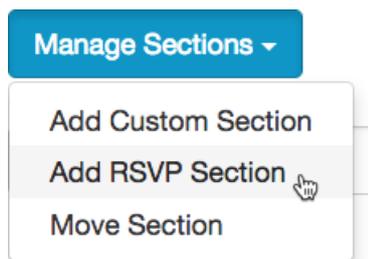
Want to change the layout of your form? Want to Add sections that can be easily found and moved? Then click on Manage Sections to get started.

Manage sections allows you to add to the standard sections in your forms. You can also move sections within your form to personalize the look of of your form.

These are your standard sections for a Text-to-Donate or any payment form.

Logo and Branding
Suggested Amounts
Recurring Donations
Contact Information
Payment Information
Footer Message
Form Submit
Embed Code

At the top of your Online Form design page within your activity, click on **Manage Sections**.



Your three choices are:

- **Add Custom Section:** This allows you to create a new section.
- **Add RSVP Section:** Adds a specialized section using the RSVP Template. For more information on this section, [click here](#).
- **Move Section:** This allows you to move any of the existing sections in your form to a different location within the form.

Add Custom Section

Add Custom Section ×

New Section Title *

Position Your Section

Suggested Amounts
Recurring Donations
Contact Information
Payment Information
Footer Message
Form Submit
<Your New Section>

↑ Up

↓ Down

Cancel

Save

1. **Title** your Section
2. **Move** the section to the appropriate position using the **Up** and **Down** buttons
3. Click **Save** and your Section should now be in the form Sections.

Logo and Branding

Suggested Amounts

Recurring Donations

My Personal Section

Section Heading 🗑️

+ Add Form Element ▾

About your section

- **Title/Section Heading:** The title of your section will, by default, be the Section Heading that will show on the form. Until you add elements to your section, it will not show on the form at all. You can have a blank title.
- **Elements:** Your section does not start with any elements. You will need to add elements by clicking on the Add Form Elements button, [as outlined here](#).
- **Trash:** If you don't need your section, you can click on the trashcan icon in the upper right of the section to delete it. You will be warned before it actually deletes.

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Are you sure you want to delete this section?

Cancel

OK

Moving Sections

- To change the order of your Sections, select **Manage Sections > Move Section**.
- **Select** the section you wish to move and use the **Up** and **Down** buttons to place it where you desire.
- Click **Save** to complete the Move.

Move Section

Position Your Section

Suggested Amounts
Recurring Donations
My Personal Section
Contact Information
Payment Information
Footer Message
Form Submit

↑ Up

↓ Down

Cancel

Save

Your form should now be successfully moved.

Form section successfully moved!