Add Item Element

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The **Item** element provides a way for you to support easy ordering or purchasing of non-ticket items. Supporters can order or buy items by selecting the number of items they want. This functionality is great for selling memberships, sponsorships, taking t-shirt orders, ordering pies for the bake sale, and more.

> **Note**: This element was designed from the Ticketing activity's Ticketing Element. The Ticketing element is much more robust, so *do not use the Item element for any kind of tickets*. If you want easy ticketing functionality, including automatically generated tickets with QR Codes for quick check-in procedures and more, check out the articles on **the Ticketing activity here**.

To add an **Item** element, you may want to add it to its own Section, **as outlined here**.

When you're ready to add the Item element, select it from the **Add Form Element** button in (any of) the Sections.

+ Add Form Element ▾

Collect Information

- 🤝 Agree to Terms
- ▦ Calculated
- ☑ Checkbox
- 🗓 Date
- ▣ Drop-Down
- 👁 Hidden
- ➕ Item
- ☰ Long Answer
- 🔓 Password
- — Short Answer

Design Form

- 🖼 Image
- A Text
- ⏺ Video

You will be presented with the **Add Form Element - Item** design page.

Add Form Element - Item

✕

Display Label ❓

Select the number of hats you would like to order

Reporting Label ❓

Hats

Display Label

The **Display Label** is the description of the Item element on the form for your supporters to select / instructions for them to follow.

Reporting Label

Because the Display Label may be a longer description, it might be a good idea to have a separate, simpler **Reporting Label**.

- Click **edit** in the Reporting Label line and it will open with the Display Label's text for the default Reporting Label.
- You can use this or change it as desired.

Price *	Fair Market Value (FMV) ❓
$ 20.00	$ 10.00
Set to Free	Recommended for all tickets and items

Description

Show pride in your non profit with this pigment dyed hat with adjustable leather
strap!

Price

A required piece of the Item element is the price. Set the price of this item here. If you want to
make the item to be free, you can click **Set to Free**.

Fair Market Value (FMV)

Set the Fair Market Value for each item here. It is the amount that someone would pay in a fair
market (i.e., outside of the context of supporting your organization). The difference between an
item's price and FMV is the Tax-Deductible Amount. All three values are displayed on the receipt.
FMV is optional but recommended. If the item was set to Free, an FMV is not available.

Description

Where the Display Label could be just the name of the item, the description can provide more
details about the item you are selling.

Thumbnail

Recommended size: 80px by 80px. JPG or PNG image type only.

⬆ Click to Upload An Image

Thumbnail

Upload an image of the Item for it to appear on the screen. The Recommended size of this image
is 80px by 80px so it will not be a large file loading on the page. It will only appear at the 80x80px
size no matter what size image you upload.

Thumbnail

Recommended size: 80px by 80px. JPG or PNG image type only.

	Org Hat.png	🗑 Remove
	Size: 691.2 KB	
	Type: png	⬆ Update

Limits

You can restrict the number of items you have to sell (**Limit Item Capacity**) as well as the number of items that can be purchased at a time (**Set Purchase Limit**).

> For example, you have a total of 20 large T-Shirts to sell. You don't want people to order more than you have to sell, so you can set the **Capacity** to be 20. Also, you don't want anyone to purchase more than 2 T-Shirts at a time, to allow more people to have access to them, so you can set the **Purchase limit** to 2.

Limit Item Capacity   Enabled 🔵

Max Items

    20

Set Purchase Limit   Enabled 🔵

Max Items

    2

Max Items Label

    You will only be able to order [max] hats.

This label will be shown next to the item. Use [max] to show the maximum allowed value.

Limit Item Capacity

- **Enable** the Limit Item Capacity with the switch on the right
- Set the number of items you have to sell in the **Max Items**.

When this number is reached, no more of the item will be allowed to be sold. The plus (+) button will dim, not allowing more to be added to the order.

Set Purchase Limit

- **Enable** the Set Purchase Limit with the switch on the right
- Set the maximum number of items you want to be included in any single transaction in the **Max Items** box
- Add/Edit the label that will appear on the form in **Max Items Label** to let the buyer know they can only purchase that many of the item. If you don't add anything here it will default to saying [max] Item Limit.

When this number is reached, no more of the item will be allowed to be sold in this transaction. The plus (+) button will dim, not allowing more to be added to the order.

Make sure to click **Save** to complete your Item element and your new Item is ready for purchase on your form.

Select the number of hats you would like to order

$20 • You will only be able to order 2 hats.

0 ➕

Show pride in your non profit with this pigment dyed hat with adjustable leather strap!

Only 20 left

Note: Items set to **FREE** will always result in a value of $0, preventing them from working with a Calculated element or Dynamic Action.