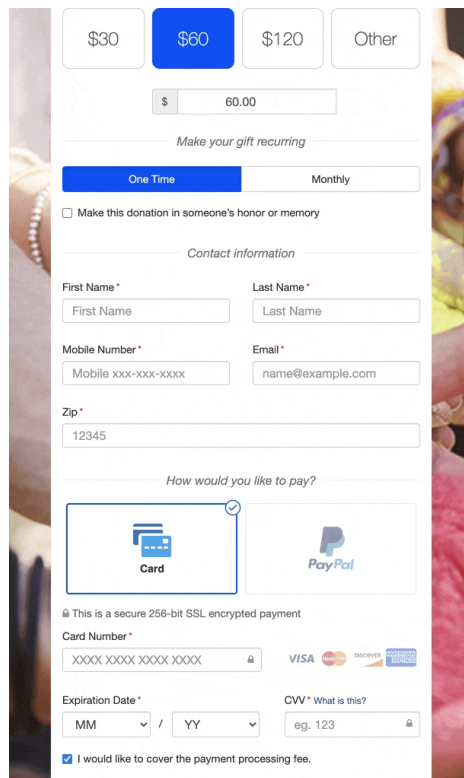# Tribute Gifts (In Honor / Memoriam / Birthday / Shout Outs)

Last Modified on 09/25/2023 9:44 am PDT

Add a section to your forms to allow a donor to dedicate their donation to someone else. Whether it is in memory or in honor of someone, a shout out or a birthday wish, your donors can easily provide that tribute *and* send an ecard or email letting that someone know about the tribute.

Video

Watch the video for an overview of adding and using Tribute Cards, then review the steps in the documentation below.

Adding the Section

The Tribute Gift function is an optional section that you can add from the Manage Sections button in the upper left of your form design page (the Online Forms category on the left).

Click on **Manage Sections**.

Select **Add In Honor / Memoriam Section**.

Manage Sections ▾

Add Custom Section
Add In Honor / Memoriam Section
Add RSVP Section
Move Section

If desired, rename the section to better describe how you plan to use it.

Use the **Up** and **Down** buttons to place the new section where you want it on your form.

Add In Honor / Memoriam Section   ✕

New Section Title *

In Honor / Memoriam

Position Your Section

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

↑ Up   **↓ Down**

Cancel   **Save**

Click **Save** and the new section will appear in your list of sections of your form.

Tribute Section Complete!

It is important to note that there is nothing else required to start using this feature. Everything is connected and set up correctly so it will function as shown above. The rest of this article will describe the ways you can change the wording and images, but the core functionality is ready to go!

Section Heading

By default, the section heading is left blank. This way the In Tribute Gift section can appear as if it is part of any other section you desire. If you want to have it offset within its own section, add a title or Section Heading.

There is also the **trashcan** icon which will delete the entire section if you decide you don't want to use it, though you can also turn off the first item, the In Honor or Memory Of checkbox to hide the section.

In Honor / Memoriam

Section Heading   🗑

In Honor Or Memory Of Sets: 2 Elements	`Checkbox` `Dynamic`	Show ⬤	☐ Required ☑ 🔀
Honoree Full Name Set by: 'In Honor Or Memory Of'	`Short Answer` `Dynamic`	Show ⬤	☑ Required ☑
Notify Via Ecard Sets: 4 Elements Set by: 'In Honor Or Memory Of'	`Checkbox` `Dynamic`	Show ⬤	☐ Required ☑ 🔀
Recipient Full Name Set by: 'Notify Via Ecard'	`Short Answer` `Dynamic`	Show ⬤	☑ Required ☑
Recipient Email Set by: 'Notify Via Ecard'	`Email` `Dynamic`	Show ⬤	☑ Required
Personal Message Set by: 'Notify Via Ecard'	`Long Answer` `Dynamic`	Show ⬤	☑ Required ☑
Recipient Image Set by: 'Notify Via Ecard'	`Image Selector` `Dynamic`	Show ⬤	☑

In Honor or Memory Of checkbox

Because of the way the **Dynamic Actions** are set up, this checkbox controls the rest of the section. When a donor clicks the checkbox, the next item for them to fill out appears (The Honoree's Full Name and the option to Notify Via Ecard).

Np.org

Choose amount

| $30 | $60 | $120 | Other |

$ 60.00

Make your gift recurring

| One Time | Monthly |

☐ Make this donation in someone's honor or memory

Contact information

Default View

☑ Make this donation in someone's honor or memory

Honoree Full Name *

Enter Info

☐ Send personalized eCard

In Honor or Memory Of checkbox selected

If you would like to change the wording of the In Honor or Memory Of checkbox, click the **Edit icon**.

The pop-up window will allow you to change what will be shown on the form.

Click Save when you have made any changes.

Edit Element - Checkbox

✕

Display Label ❓

```
Make this donation in someone's honor or memory
```

Reporting Label: In Honor Or Memory Of ❓

Default Status

```
Unchecked                                              ⌄
```

Cancel   **Save**

> Usually, you will want to leave the default status unchecked, so if the donor is *not* using this function, they don't have to turn it off or think that they are required to fill out this section.

Honoree Full Name

When the In Honor or Memory Of checkbox is checked, the Honoree Full Name short answer box appears for the donor to add the person's name.

☑ Make this donation in someone's honor or memory

Honoree Full Name *

```
Enter Info
```

☐ Send personalized eCard

Honoree Full Name visible

If you would like to change the wording - maybe "Honoree" doesn't fit your needs - click the **Edit icon**.

The pop-up window will allow you to change what will be shown on the form.

Click Save when you have made any changes.

Edit Element - Short Answer

Display Label ❓

Honoree Full Name

Reporting Label: Honoree Full Name ❓

☐ Number?   This will make the entry calculable

Cancel   **Save**

Do not check the Number box. This is a standard feature available in the Short Answer **Form Element** item. For this use, the option should be text for the donor to enter a name, not numbers.

Notify Via Ecard

This is the checkbox to display the options for the donor to send a personalized eCard about their donation. When it is checked, the rest of the section will appear on the form, allowing the donor to send a personal message to someone when they donate.

If you would like to change the wording - maybe your constituents don't know what an ecard is - click the **Edit icon**.

The pop-up window will allow you to change what will be shown on the form. Enter the text you want in the Display Label box.

Click Save when you have made any changes.

Edit Element - Checkbox

×

Display Label ❓

    Send personalized eCard

Reporting Label: Notify Via Ecard ❓

Default Status

    Unchecked ⌄

Cancel   **Save**

> Usually, you will want to leave the default status unchecked so your form remains simple and clean and usable for all your donors. The dymanic action tied to this item means when it is unchecked, the extra information to complete for the ecard is not visible until it is checked.

Recipient Full Name

The recipient's full name will be included as part of the email address when the ecard is sent. This is the person your donor is sending the ecard to and does not have to be who the tribute is dedicated to.

If you would like to change the wording click the **Edit icon**.

The pop-up window will allow you to change what will be shown on the form. Enter the text you want in the Display Label box.

Click Save when you have made any changes.

Edit Element - Short Answer

✕

Display Label ❓

Recipient Full Name

Reporting Label: Recipient Full Name ❓

☐ Number?   This will make the entry calculable

Cancel   **Save**

Do not check the Number box. This is a standard feature available in the Short Answer **Form Element** item. For this use, the option should be text for the donor to enter a name, not numbers.

Recipient Email

There is nothing to edit or add to this section. You will want to leave it as is so the email can actually go to the recipient the donor chooses.

Personal Message

This is where your donor can add their own message to the ecard. It is provided with a generic note that they can change if desired.

By default this section is labeled on the form as "Personal Message." If you would like to change the wording of the label click the **Edit icon**.

The generic note cannot be changed to another default.

The pop-up window will allow you to change what will be shown on the form. Enter the text you want in the Display Label box.

Click Save when you have made any changes.

Edit Element - Long Answer

×

Display Label ❓

Personal Message

Reporting Label: Personal Message ❓

Cancel   **Save**

Recipient Image

This is the image that will appear on the ecard you send (see below for examples of the sent card).

By default, it will say "Select Ecard Image." If you would like to change the wording click the**Edit icon**.

The pop-up window will allow you to change what will be shown on the form. Enter the text you want in the Display Label box.

You can also change the images. Click the Update button to change any of the images.

> The recommended dimensions of the images are 600 pixels wide by 400 pixels tall. It can be in JPG, PNG or GIF formats. For more on image sizes throughout your forms, review the **Image Sizes article here**.

Click Save when you have made any changes.

Edit Element - Image Selector

×

Display Label *

Select Ecard Image

18 / 20

Reporting Label: Select Ecard Image ❓

Min recommended image size: 600px by 400px. JPG, PNG or GIF image types only.

Image 1

ecards/inHonor1.png
Size: 127.5 KB
Type: png

⬆ Update

Image 2

ecards/inHonor2.png
Size: 226.4 KB
Type: png

⬆ Update

Image 3

ecards/inHonor3.png
Size: 65.3 KB
Type: png

⬆ Update

Image 4

ecards/inMemory1.png
Size: 393.7 KB
Type: png

⬆ Update

Image 5

ecards/inMemory2.png
Size: 340.7 KB
Type: png

⬆ Update

Image 6

ecards/inMemory3.png
Size: 435.7 KB
Type: png

⬆ Update

Cancel   Save

Dynamic Actions

The two checkbox items, **In Honor or Memory Of** and **Notify Via Ecard** to hide and reveal other parts of the section. Maybe you want to include something else, like another image or a video or text that further describes the tribute options and you want them hidden until the checkbox is clicked. You can add items using the **Add Form Elements** button and add them to the **Dynamic Actions** so they are hidden by default.

Again, be very careful when you do this so you do not break the existing dynamic actions. Below are the default selections for each dynamic action.

In Honor Or Memory Of Dynamic Action Defaults

Notify Via Ecard Dynamic Action Defaults

Example Ecard Message

When your donor completes their donation the ecard will immediately be sent to the recipient's email address. The ecard will look something like this:
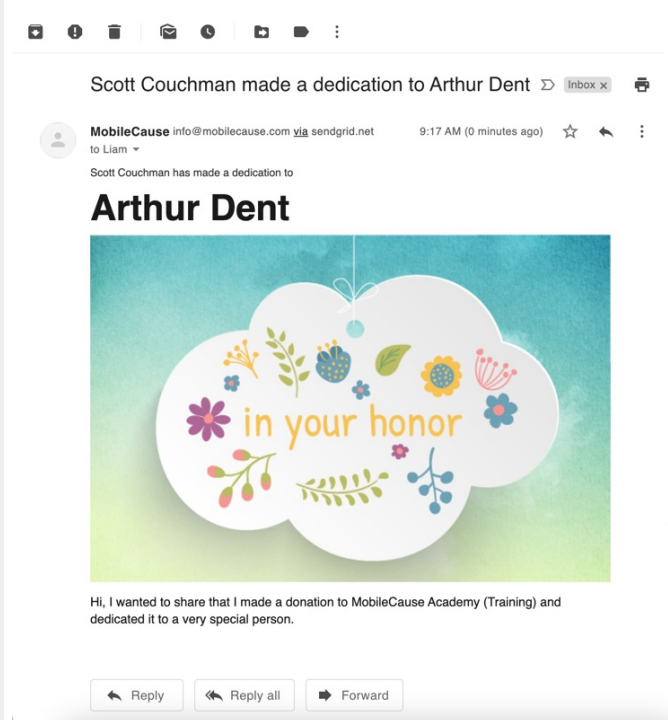
Below is a breakdown of the items filled out and how they will appear on the ecard:

1. The donor's name will appear in the subject line of the email and the body.
2. The Honoree's Full Name will appear in the subject line of the email and in the body. In the body it will be larger to emphasize who this dedication is for.
3. The email will be sent from info@givesmart.com
4. It will go to the Recipient's Email and show their name on the To line
5. The Image selected will show in the body of the email
6. The Personal Messgae will appear below the image in the body of the email.

Note: the ecard email will show the donor's name, even if they put the checkmark in the Anonymous option. The anonymous option is for more public viewed items like the Event Page, the Fundraising Thermometer and the Crowdfunding and Peer-to-Peer Fundraising Page.