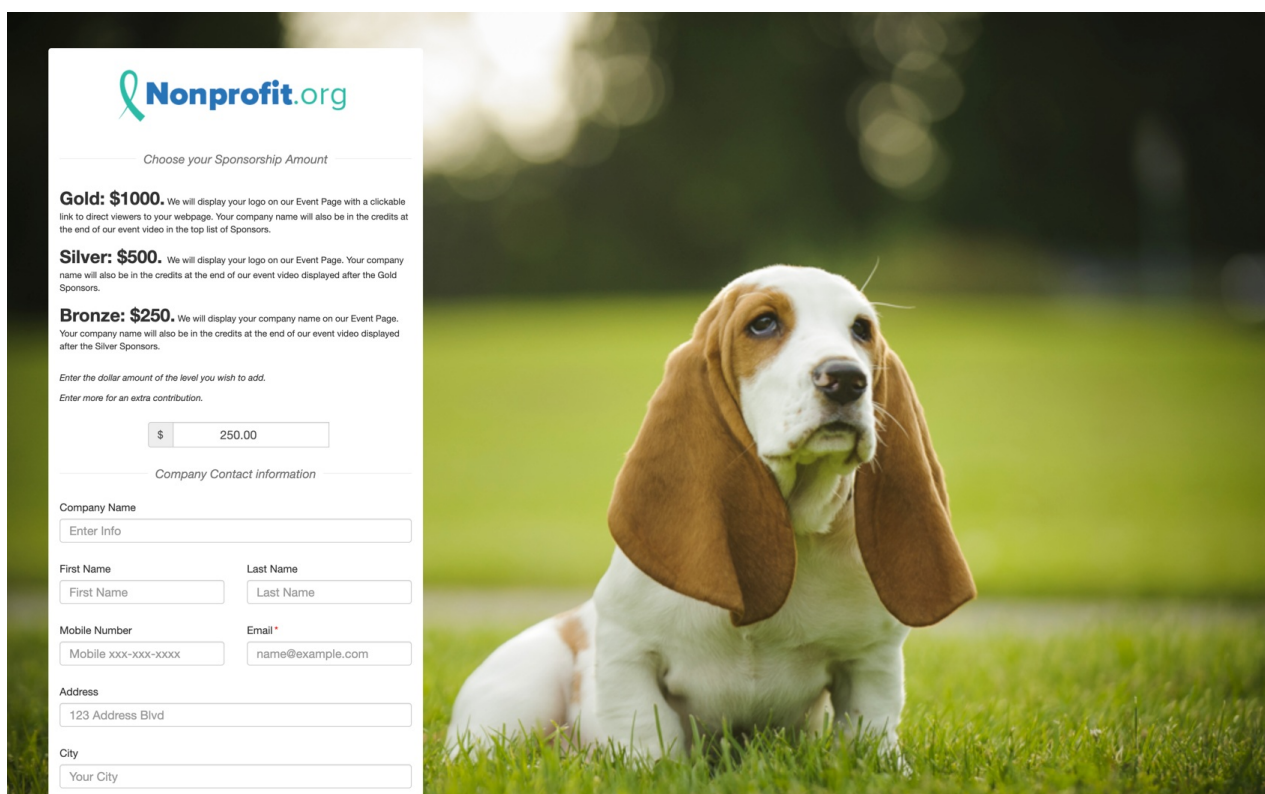


Sponsorship Using Manual Donation Amount

Last Modified on 09/21/2023 8:28 pm PDT

This article describes the specific settings to set up the sponsorship portion of a Corporate Sponsorship activity. You will need to prepare the rest of the form using the [Corporate Sponsorship Activity Design](#) article which includes key items to add to every Corporate Sponsorship form.

This design of a Corporate Sponsorship form hides donation amounts and lets sponsors enter an amount manually. The only real thing to do for this design is to add a text box or graphic showing and describing the Level above the Suggested Amount donation box.



The image shows a screenshot of a sponsorship form from Nonprofit.org. The form is overlaid on a background image of a beagle puppy sitting on grass. The form includes the following sections:

- Nonprofit.org** logo at the top left.
- Section header: *Choose your Sponsorship Amount*
- Three sponsorship levels with descriptions:
 - Gold: \$1000.** We will display your logo on our Event Page with a clickable link to direct viewers to your webpage. Your company name will also be in the credits at the end of our event video in the top list of Sponsors.
 - Silver: \$500.** We will display your logo on our Event Page. Your company name will also be in the credits at the end of our event video displayed after the Gold Sponsors.
 - Bronze: \$250.** We will display your company name on our Event Page. Your company name will also be in the credits at the end of our event video displayed after the Silver Sponsors.
- Text: *Enter the dollar amount of the level you wish to add.*
Enter more for an extra contribution.
- Input field: A text box with a dollar sign icon and the value "250.00".
- Section header: *Company Contact information*
- Form fields for contact information:
 - Company Name: "Enter Info"
 - First Name: "First Name"
 - Last Name: "Last Name"
 - Mobile Number: "Mobile xxx-xxx-xxxx"
 - Email: "name@example.com"
 - Address: "123 Address Blvd"
 - City: "Your City"

While this is probably the least amount of work for you on the form, it is usually not the best design and potentially could result in incorrect Sponsorship amounts. While it may be the fastest, it is usually not recommended.

Set Up the Suggested Donations section

1. Per the Corporate Sponsorship Activity Design, you should already have the Donation buttons hidden. If not, hide them now.
2. Remove the Section Header for the Suggested Donations. This will make it appear like it is part of the section above it.
3. Set the Default Donation Amount to be one of your Sponsorship levels.

Suggested Amounts

Hide

Section Heading

\$ 25.0

\$ 50.0

\$ 100.0

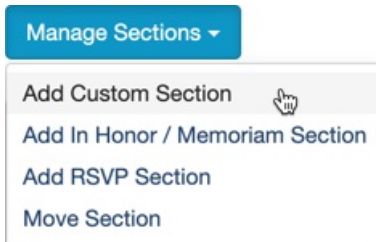
Default Donation Amount

\$ 250.0

[+ Add Form Element](#)

Add a New Section Above Suggested Amounts

1. Click Manage Sections in the upper left
2. Click Add Custom Section



3. Name your section, for example, "Choose your Sponsorship Amount"
4. Use the Up/Down Arrows on the right to place it at the top of the sections, specifically above the Suggested Donations.

Add Custom Section x

New Section Title *

Choose your Sponsorship Amount

Position Your Section

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

↑ Up

↓ Down

Cancel

Save

Add Sponsorship Levels / Descriptions

1. Open the newly created (empty) section
2. Create a title to be displayed on the form in the Section Heading area
 - This will not appear on the form until at least one element is added to the section.
3. Use the Add Form Elements button to add Text and/or Images to describe what to do and the levels of sponsorship you offer.

+ Add Form Element ▾

Collect Information

- Agree to Terms
- Calculated
- Checkbox
- Date
- Drop-Down
- Hidden
- Item
- Long Answer
- Password
- Short Answer

Design Form

- Image
- Text**
- Video

- You can add several elements. Maybe you have one Text element that describes the levels and another to give instructions.
4. **Important:** Because you are requiring the potential sponsor to add their own amount, make sure you have something to indicate that they need to enter their desired amount.

Choose Your Sponsorship Amount

Section Heading 🗑️

Choose your Sponsorship Amount

Sponsorship Levels Text Show ✎️ + 📄 🗑️

Sponsor Instructions Text Show ✎️ + 📄 🗑️

+ Add Form Element ▾

Your Sponsorship form is ready to go.



Choose your Sponsorship Amount

Gold: \$1000. We will display your logo on our Event Page with a clickable link to direct viewers to your webpage. Your company name will also be in the credits at the end of our event video in the top list of Sponsors.

Silver: \$500. We will display your logo on our Event Page. Your company name will also be in the credits at the end of our event video displayed after the Gold Sponsors.

Bronze: \$250. We will display your company name on our Event Page. Your company name will also be in the credits at the end of our event video displayed after the Silver Sponsors.

Enter the dollar amount of the level you wish to add.
Enter more for an extra contribution.

Company Contact information

Company Name

First Name

Last Name

Mobile Number

Email *

Address

City

