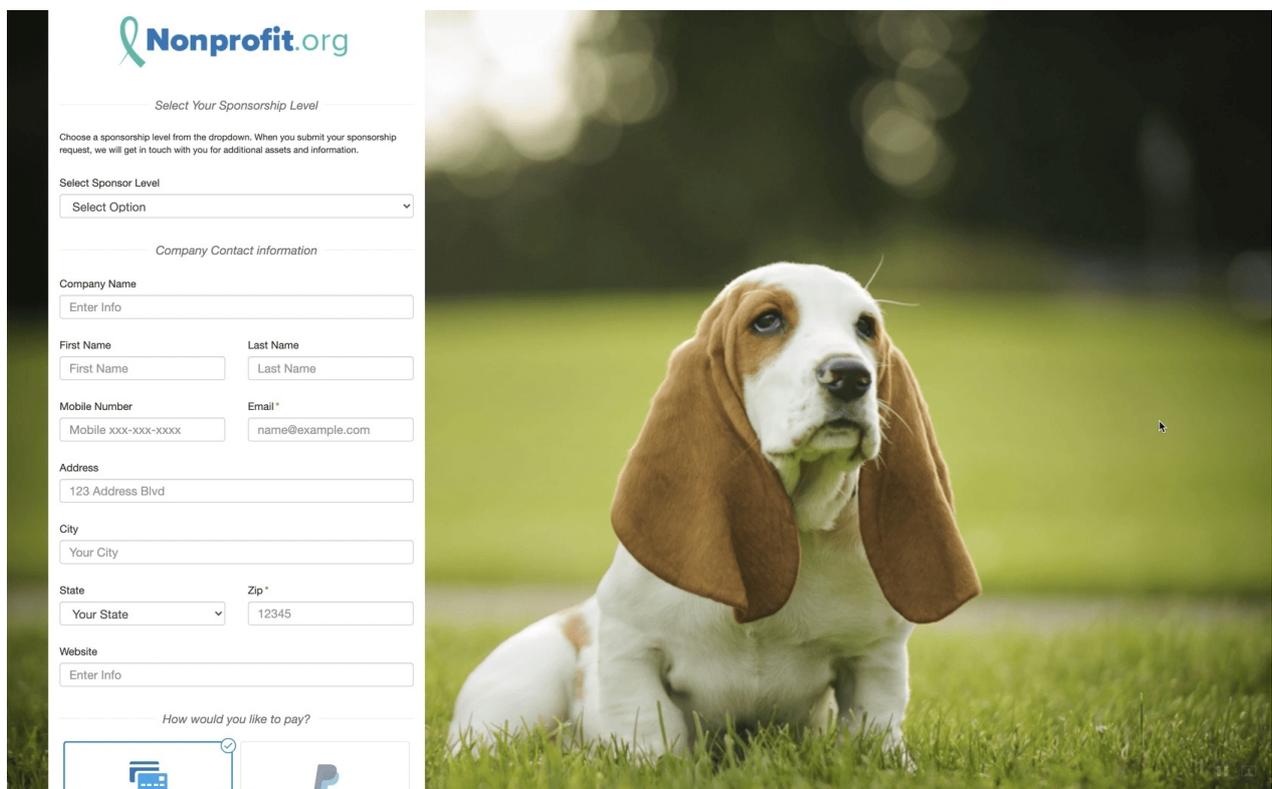


# Sponsorship Using Manual Creation

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.

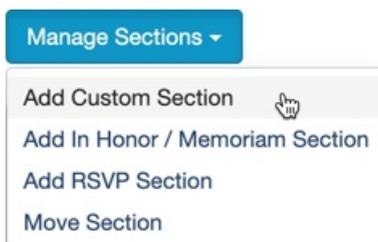
This design of a Corporate Sponsorship form uses a manual creation process. The manual creation method is probably the most complex, but allows for the most options in the shortest space on the form: Create calculated fields, dropdowns of levels and dynamic actions to show "as needed" descriptions in this method.



The image shows a screenshot of a sponsorship form on the Nonprofit.org website. The form is titled "Select Your Sponsorship Level" and includes a dropdown menu for "Select Sponsor Level". Below this, there is a section for "Company Contact information" with fields for "Company Name", "First Name", "Last Name", "Mobile Number", "Email", "Address", "City", "State", "Zip", and "Website". At the bottom of the form, there is a section titled "How would you like to pay?" with icons for credit card and PayPal. To the right of the form is a photograph of a beagle puppy sitting on grass.

## 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

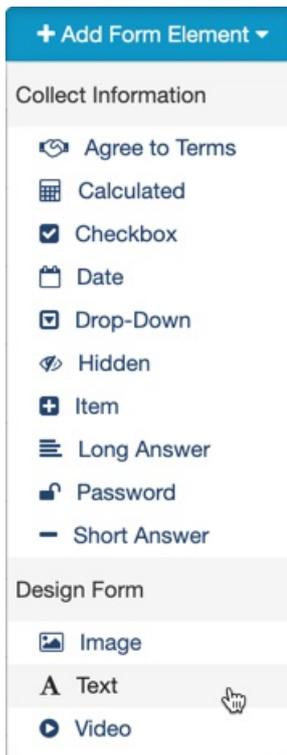
↓ Down

Cancel

Save

## Add Description

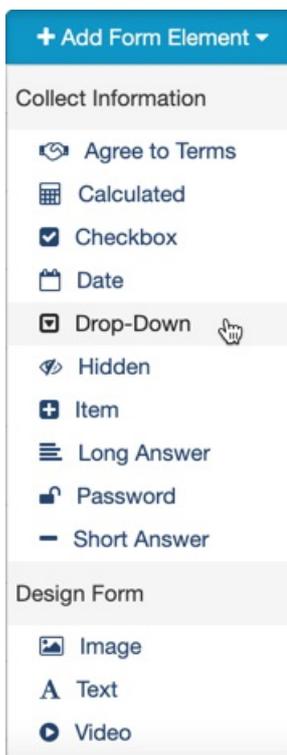
1. Open the newly created (empty) section
2. Create a title to be displayed on the form in the Section Heading area
  - This will not appear on the form until at least one element is added to the section.
3. If desired, use the Add Form Elements button to add Text and/or Images to describe what to do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



**Note:** It is generally recommended to have an actionable item visible on the page so try to have at least one of your sponsorship levels visible on the form when it is first opened. Add an Item Form

## Add Sponsorship Levels with a Drop-Down

1. Use the **Add Form Elements** button to add **Drop-Down** type



2. **Display Label:** Give your drop-down a name that will appear in bold on the form, for

example, Select Sponsor Level.

- This same name, by default, will also be the Reporting Label. This is the wording that will appear in your reports about this item. You can click the **edit** link to change the Reporting Label.
3. Option Label: This is where you put the *name* of your Sponsor levels. For example, Gold / Silver / Bronze
  4. Option Value: This is where you put the *amount* that this sponsor level costs.
  5. Click **Add new option** to add as many sponsorship levels you desire.
    - You can use the **+ / -** buttons on the right to add an option at that place or remove an option you do not want.
  6. Click **Save** when you have added your different levels

## Add Form Element - Drop-Down x

Display Label 

Select Sponsor Level 

Reporting Label: Select Sponsor Level [edit](#) 

Option Label \*

Option Value \*

Gold

1000



Silver

500



Bronze

250



 Add new option

 Load options

 Delete all options

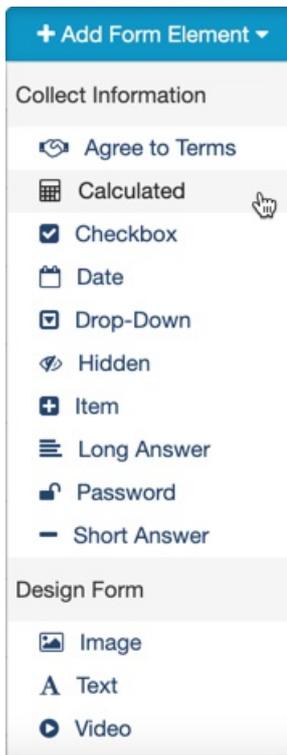
Cancel

Save

## Make the Drop-Down become the total cost of the sponsorship

The next step is to have that number from the drop-down that you set up become the total amount on this form.

1. Use the **Add Form Elements** button to add a **Calculated** type



2. **Reporting Label:** Because there is no input required by the sponsor, you do not have a display label for the Calculated field. Name the Reporting Label something you will use when you run a report on this form.
3. **Show Results on Form / Show Results as an Amount:** These are not needed as we will be setting this calculation as the total amount and that option overrides these, so they can be ignored.
4. **Make this calculation the final donation amount :** Make sure to check this box. This will make the calculation you set up next as the total cost displayed on the form.
  - This also overrides the **Show Results on Form and Show Results as an Amount** options as well as turns off the **Suggested Amounts** section completely.
5. Use the drop-down below the grey box to select the Drop-Down Item you created above. It will appear as *<drop-down reporting label>* in the grey box.
6. Because this all we need for the Sponsor level, click **Save** to complete the Calculated form element.

## Add Form Element - Calculated

Reporting Label ⓘ

Total Sponsorship Price

- Show Results on Form - *appears below calculated field*
- Show Results as Amount - *display result in \$x.xx format*
- Make this calculation the final donation amount - *this will override the default donation count and will remove all suggested donation amounts*

<Select Sponsor Level>

Select an available numeric custom field to insert into calculation

Delete

+	-	*	/	(	)					
0	1	2	3	4	5	6	7	8	9	.

Cancel

Save

Note: If you wanted to add more choices, such as different things a Sponsor can include, or an extra donation input box, etc. you can create a calculation with the buttons below the drop-down to make a more complex final amount. For more information read the [Add Calculated Element article here](#).

## Add Sponsorship Level Descriptions

Create a new text box, image, video, etc. for each Sponsorship Level, by using the appropriate Form Elements under Add Form Element.

We recommend having each level be its own Form Element so you can easily find and edit just that one item, but also so you can add Dynamic Actions to keep the form shorter and cleaner.

## Add Dynamic Actions to the Sponsorship Level Drop-Down

While this is optional, it really makes the form come alive and gets your prospective sponsor engaged with the form. This will hide the information about the different levels of sponsorship when they are not selected, only showing that level's sponsorship information.

1. Click the Dynamic Actions button next to your drop-down.



2. Select the Level from the Drop-Down you created in the Select Value box next to the word "is."
3. Where it says 0 Elements Selected, click and choose the items you wish to be displayed only when the Drop-Down value you selected in step 2 has been chosen.
  - For example: When the Select Sponsor Level is Gold, by selecting the Gold image and the Gold description, it will only show those elements when Gold is the selected choice. If the Select Sponsor Level is Silver, those Gold items will be hidden on the form
4. Click **Add New Value** and repeat for the next level from your Drop-Down.
  1. When you have assigned all your levels, the Add New Value option disappears.
5. Click **Save**
6. **Test all your levels to make sure the Dynamic Actions are working correctly.**

## Setup Dynamic Action - Drop-Down

Make your online forms dynamic by showing elements based on user responses.

### When Select Sponsor Level

is	Gold	show	2 Elements Selected	⊖
is	Silver	show	2 Elements Selected	⊖
is	Bronze	show	2 Elements Selected	⊖

Search elements

- Bronze Image
- Bronze Level Drop-Down Description
- Total Sponsorship Price

Reset Action Cancel **Save**

Your Sponsorship form is ready to go.

While this design used the drop-down form element as the main feature, you could do something similar using a checkbox and dynamic actions. For more information on [adding form elements, click here](#). For more information on [Dynamic Actions click here](#).

Select Your Sponsorship Level

Choose a sponsorship level from the dropdown. When you submit your sponsorship request, we will get in touch with you for additional assets and information.

Select Sponsor Level

Select Option

Company 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

State

Your State

Zip \*

12345

Website

Enter Info

How would you like to pay?

