

Recurring Donations Section (Registration)

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Recurring Giving with Registration gives your registrants the option to continue to contribute to your cause.

For more about how Recurring Donations function, [click here](#).

If you haven't read the [Registration Design](#) article, you will want to start there for all of the things to consider creating your Registration form.

Recurring Donations

Section Heading

Accept Recurring Payments Enable

Set Recurring Payment Type

Ongoing
e.g. \$100 / monthly

Fixed Term
e.g. \$100 / monthly for 12 months

Pay Over Time
e.g. \$100 / 4 installments of \$25


Frequency

One Time Weekly Monthly Quarterly Annually

Select up to 4

Default Frequency

Encourage Recurring Donations Disable

Prompt donors to become recurring donors 

[+ Add Form Element](#)

Section Heading

You can rename your Section Heading as needed.

Accept Recurring Payments

If you wish to not use Recurring Donations on your form you can use the Enable/Disable switch to turn off Recurring Donations completely.

Set Recurring Payment Type

Ongoing: This is the typical and default form of Recurring Giving. It does not have an "end date." So it is designed for a general recurring donation, such as a weekly, monthly, quarterly or annual gift.

When you select to make your gift recurring (with any of the Payment Types), it will provide a link to the [Recurring Gift Terms and Conditions](#) that you can review.

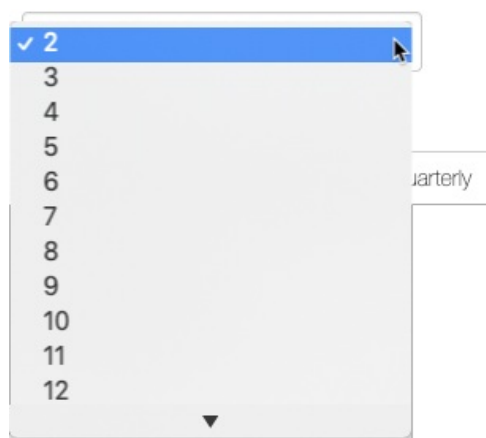
Fixed Term: This puts an expiry date on the gifts. Such as wanting to donate \$50 per month, for the next 12 months and then you as the donor are done with this recurring gift and would need to set up a new gift to continue giving.

When you choose Fixed Term, it will allow you to choose the maximum number of payment choices for your donor, from 2 to 60.

Pay Over Time: This allows you to pay your donation in installments.

- Fixed Term**
e.g. \$100 / monthly for 12 months
- Pay Over Time**
e.g. \$100 / 4 installments of \$25

Set Max Number of Allowed Payments



A dropdown menu is shown with the number '2' selected and highlighted in blue. The menu lists numbers from 2 to 12. To the right of the menu, the word 'Quarterly' is partially visible, suggesting the frequency of the payments.

When a donor selects a donation amount, then the Recurring Donation Frequency, they then choose how many of that frequency they wish to break up the donation amount into (*example: They choose a "Monthly" recurring donation and can choose how many months to settle that amount*), the form will show the current donation amount as a fraction of the total gift (including processing fees if applicable) and advise the donor that they are agreeing to the additional payments with the total amount shown.

Pay in Installments

One Time	Weekly	Monthly
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How many payments will you be making?

\$86.77 billed today, plus 11 equal payments for a total of \$1,040.58

I have read and agreed to the [terms and conditions](#).
The total below is for *this* donation only.

Frequency

You can set the Frequency options that will appear on the form. There are five choices, but there is only room for four on the form, so you can choose up to four frequencies. If you choose less, the buttons will change dynamically on your form.

Frequency

One Time	Weekly	Monthly	Quarterly	Annually
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Select up to 4

Default Frequency

One Time	▼
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Default Frequency

You can also set any of your selected frequencies to become the **Default Frequency**. Only selected Frequencies will be visible in the Default Frequency dropdown.

it is probably best to leave this as One Time, so the most frequently selected choice for them is a regular donation. Making a recurring option as the default may confuse the supporter as to the purpose of the Registration form.

Encourage Recurring Donations

When you enable the **Encourage Recurring Donations**, your donors will be prompted when they submit their one-time donation to reconsider making it a recurring donation. Because the main purpose of this form is for event registration, you may want to disable recurring donations, to avoid confusion as to the purpose of your form.

For more information about Encouraging Recurring Donations, [click here](#).

Receipts and Notifications

You will also want to review the Receipts and Notifications section, here. This section will give you control of what kind of alerts (Text or SMS and Email) that your sponsors will receive about their

installments.

Add Form Elements

If you wish to further personalize the section you can **Add Form Element**, such as adding a text, image or video to further make your ask for the recurring donation. For more on Form Elements, [click here](#).
