

DONOR DRIVE RESOURCES



Customize Your Donor
Drive Page



OVERVIEW

Once your site has been created, you have quite a few things that you can customize. This document outlines some of these features.

- Promotional Codes
- Suggested Donation Amounts
- Logo or Banner
- Fundraising Thermometer
- Sponsors
- Event Content

Promotional Codes

1. Log into the admin portal at
2. Click on events.



Events & Campaigns

Create events, teams and run exports.

Start >

3. Click on the event you would like to add a promo code for. Then, click edit from the pop-up box.

🔍 View

✎ Edit

+ Add Participant

🔑 Permissions

✕ Cancel

4. Click “promotional codes.”



Scheduled Messages

Schedule email to be sent to Constituents based upon a date and activity.



Participant Types

Manage the available participant types for this event.



Team Types

Manage the available team types for this event.



Social Sharing

Manage the available sharing options for this event.



Promotional Codes

Manage promotional codes that can be used to discount registration fees.

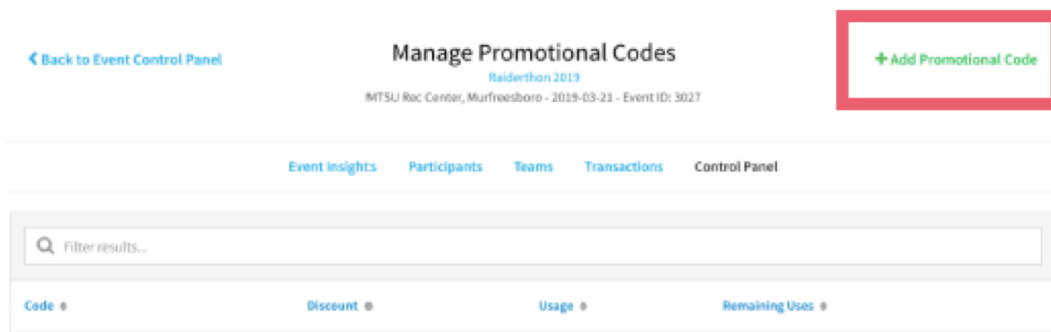


Subscriber Lists

Manage the email subscriber lists that Constituents can opt into.

Promotional Codes

5. In the top right hand corner, click “add promotional code.”



[← Back to Event Control Panel](#)

Manage Promotional Codes

Raiderthon 2019
MTSU Rac Center, Murfreesboro - 2019-03-21 - Event ID: 5027

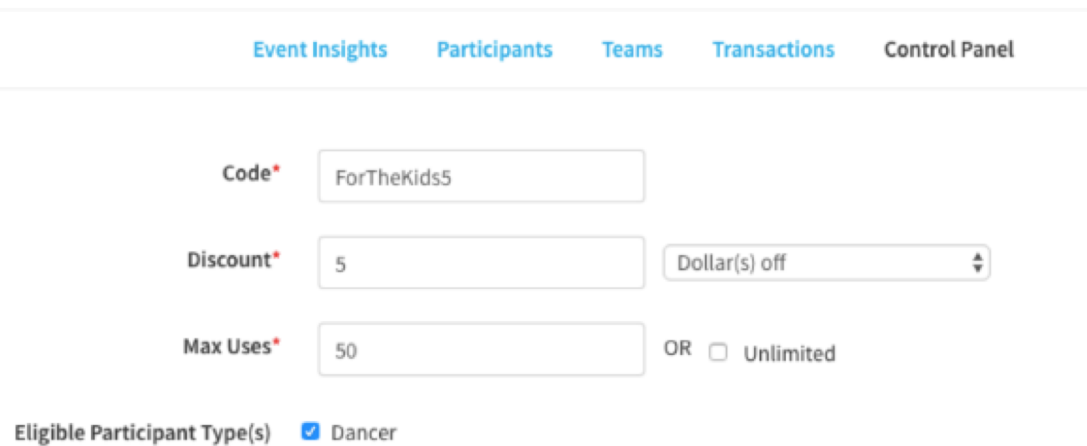
[+ Add Promotional Code](#)

[Event Insights](#) [Participants](#) [Teams](#) [Transactions](#) [Control Panel](#)

Filter results...

Code	Discount	Usage	Remaining Uses
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6. Complete all fields and select the save button. Note: You can select to leave the code at unlimited uses, or uncheck the box and enter a number for Max uses.



[Event Insights](#) [Participants](#) [Teams](#) [Transactions](#) [Control Panel](#)

Code*

Discount* Dollar(s) off

Max Uses* OR ☐ Unlimited

Eligible Participant Type(s) ☒ Dancer

Suggested Donation Amounts

1. Log into the admin portal at
2. Click on events.

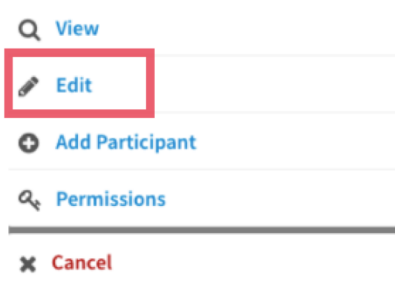


Events & Campaigns

Create events, teams and run exports.

Start >

3. Click on the event you would like to add suggested donation amounts for. Then, click edit from the pop-up box.



4. Click “Event Settings.”

Event Insights Participants Teams Transactions Control Panel



Event Settings

Manage the event details, donation & transaction settings, and the look and feel of your event.



Event Content

Manage event, registration, donation, fundraiser portal and fundraiser email content for this event.



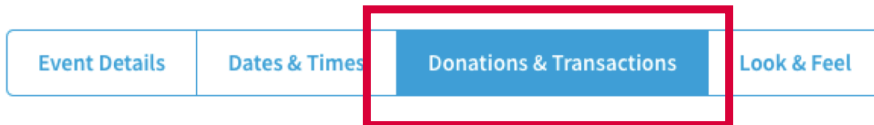
Triggered Notifications

Manage communications based on activity in DonorDrive in the form of email, tweets, badges, and more.

Suggested Donation Amounts

- Click “Donations and Transactions.”

[Event Insights](#) [Participants](#) [Teams](#) [Transactions](#) [Control Panel](#)



- Scroll down to “Form Settings” and “Suggested Donation Group.”

Form Settings

The 'Form Settings' section contains two main settings. The first is 'Form Questions' with a dropdown menu currently set to 'General 2019 Donor Qs'. Below it is a text prompt: 'Select a form to add to your event donation page.' The second setting is 'Suggested Donation Group' with a dropdown menu set to 'New DD Defaults 2018' and a green button labeled '+ Create New Group'. Below this is another text prompt: 'Select a suggested donation group to add to your event donation page.' A link 'Manage groups' is visible below the dropdown.

- Click “Create New Group.”

Suggested Donation Group

[Manage groups](#)

New DD Defaults 2018

+ Create New Group

Select a suggested donation group to add to your event donation page.

Amount*

\$

OR ☐ Other

☐ Make this the default suggested donation

You must create an “other” amount by selecting this box.

Suggested Donation Amounts

If you are a Dance Marathon program, you will automatically receive these suggestion donation amounts.

If you need new suggested donation amounts, please consult with your Dance Marathon Manager.

Do not edit the form “New DM Defaults 2018.”



\$500

You Can Make Child-Sized Veins Easier to Find: Vein illuminators assist with IV insertion making kids' veins easier to find, resulting in less pain.



\$250

You Can Provide Specialized Services Like Pet Therapy: Interacting with a friendly pet can help soothe our patients physically and mentally.



\$100

You Can Help Children Understand and Process their Treatment Plans: Child life specialists use mock ORs to help children understand upcoming treatment with play therapy, performing it together on a stuffed animal.



\$50

You Can Provide Charity Care for Patients and Families: CMN Hospitals provide \$3.4 billion in charity care annually, which makes a crucial impact on families needing assistance.



\$25

You Can Provide Everyday Needs for Patients: We can't forget the diapers, pediatric-sized pressure cuffs, child-size hospital gowns, and every day needs of our smallest patients.



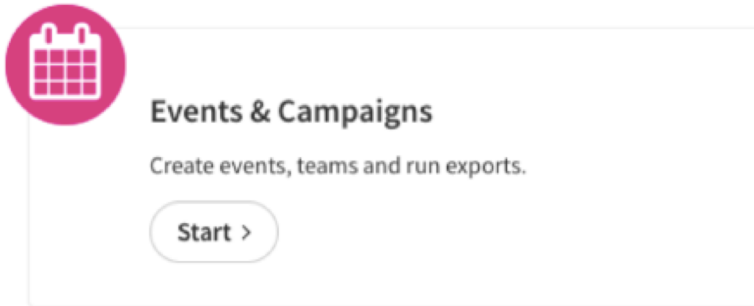
Other

You Can Provide the Power of Mission Critical Funds: Some of the most valuable gifts we receive are those that are unrestricted and can be applied to the areas where the need is the greatest.

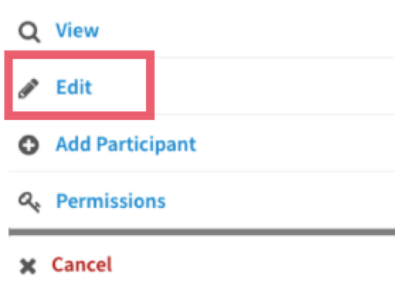


Logo or Banner

1. Log into the admin portal at
2. Click on events.

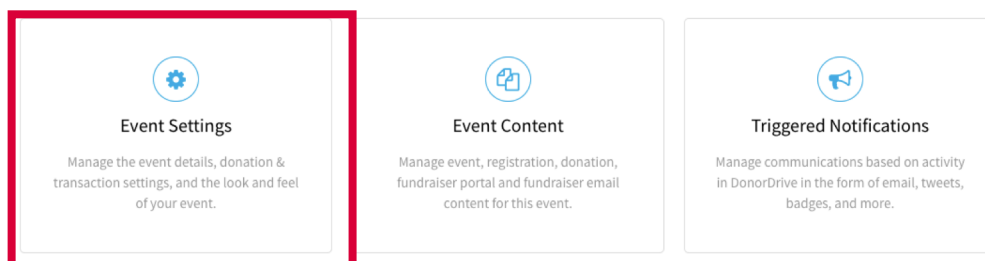


3. Click on the event you would like to add suggested donation amounts for. Then, click edit from the pop-up box.



4. Click “Event Settings.”

Event Insights Participants Teams Transactions Control Panel



Logo or Banner

5. Select “Look and Feel.”

Event Insights

Participants

Teams

Transactions

Control Panel

Event Details

Dates & Times

Donations & Transactions

Look & Feel

6. Scroll down to “Logo or Banner.”
Upload your file. The ideal size for a banner is 1100 x 360.

Logo or Banner

Choose File

No file chosen

Add or Remove Fundraising Thermometer

1. Log into the admin portal at
2. Click on events.

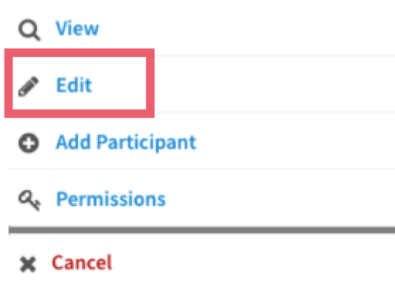


Events & Campaigns

Create events, teams and run exports.

Start >

3. Click on the event you would like to add suggested donation amounts for. Then, click edit from the pop-up box.



4. Click “Event Settings.”

Event Insights Participants Teams Transactions Control Panel



Event Settings

Manage the event details, donation & transaction settings, and the look and feel of your event.



Event Content

Manage event, registration, donation, fundraiser portal and fundraiser email content for this event.



Triggered Notifications

Manage communications based on activity in DonorDrive in the form of email, tweets, badges, and more.

Add or Remove Fundraising Thermometer

5. Select “Look and Feel.”

[Event Insights](#)[Participants](#)[Teams](#)[Transactions](#)[Control Panel](#)[Event Details](#)[Dates & Times](#)[Donations & Transactions](#)[Look & Feel](#)

6. Scroll down to the check boxes. You are able to uncheck any of these boxes if you do not want a fundraising thermometer appearing on the personal, team, or event page.

Thermometer on Participant Fundraising Page

☒ Enable ☒ Animate

The thermometer is a graphic that displays the current amount raised vs. a participant's fundraising goal. If you select Animate, the amount raised will move up the thermometer and be accompanied by audio.

Thermometer on Team Fundraising Page

☒ Enable ☒ Animate

The thermometer is a graphic that displays the current amount raised vs. a team fundraising goal. If you select Animate, the amount raised will move up the thermometer and be accompanied by audio.

Thermometer on Event Landing Page

☒ Enable ☒ Animate

The thermometer is a graphic that displays the current amount raised vs. an event fundraising goal. If you select Animate, the amount raised will move up the thermometer and be accompanied by audio.

Display Event Fundraising Total

☒ Enable ☐ Disable

Toggle display of event-level fundraising total.

Add Event Sponsors

1. Log into the admin portal at
2. Click on events.

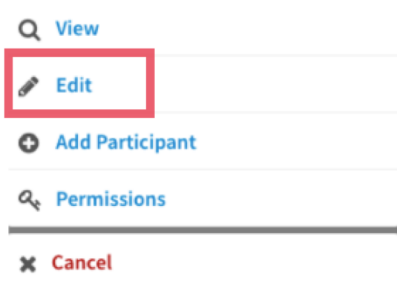


Events & Campaigns

Create events, teams and run exports.

Start >

3. Click on the event you would like to add suggested donation amounts for. Then, click edit from the pop-up box.



4. Click “Sponsors.”



Resources

Manage the resources offered to participants in the fundraiser portal.



Sponsors

Add and edit sponsors for this event.

Add Event Sponsors

5. Click “Add Sponsor” in the top corner.

Event Sponsors

Raiderthon 2019

MTSU Rec Center, Murfreesboro - 2019-03-21 - Event ID: 3027

+ Add Sponsor

nt Insights

Participants

Teams

Transactions

Control Panel

6. Select the correct sponsor. If your sponsor does not appear on the dropdown menu, please email donordrive@cmnhospitals.org.

Organization*

Q Find a Sponsor

Contact Person

Address

Business Phone

Premier Sponsor?

☒ No ☐ Yes

Premier sponsor logos appear on all event email communications as well as the event landing page. Logos larger than 250px wide will be resized down to 250px.
Standard sponsor logos appear on event landing pages only, and will be displayed no larger than 150px wide.

Sponsor Logo

Choose File

No file chosen

Sponsor URL

Edit Event Content

1. Log into the admin portal at
2. Click on events.

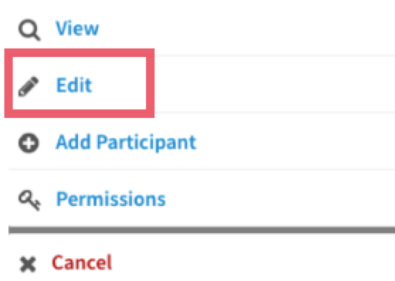


Events & Campaigns

Create events, teams and run exports.

Start >

3. Click on the event you would like to add suggested donation amounts for. Then, click edit from the pop-up box.



4. Click “Event Settings.”

Event Insights Participants Teams Transactions Control Panel



Event Settings

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Event Content

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Triggered Notifications

Manage communications based on activity in DonorDrive in the form of email, tweets, badges, and more.

Edit Event Content

5. Select the appropriate tab based on what you are looking to adjust.
- Event Details will allow you to adjust Event Name, Fundraising Goal, Custom Web Address, Venue, & Contact Name
 - Dates & Times will allow you to adjust your event start and end date and time, check in times, and registration cut-off date and time
 - Look & Feel will allow you to adjust your page title, logo or banner, and thermometer settings.

Event Details

Dates & Times

Donations & Transactions

Look & Feel

FURTHER QUESTIONS?

Check out Donor Drive's Support Portal by clicking the "Support" tab within the admin portal.

Or contact us at:
helpdesk@cmnhospitals.org