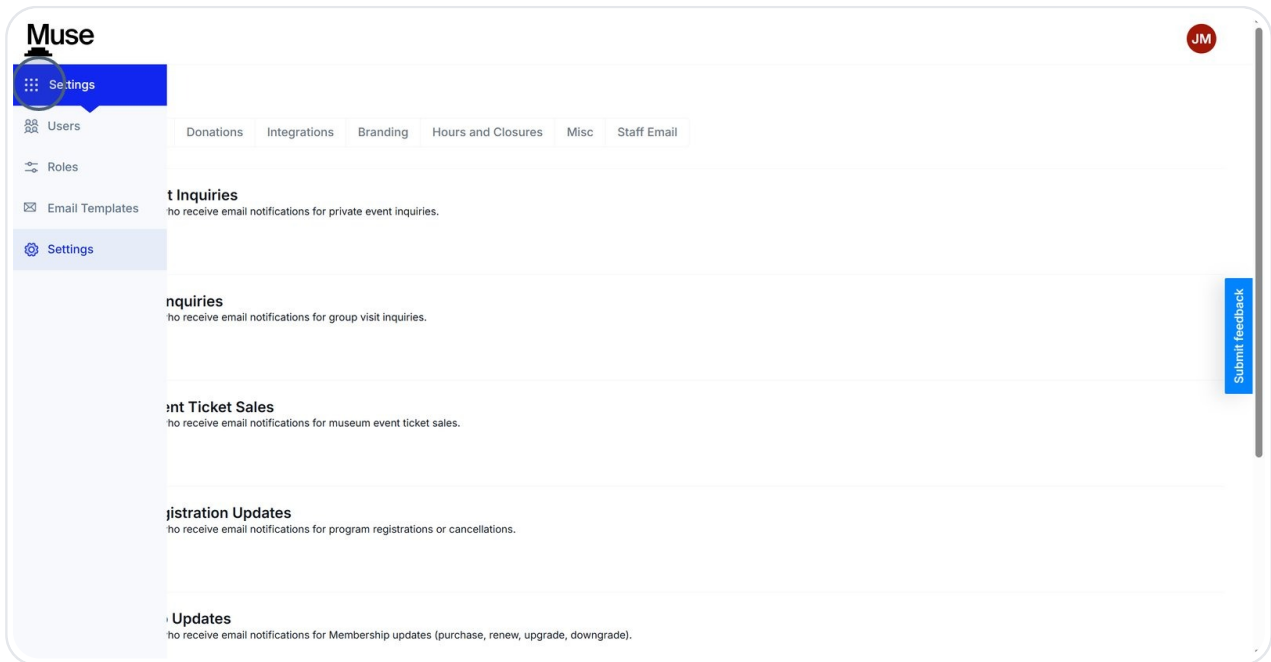


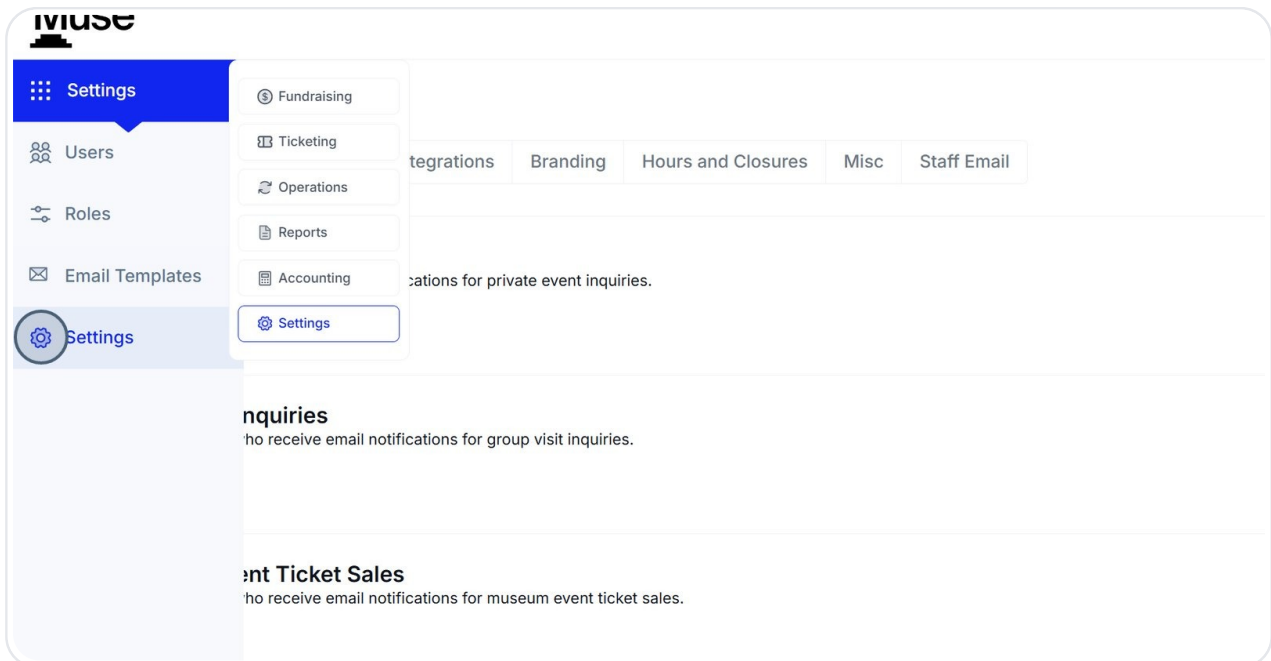


Managing Donation Settings

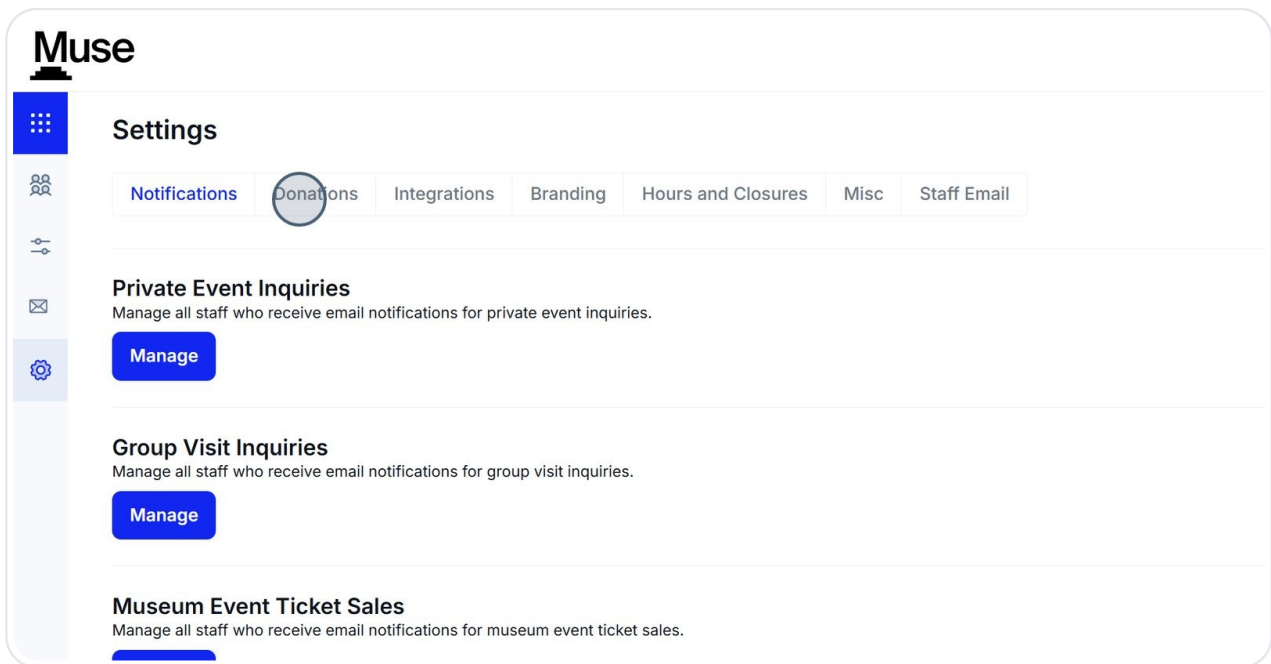
1. Click the blue North Star icon.



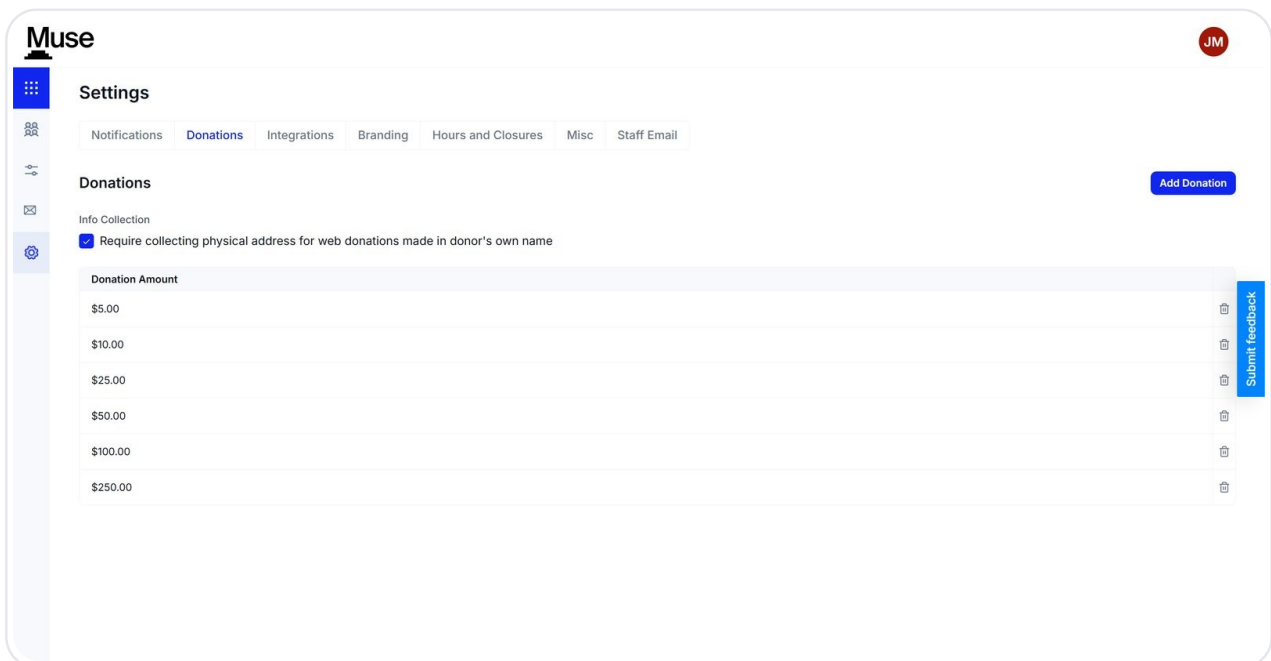
2. Click "Settings"



3. Select "Donations" from the top navigation menu.



4. On the next screen, you'll set the donation amount(s) to solicit on your e-commerce site and point of sale.



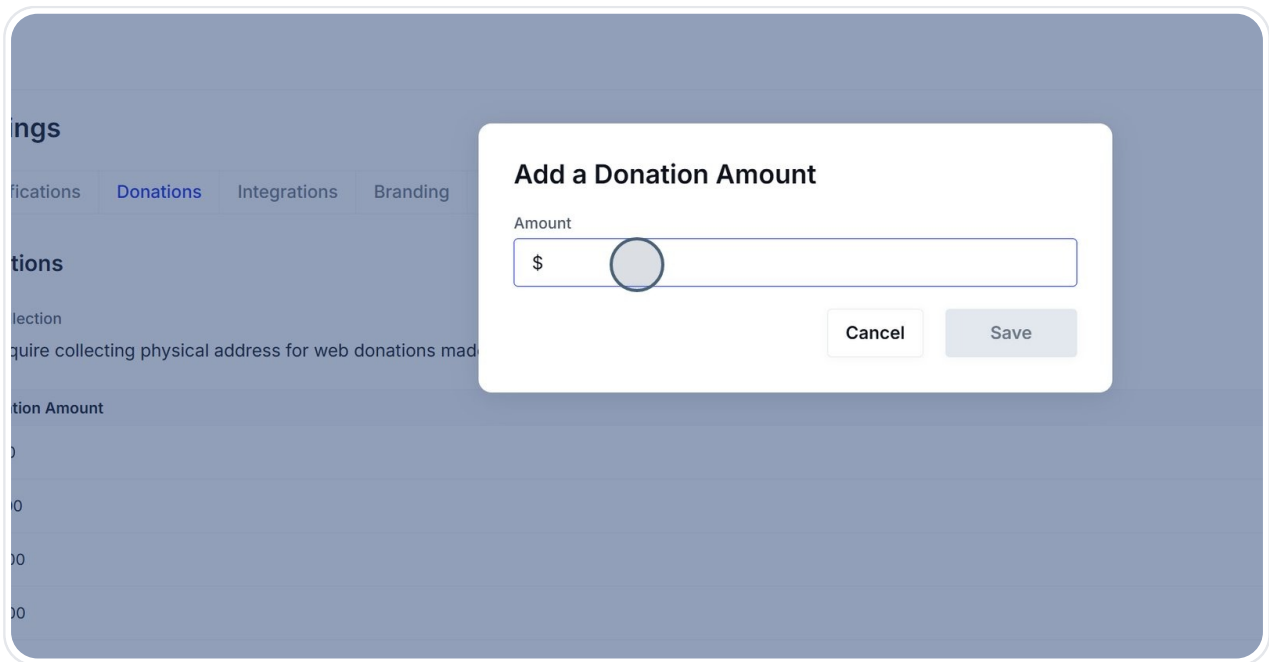
5. If you wish to have a mailing address to send hard copy acknowledgment letters to your donors, or leverage this information for demographic purposes, we recommend checking the box to "Require collecting physical address for web donations made in donor's own name."

[illegible]

6. To add your various donation levels, click the blue "Add Donation" button.

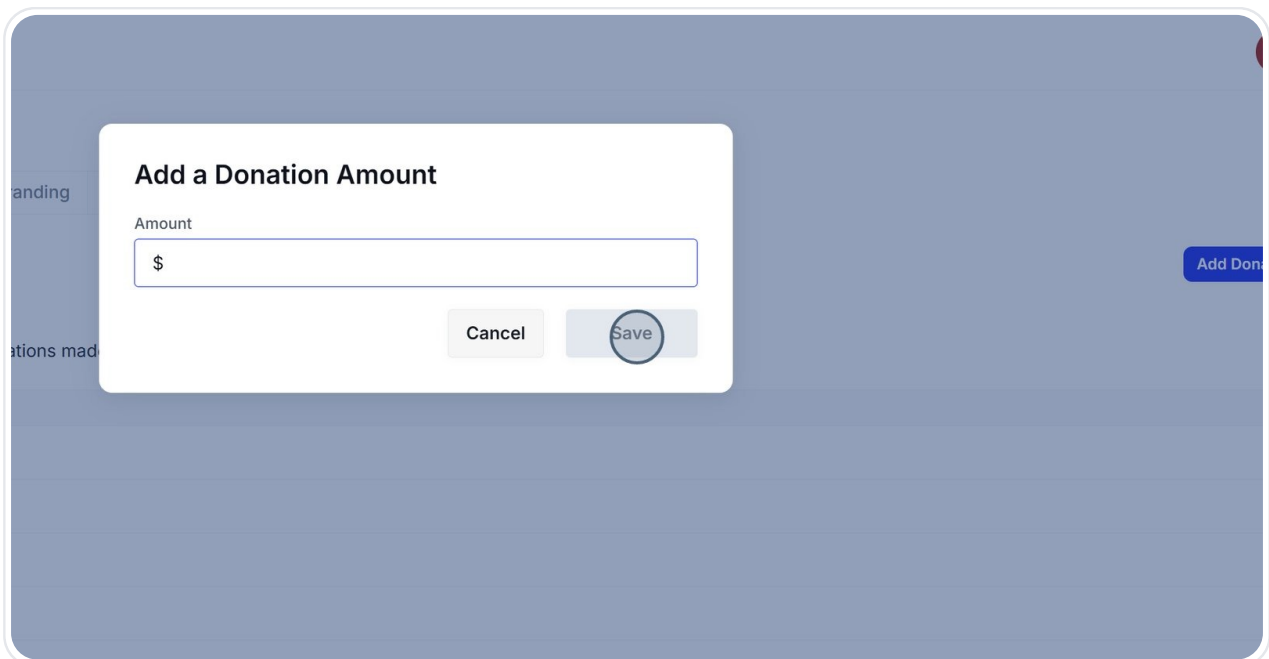
[illegible]

7. Enter your desired amount in the corresponding field.



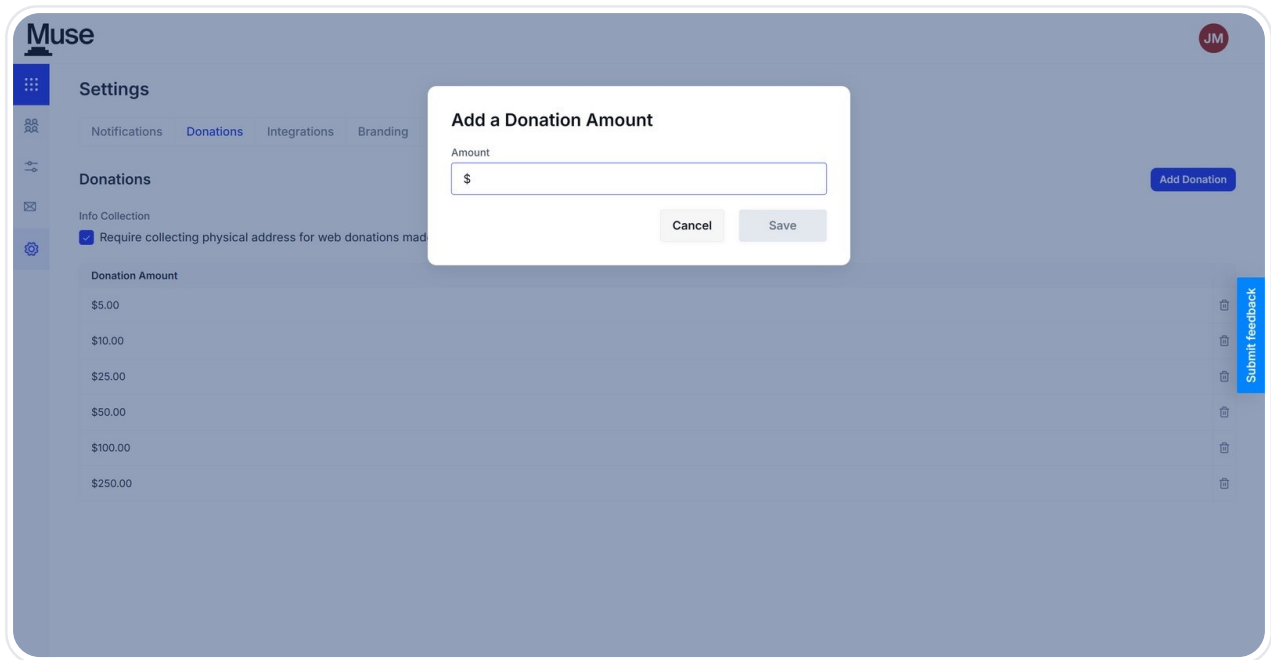
The screenshot shows a web application interface with a modal titled "Add a Donation Amount". The modal is centered on the screen. It contains a label "Amount" above a text input field that starts with a "\$" symbol. A circular slider is positioned over the input field. Below the input field are two buttons: "Cancel" and "Save". The background of the application shows a sidebar with tabs: "Configurations", "Donations", "Integrations", and "Branding". The "Donations" tab is selected. The main content area has a heading "Donations" and some text about "require collecting physical address for web donations made".

8. Click "Save" when finished.

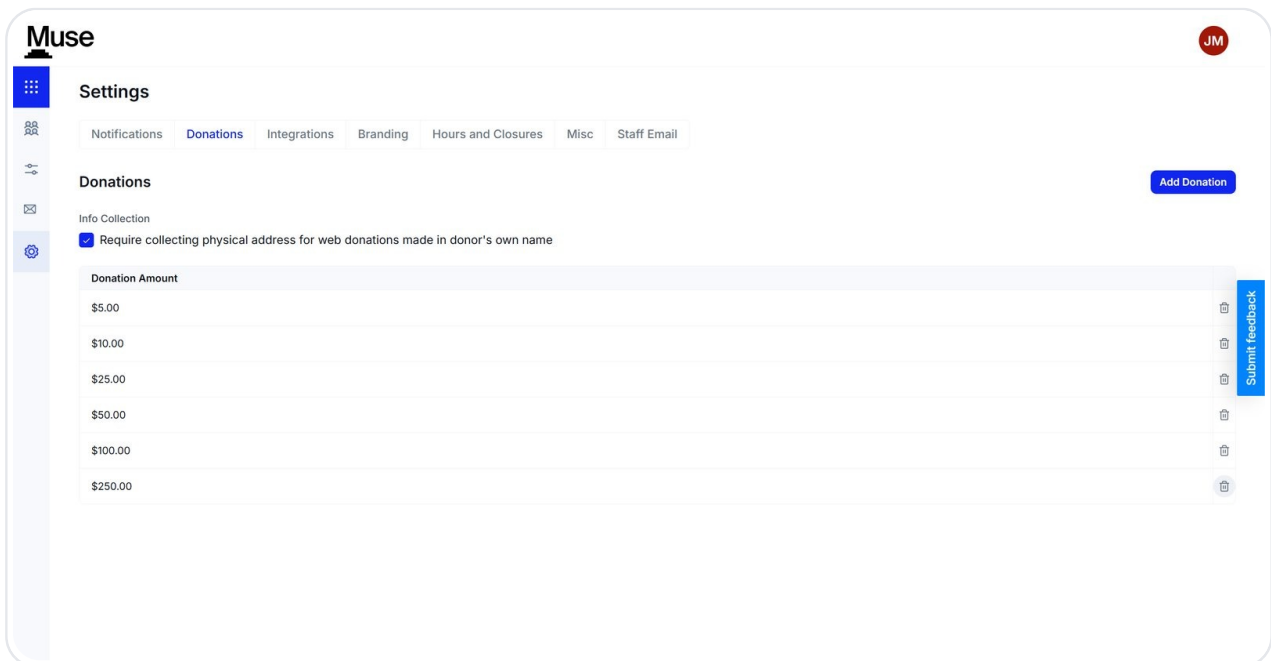


This screenshot shows the same "Add a Donation Amount" modal. The "Save" button is now highlighted with a circular cursor, indicating it is the next step in the process. The background interface remains the same, with the "Donations" tab selected in the sidebar.

9. Tip! An option for the donor to input a custom donation amount is available by default and not a required configuration.



10. You will now see the list of Donation amounts.



11. To remove any amount, click the trash can icon on the far right of the row.

Muse

Settings

Notifications | **Donations** | Integrations | Branding | Hours and Closures | Misc | Staff Email

Donations Add Donation

Info Collection

☒ Require collecting physical address for web donations made in donor's own name

Donation Amount	
\$5.00	
\$10.00	
\$25.00	
\$50.00	
\$100.00	
\$250.00	

Submit feedback

12. Click 'Remove' to confirm the deletion.

Remove this Donation?

Are you sure you would like to remove this donation amount? This action cannot be undone.

Cancel Remove