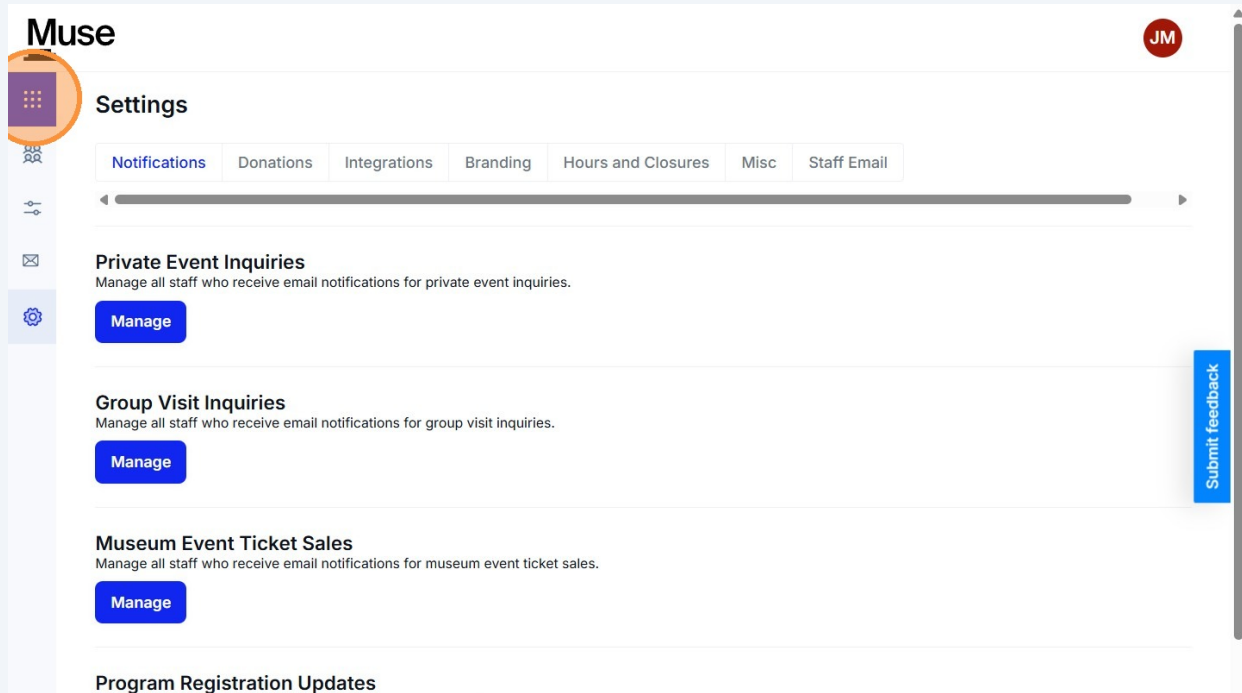


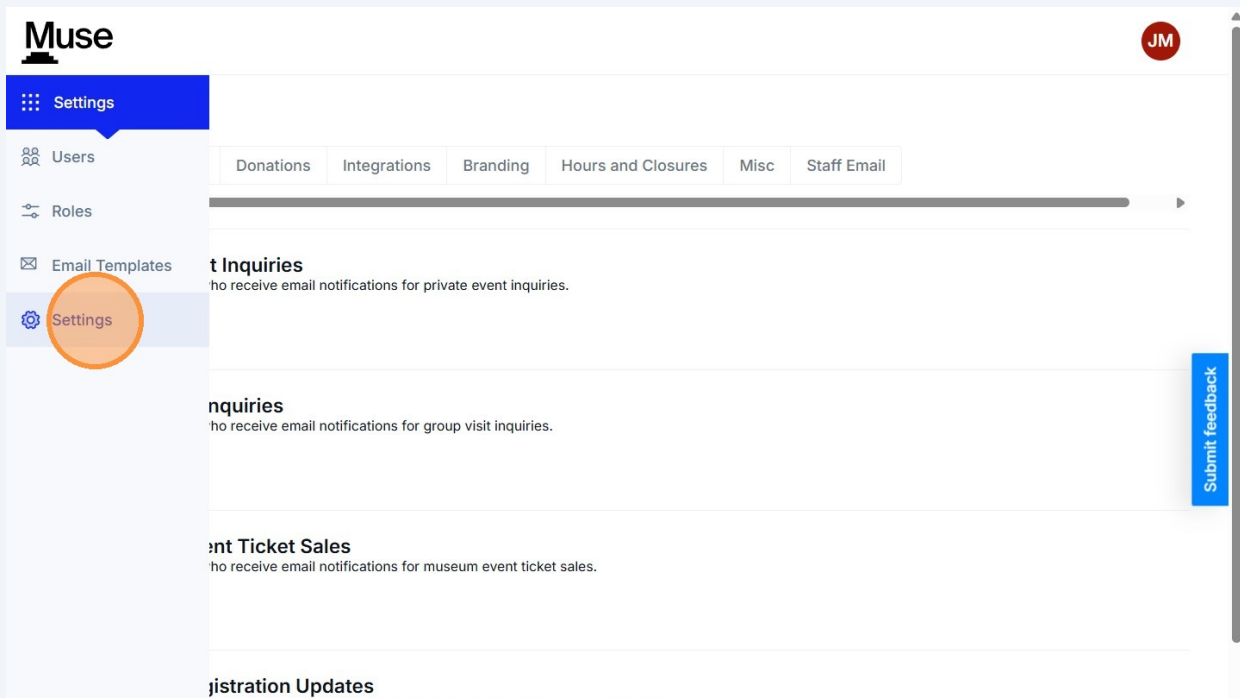
Managing Donation Settings

Learn how to navigate your donation settings and adjust donation amounts. This guide provides step-by-step instructions for adding, editing, and removing donation options within the portal.

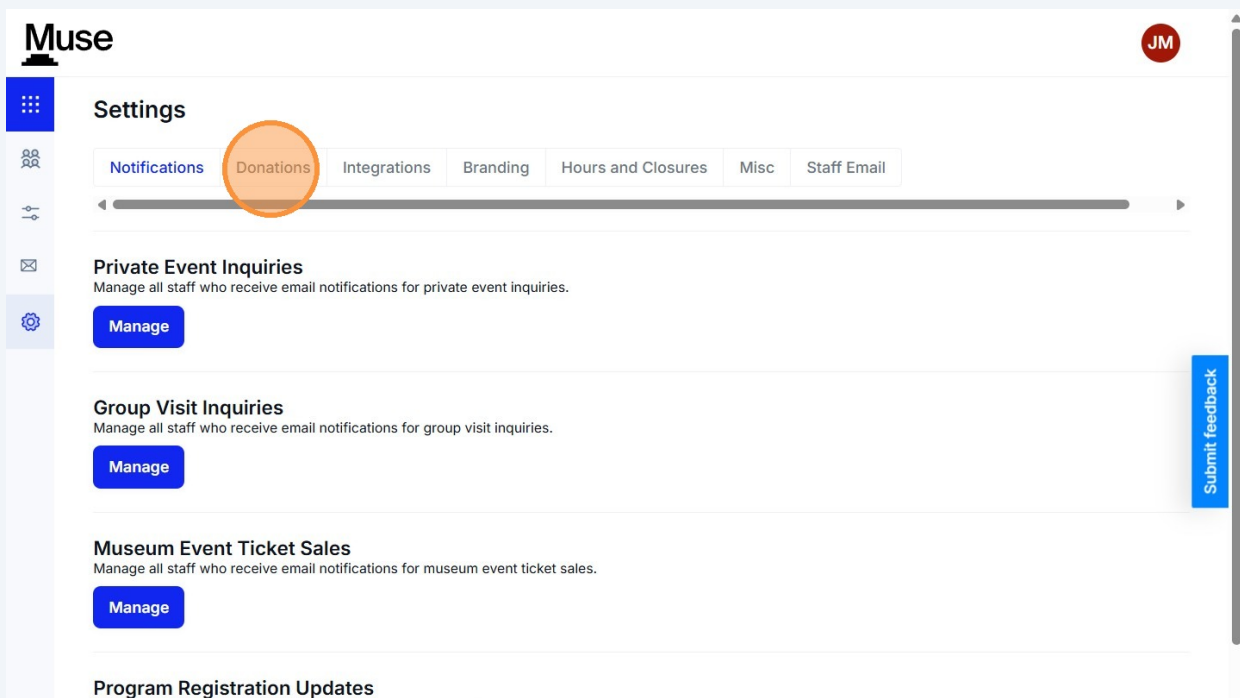
- 1 Click the blue North Star icon.



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.

Muse

JM

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

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."

Muse

JM

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

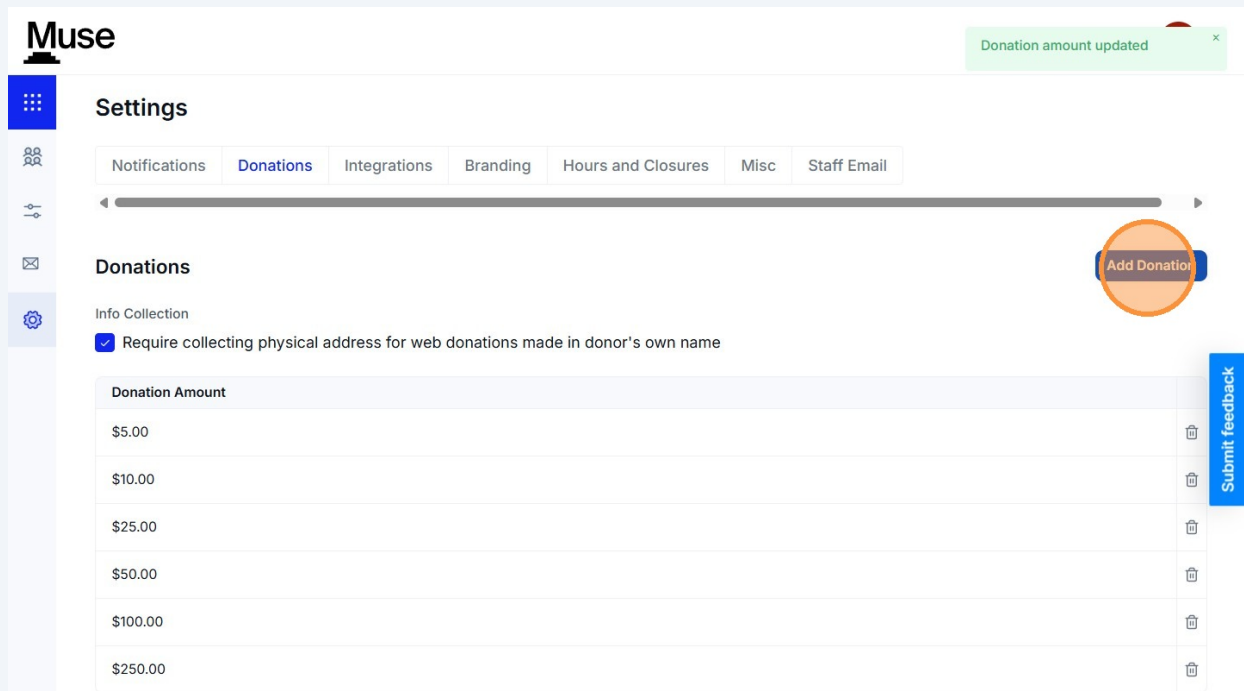
\$50.00

\$100.00

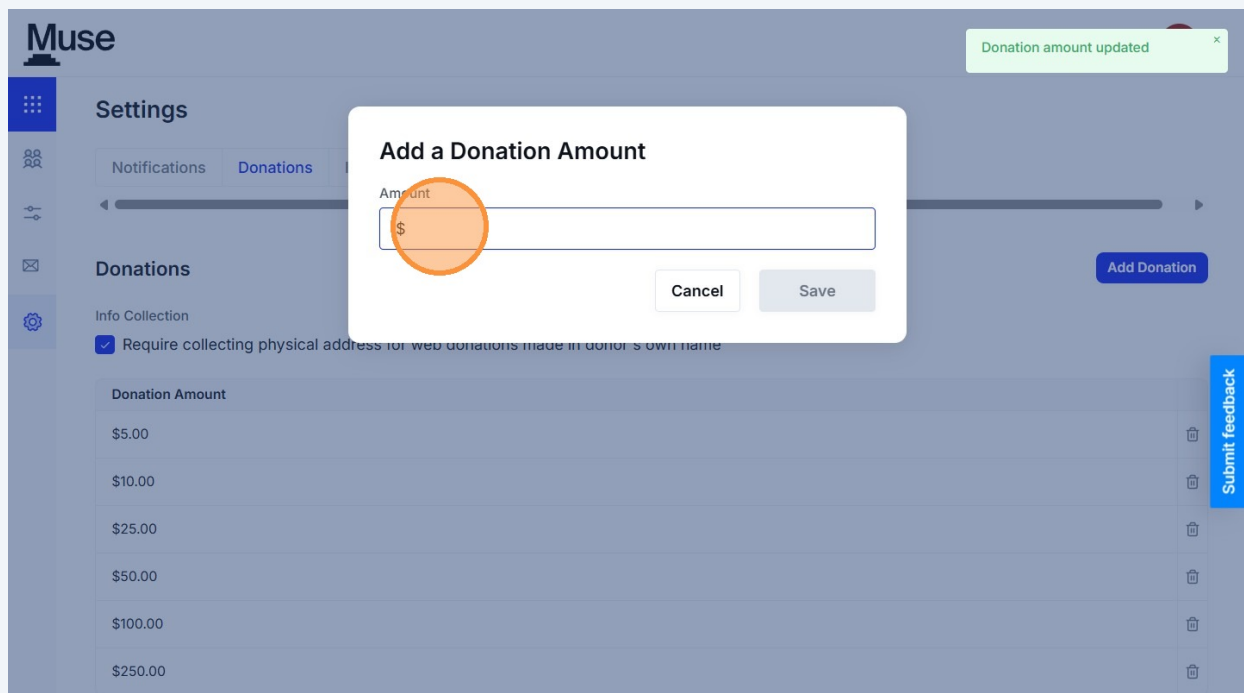
\$250.00

Submit feedback

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



- 7 Enter your desired amount in the corresponding field.



8 Click "Save" when finished.

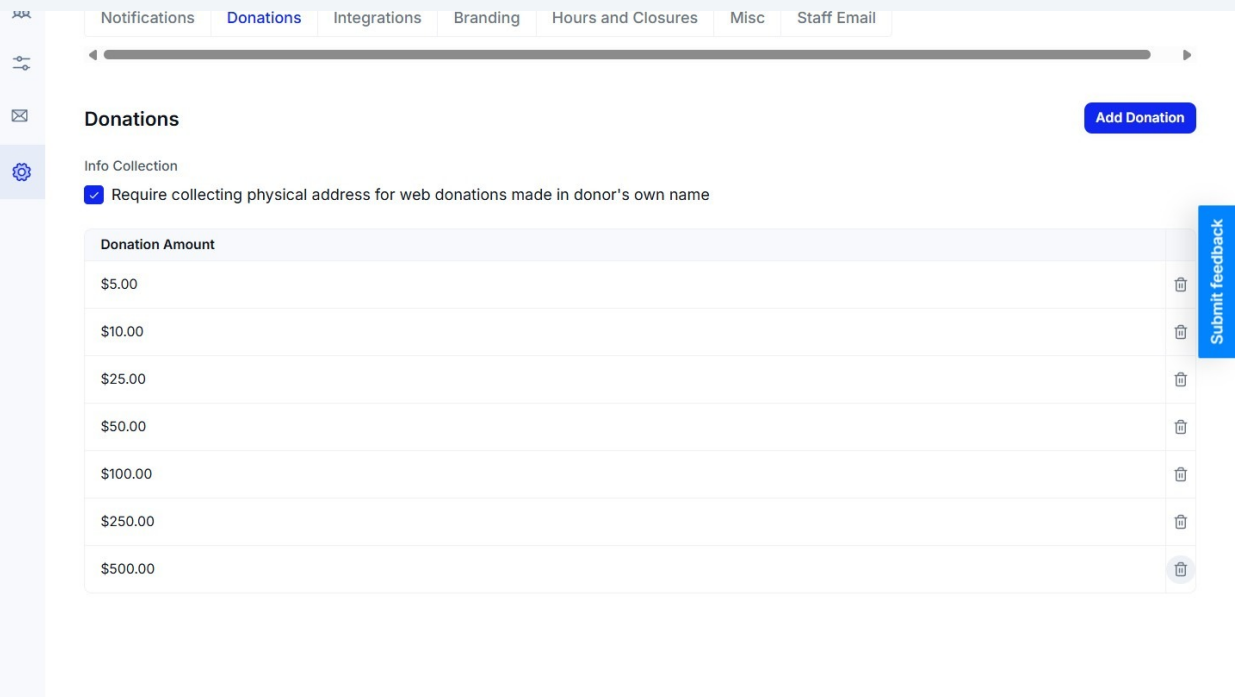
The screenshot shows the 'Muse' interface with the 'Donations' settings page. A modal titled 'Add a Donation Amount' is open, featuring a text input field with '\$500' and two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with an orange circle. In the background, the 'Donations' section includes a table of preset donation amounts and a 'Submit feedback' button on the right.

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



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

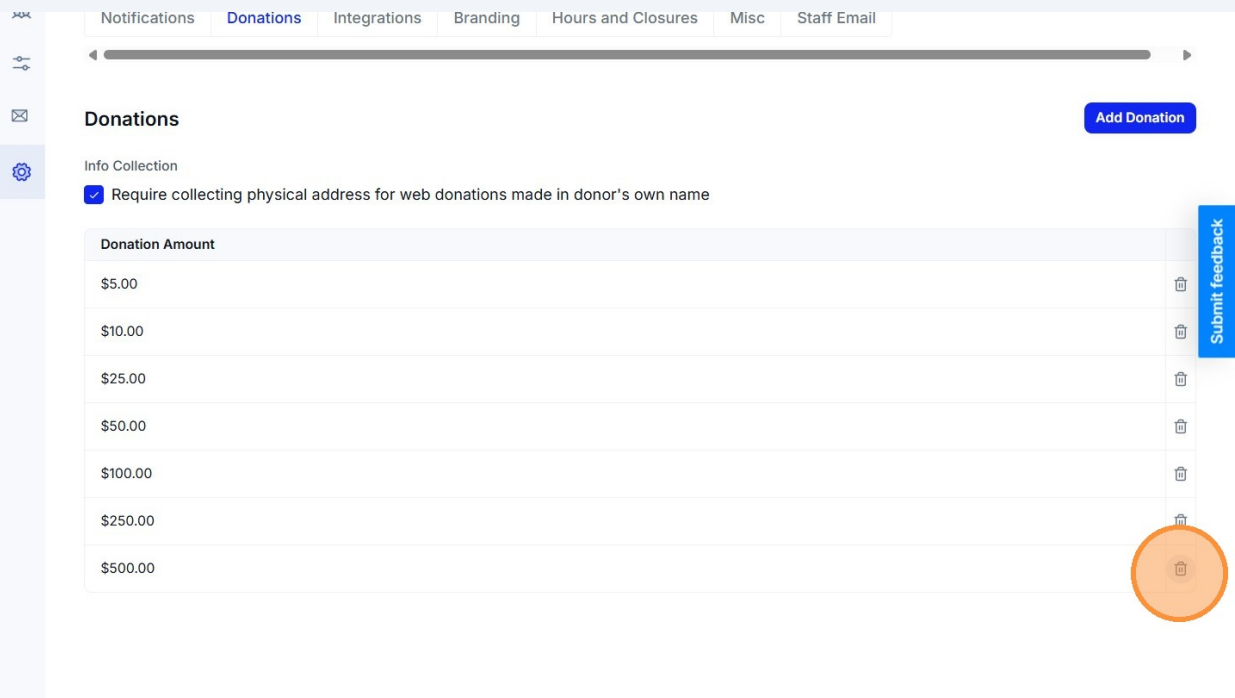
9 You will now see the list of Donation amounts.



The screenshot shows the 'Donations' tab in a settings menu. At the top, there are tabs for 'Notifications', 'Donations' (selected), 'Integrations', 'Branding', 'Hours and Closures', 'Misc', and 'Staff Email'. Below the tabs is a horizontal scrollbar. The main heading is 'Donations' with an 'Add Donation' button on the right. Underneath is the 'Info Collection' section with a checked checkbox 'Require collecting physical address for web donations made in donor's own name'. A table titled 'Donation Amount' lists eight values: \$5.00, \$10.00, \$25.00, \$50.00, \$100.00, \$250.00, and \$500.00. Each row has a trash can icon on the right. A vertical blue 'Submit feedback' button is on the far right. A left sidebar contains icons for a menu, settings, and a mail icon.

Donation Amount	
\$5.00	
\$10.00	
\$25.00	
\$50.00	
\$100.00	
\$250.00	
\$500.00	

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



This screenshot is identical to the one above, but with an orange circle highlighting the trash can icon for the '\$500.00' row, illustrating the action described in the instruction.

Donation Amount	
\$5.00	
\$10.00	
\$25.00	
\$50.00	
\$100.00	
\$250.00	
\$500.00	

11 Click 'Remove' to confirm the deletion.

The screenshot shows the 'Muse' application interface. The top navigation bar includes the 'Muse' logo and a green notification banner that reads 'Donation amount created'. The left sidebar contains icons for settings, users, and other functions. The main content area is titled 'Settings' and has tabs for 'Notifications', 'Donations', and 'Integrations'. The 'Donations' tab is active, showing a section for 'Info Collection' with a checked option 'Require collecting physical address for web donations made in donor's own name'. Below this is a table of 'Donation Amount' options: \$5.00, \$10.00, \$25.00, \$50.00, \$100.00, and \$250.00. Each row has a trash icon in the rightmost column. A modal dialog is centered on the screen with the title 'Remove this Donation?'. The dialog text asks: 'Are you sure you would like to remove this donation amount? This action cannot be undone.' It features two buttons: 'Cancel' and 'Remove'. The 'Remove' button is highlighted with an orange circle. On the right side of the settings area, there is a 'Staff Email' input field, an 'Add Donation' button, and a vertical 'Submit feedback' button.

Muse

Donation amount created

Settings

Notifications Donations Integrations

Donations

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	

Remove this Donation?

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

Cancel Remove

Add Donation

Staff Email

Submit feedback