

# How to edit campaign settings

Administrators can edit numerous campaign settings: from the left sidebar of the admin panel, select Settings, then Campaign Settings. Edit the desired information, and click Save Changes at the bottom.

Information that can be edited:

- Campaign information: name, nickname, goal, year, attendee registration fee
- Campaign defaults: default fundraiser and team goals, minimum fundraiser and team goals, default fundraiser state, maximum attendees per team
- Default donation options: edit many of the options available to a donor on the donate page
- Email options: admin email address, notification options (*e.g.*, send notification to a specific address when any member updates their goal)
- Various other options

General Campaign Info

Campaign Name:

Alternate Name:

Campaign Goal:

Campaign Year:

RSVP Registration Fee:

Date / Time:

Campaign URL:

Location:



Defaults

Default Fundraiser Goal:

Minimum Fundraiser Goal:

Default Team Goal:

Minimum Team Goal:

Default State:

Maximum Attendees Per Team:

Donation Options

- Allow donors to enter a donation message with their donation
- Allow donors to keep their donation amount anonymous
- Allow donors to keep their name anonymous
- Allow donors to enter a different name for display purposes?
- Request donor's phone number
- Require donor's phone number?

Include Processing Fees

Give option to donor to pay for fees?

Your credit card processing percentage (ex: 0.027):

Your credit card processing flat fee per transaction:

- Hide the "Choose recipient" section on the donation page

Various

- RSVP Waiver?
- Detailed Registration - Don't Validate Address
- Validate Address?
- Show RSVP pop after "Detailed Registration"?
- Turn on mobile optimized site?
- Mobile optimized version should only be used on small devices?
- Don't allow returning users to import email templates
- RSVP task never gets crossed out
- Hide sub-registrants in team list by default?
- Email address is optional for a member who submits an offline donation
- Use "Quick Registration" for mobile site and after donation join link?
- Use silhouette instead of initials for members/teams who don't have profile images
- Use the new MyPage and TeamPage layout
- Donation form should open in lightbox popup-window on personal pages?
- Require campaign admin to activate every new personal page?
- Require campaign admin to activate every new team page?
- Allow members to see their donors' email address
- Allow members to see their donors' billing address
- Allow team captains to see team members' email addresses and see the above enabled info for ALL team donations?
- Disable registration?
- Require members to RSVP?
- Allow teams without members?
- Add a "subscribe to newsletter" checkbox to the contact form

Email Options

Admin (From) Email Address:

Advanced Admin Email Settings

Admin From Email Name:

Admin ReplyTo Email Address:

Admin ReplyTo Email Name:

Contact Us Email Address:

Contact Us Name:

Email Addresses to be notified:

- Be notified when a member changes their goal or their team's goal
- Be notified when a member updates their page or their team's page