



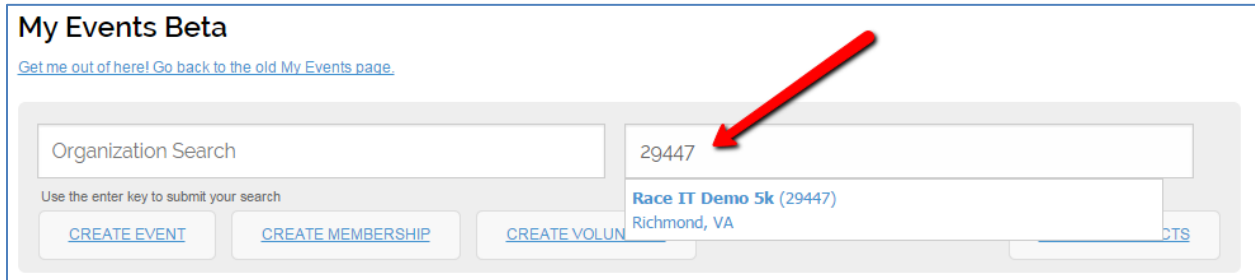
How to create, edit & disable a Charity

Creating a Charity

Log into your Race IT account at:

<https://www.raceit.com/MyEvents/default.aspx>

From the landing page, type your event information in the Event Search box and select.



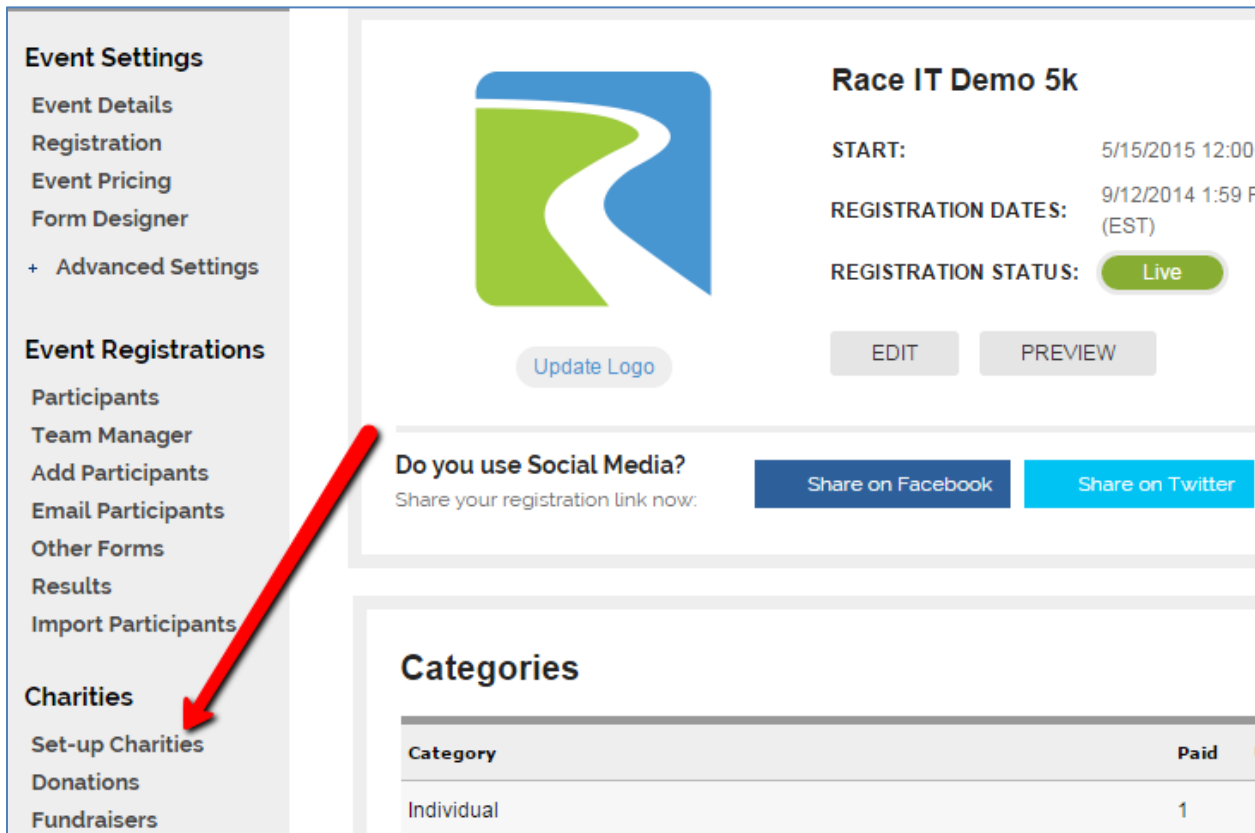
My Events Beta
[Get me out of here!](#) [Go back to the old My Events page.](#)

Organization Search: 29447
Use the enter key to submit your search

[CREATE EVENT](#) [CREATE MEMBERSHIP](#) [CREATE VOLUNTEER](#) [CREATE CHARITY](#)

Race IT Demo 5k (29447)
Richmond, VA

From the Event landing page, select Set-up Charities from the menu.



Event Settings
Event Details
Registration
Event Pricing
Form Designer
+ Advanced Settings

Event Registrations
Participants
Team Manager
Add Participants
Email Participants
Other Forms
Results
Import Participants

Charities
Set-up Charities
Donations
Fundraisers

Race IT Demo 5k

START: 5/15/2015 12:00
REGISTRATION DATES: 9/12/2014 1:59 P (EST)
REGISTRATION STATUS: **Live**

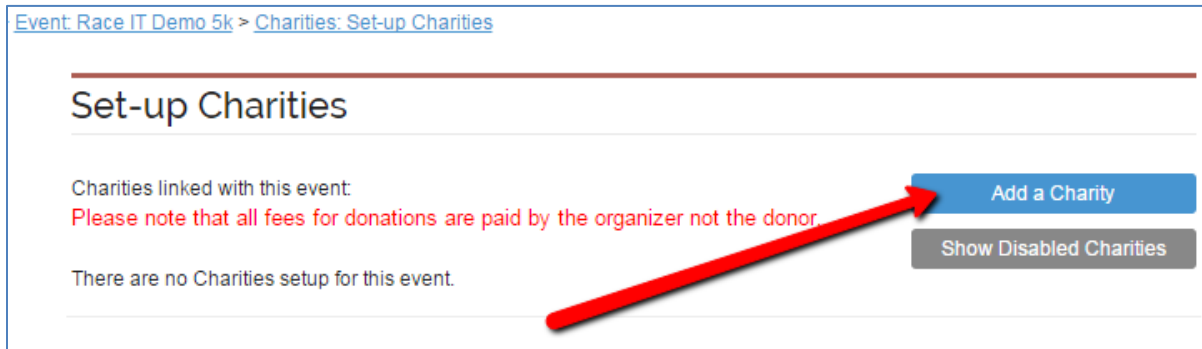
[Update Logo](#) [EDIT](#) [PREVIEW](#)

Do you use Social Media?
Share your registration link now: [Share on Facebook](#) [Share on Twitter](#)

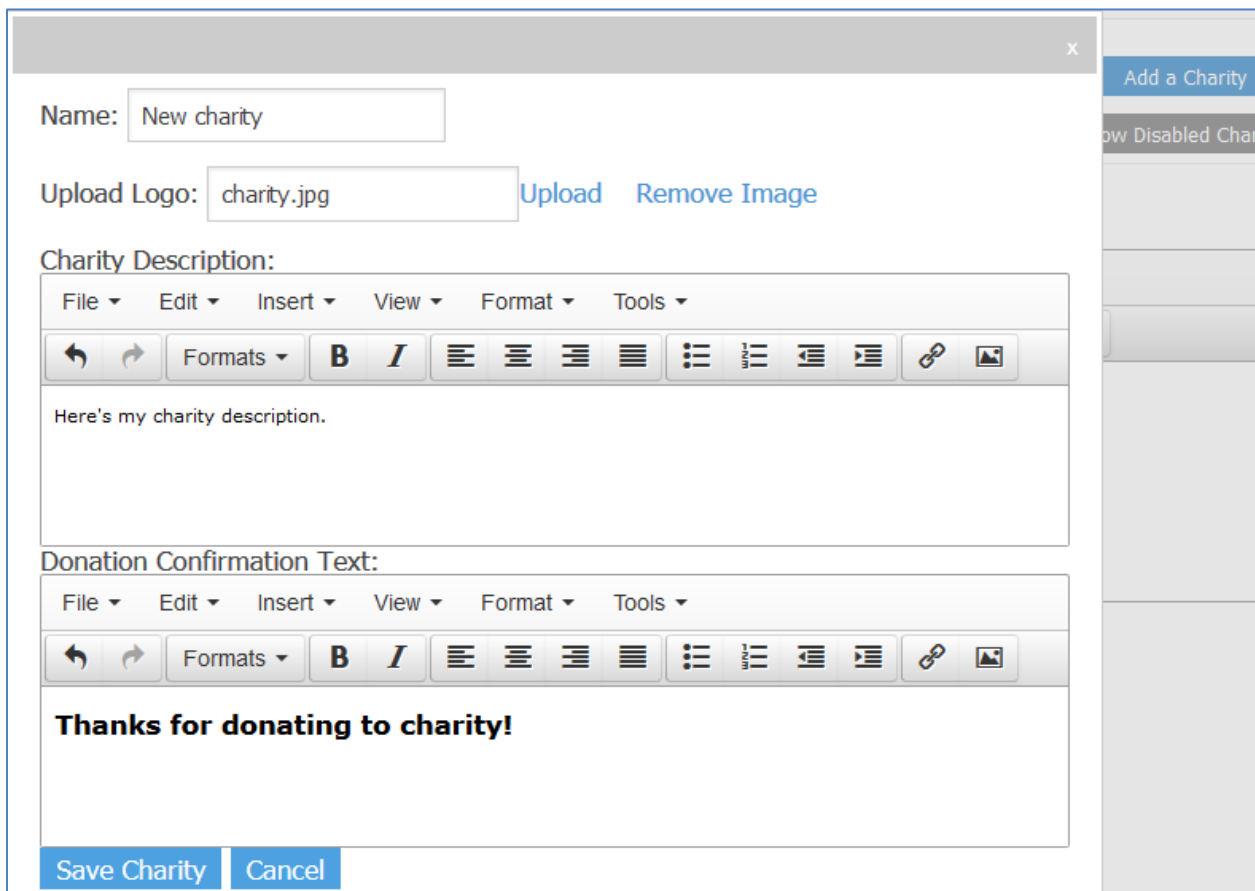
Categories

Category	Paid
Individual	1

From the Set-up Charities page, select Add a Charity.



Complete the charity information boxes then click Add Charity.



Once your charity has been created you'll be returned to the Set-up Charity page where your newly created charity will be listed. You may choose how to display the charities in the registration path as well as enable a search box for participants to easily find a specific charity.

The display options are:

- Single Row – Full description & logo

- List – Name & logo
- Grid – Name & logo




How would you like your donations displayed?

Display a Search box for Registrants

Active Charity(ies)

You can easily rearrange the display order for charities after you've created them by changing the display order number in the drop down within each charity.

Active Charity(ies)

Logo	Name	Description	Display order	Options
	Habitat for Humanity	Website: Habitat for Humanity At Habitat for Humanity, we build. We build because we believe that everyone, everywhere, should have..	1	Disable Edit Charity
	New charity	Here's my charity description.	3	Disable Edit Charity
	Race IT Charity	This is the description for the Race IT charity.	2	Disable Edit Charity

By default, Race IT displays an input field for donation amounts on both the registration & fundraising pages. You also have the option to add preset donation amounts for donors to choose from (in addition to, or in lieu of the default view).

To set amounts, select Yes to “Would you like to have pre-set donation amounts?”

Set-up Charities

Charities linked with this event: Add a Charity

Please note that all fees for donations are paid by the organizer not the donor. Show Disabled Charities

Would you like to have pre-set donation amounts?

Yes No

(Drag the options below to set the display order. The top being the first option the registrant will see)

Enter a value between 1 and 999 and then click Add New Donation Amount. All values are whole numbers and you can have as many preset values as you'd like. Once you've added values, you can rearrange the display order with a simple drag & drop using the arrows on the left.

(Drag the options below to set the display order. The top being the first option the registrant will see)

Enter New Donation Amount: Add New Donation Amount

No Donation Amounts Found.

↕ Donation Amount: 5 x

↕ Donation Amount: 10 x

rearrange display order

If you'd like to use both the default input field AND the preset values in the registration & fundraising pages, select Yes to "Would you like to also have your registrants enter their own amount?"

Enter New Donation Amount: [Add New Donation Amount](#)

No Donation Amounts Found.

↕ Donation Amount: 5 x


↕ Donation Amount: 10 x

Would you like to also have your registrants enter their own amount?

Yes No

Editing a Charity


From the Set-up Charity page, select Edit Charity.

Active Charity(ies)				
Logo	Name	Description	Display order	Options
	Habitat for Humanity	Website: Habitat for Humanity At Habitat for Humanity, we build. We build because we believe that everyone, everywhere, should have..	1 ▾	Disable Edit Charity

From the edit pop up box, you have the ability to edit the name, logo, description (including HTML) and the donation confirmation text

Disabling a Charity

From the Set-up Charity page, select Disable.

Active Charity(ies)				
Logo	Name	Description	Display order	Options
	Habitat for Humanity	Website: Habitat for Humanity At Habitat for Humanity, we build. We build because we believe that everyone, everywhere, should have...	1 ▾	Disable Edit Charity

Immediately after clicking Disable, the charity will be removed from the page. In order to re-enable a charity, click Show Disabled Charities.

Set-up Charities

Charities linked with this event:
By default, all fees for donations are paid by the organization, not the donor.

[Add a Charity](#)

[Show Disabled Charities](#)

From the Disabled Charities pop up box, select Enable next to the charity to be enabled.

Disabled Charities

Race IT Charity
This is the description for Race IT's charity.

[Enable](#)

Once the charity has been enabled, it will once again be displayed on the Set-up Charities page.

Charities in the Registration Path

Default view:

Registration for Race IT Demo 5k : Individual

1

Participant Information

2

Event Questions

3

Charitable Donation

4

Checkout

Charitable Donation

This is an optional opportunity to contribute to the following Charity(ies). You may contribute to as many as you like.

Search for a specific Charity by name:

Clear Search



New charity

Here's my charity description.

Contribution amount: \$.00

How donations are displayed by default

View with preset donation amounts:

1

Participant Information

2

Event Questions

3

Charitable Donation

4

Checkout

Charitable Donation

This is an optional opportunity to contribute to the following Charity(ies). You may contribute to as many as you like.

Search for a specific Charity by name:

Clear Search



New charity

Here's my charity description.

Contribution amount: \$.00

OR Enter desired amount .00

5
10
15

The user can donate to each charity using EITHER the preset value drop-down or input value associated with each. In the event that a participant has values in both for a single charity, they will get the following message in the registration path.

Charitable Donation

Important

You can only select a contribution amount or enter a desired amount. Please change/remove one of the options below.

This is an optional opportunity to contribute to **Habitat for Humanity**

Website: [Habitat for Humanity](#)
At Habitat for Humanity, we build. We build because we believe that everyone, everywhere, should have a healthy, affordable place to build homes, we build communities, we build hope and we build the opportunity for families to help themselves.

Contribution amount: \$ 10 .00 — OR — Enter desired amount: \$ 2 .00

The user is able to use both the preset value and input value, as long as each charity has only one value selected.

Acceptable:

This is an optional opportunity to contribute to **Habitat for Humanity**

Website: [Habitat for Humanity](#)
At Habitat for Humanity, we build. We build because we believe that everyone, everywhere, should have a healthy, affordable place to build homes, we build communities, we build hope and we build the opportunity for families to help themselves.

Contribution amount: \$ 15 .00 — OR — Enter desired amount: \$.00

This is an optional opportunity to contribute to **Race IT Charity**

This is the description for the Race IT charity.

Contribution amount: \$.00 — OR — Enter desired amount: \$ 8 .00

Not acceptable:

This is an optional opportunity to contribute to **Habitat for Humanity**

Website: [Habitat for Humanity](#)
At Habitat for Humanity, we build. We build because we believe that everyone, everywhere, should have a healthy, affordable place building homes, we build communities, we build hope and we build the opportunity for families to help themselves.

Contribution amount: \$ 15 .00 — OR — Enter desired amount: \$ 3 .00


This is an optional opportunity to contribute to **Race IT Charity**

This is the description for the Race IT charity.

Contribution amount: \$.00 — OR — Enter desired amount: \$ 8 .00

Charities through the Fundraising Path

Default view

 Your Logo

Donate

Charity Information

Habitat for Humanity | Contribution amount: .00

Race IT Charity | Contribution amount: .00

View with preset donation amounts

Donate

Charity Information

Habitat for Humanity Contribution amount: .00 OR .00

Race IT Charity Contribution amount: .00 OR .00

In Honor of:

* Would you like this to be an anonymous donation? Yes No Is this a business donation?

The user can donate to each charity using EITHER the preset value drop-down or input value associated with each. In the event that a donor has values in both for a single charity, the preset value amount is what will be charged in the fundraising path.

Donate

In this case, only the \$5 donation will be accepted

Charity Information

Habitat for Humanity Contribution amount: .00 OR .00

Race IT Charity Contribution amount: .00 OR .00

A summary is displayed at the bottom of the fundraising page prior to the payment being processed.

Donation Summary

Donation to Habitat for Humanity \$5.00

Donation to Race IT Charity \$0.00

Total Amount: \$5.00

Acceptable:

Donate

Charity Information

Habitat for Humanity Contribution amount: .00 OR .00

Race IT Charity Contribution amount: .00 OR .00

Not acceptable:

Donate

Charity Information

Habitat for Humanity Contribution amount: .00 OR .00

Race IT Charity Contribution amount: .00 OR .00