

Create a donation campaign

Prepare the story, choose the goal and check the preview before saving a draft or publishing.

5 min · Available with the required permissions · 2026-09-22

Before you begin

- ✓ You have Manage donation campaigns access.
- ✓ The community has completed online-payment setup.

1 STEP 1 OF 4 · 1 MIN

Open a new campaign

Select the receiving community. From Donations open Campaigns and New campaign. If payment setup is required, complete it with someone who has the necessary access before continuing.

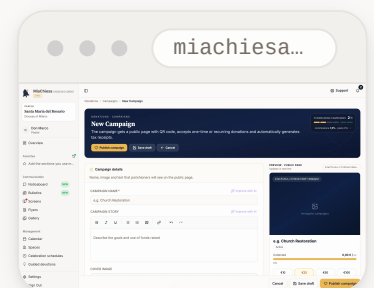


Fig. 1 The page prepares a new campaign for the selected community.

2 STEP 2 OF 4 · 1 MIN

Name the project and tell its story

Enter a recognisable name and explain what the offerings will support. Add a relevant image if available. The preview on the right updates while you edit; it is not a published page yet.

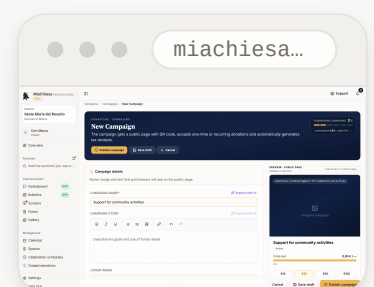


Fig. 2 The name has been entered; nothing has been saved.

3

STEP 3 OF 4 · 2 MIN

Choose the appropriate goal

For a financial target, enter the required amount and dates. Permanent requires neither a target amount nor an end date; choose it for ongoing support.

Recurring support requires recurring donations to be enabled. If the control leads to settings, complete that setup first. Review suggested amounts and other options without changing unverified fiscal information.

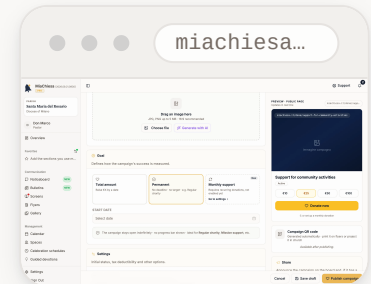


Fig. 3 The local, unsaved form is configured as a permanent campaign.

4

STEP 4 OF 4 · 1 MIN

Check the preview and promotion

Review the name, story, goal and amounts in the preview. Promotion on the noticeboard and calendar depends on the corresponding permissions; select those options only if you also want to create those items.

Save draft preserves the work without publishing. Publish activates the campaign and may require available plan capacity. The public-page QR becomes available after publication. Wait for confirmation and verify the result before sharing its link.

What you have achieved



You prepared a campaign with a consistent goal and story.



You deliberately chose between saving a draft and publishing.

Troubleshooting

The campaign was saved but a promotion item is missing



The campaign, notice and calendar entry are saved in separate steps. Read the results and check what already exists before retrying, to avoid duplicates.