

Configure community donations

Set bank transfer, suggested amounts, recurring donations, receipt details and thank-you message for the donations page.

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Before you begin

- ✓ You need the Configure donation payments permission in the active workspace.
- ✓ Stripe must be connected and active: the donation tabs appear only then.

1 STEP 1 OF 4 · 30 S

Open the configuration

Open **Settings** → **Payments** and stay on the **Donations** tab. If donations are already active you see the **Donations configuration** summary: select **Edit configuration**. The first time, the wizard opens directly.

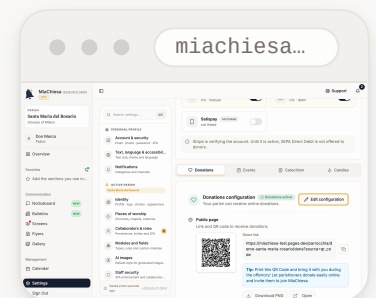


Fig. 1 The summary shows public page, amounts, bank transfer, receipts and thank-you.

2 STEP 2 OF 4 · 1 MIN

Bank transfer

The **Configure donations** wizard has five steps. In the first, **Bank transfer**, enter the account holder and **IBAN** if you want to show them to donors. It is optional: you can use **Skip**.

Bank transfers reach the account directly, without going through the app.

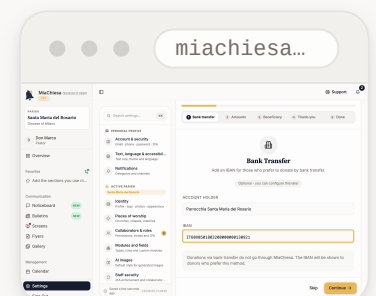


Fig. 2 Bank transfer is optional and can be added later.

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STEP 3 OF 4 · 1 MIN

Amounts and recurring

Select **Continue**. In **Amounts** choose the suggested amounts and the minimum. Turn on **Monthly recurring donations** to let registered believers give automatically every month by card or SEPA.

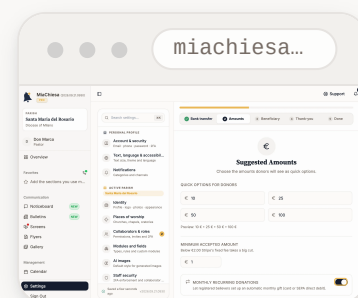


Fig. 3 Recurring giving requires a registered donor.

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STEP 4 OF 4 · 2 MIN

Beneficiary, thank-you and complete

In **Beneficiary** enter the entity's details and signature: they are needed to issue receipts. In **Thank-you** write the message and choose whether to send the thank-you email.

At the last step **All set!** appears: select **Complete**. The summary shows the new settings and the public page is ready to receive donations.

Receipts only with complete details

If the summary says the beneficiary details are incomplete, reopen Edit configuration and complete beneficiary and signature.

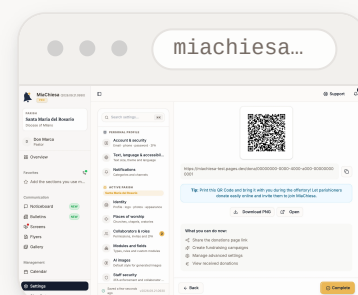


Fig. 4 Complete saves the configuration and returns to the summary.

What you have achieved

✓ The donations page is active with the chosen amounts, bank transfer and thank-you.

✓ If you enabled recurring donations, registered believers can give monthly.

Troubleshooting

I can't see the Donations tab

Stripe is not connected or active yet. Complete the connection on the same Payments page first.

Receipts cannot be requested

Beneficiary details or the signature are missing. Complete the Beneficiary step.

I see "An error occurred while saving."

Try again: the wizard resumes from the step you were on.