

## Editing the Sustaining Gifts Options

1. Go to the “Design Donor Screens”
  - a) Step 3 of the Process Navigator for the donation form that you want to edit
2. Edit the “Donation Form”

### Donation Management

Online Giving

Sustaining Gifts

Donation Reports

General Configurations

Campaigns > General Donations > General Donation Form

1. Identify Donation Form
2. Configure Donation Levels
3. Design Donor Screens
4. Validate
5. Configure Autoresponders
6. Test Drive
7. Publish

#### Related Actions

- Customize Look and Feel
- Configure Service Center

**Warning! The form you are editing is either published**

This is a list of the end-user pages associated with your form. If you make changes, you must click Publish. The remaining three pages will automatically be updated.

Important: You can edit individual fields of the Donation Form from the Donor Screens.

- Donor Screens -		
Name	Actions	Status
Splash Page	<a href="#">Edit</a> <a href="#">Publish</a>	✗ Not using this page
Donation Form	<a href="#">Preview</a> <a href="#">Edit</a>	✓ Custom content created
Thank You Page	<a href="#">Preview</a> <a href="#">Edit</a>	✓ Custom content created
Transaction in Progress Page	<a href="#">Preview</a> <a href="#">Edit</a>	— Using default content

[Next](#) or [Cancel](#)

a)

### 3. Select and edit the Donation Element called “Flexible Sustainer Donation Level”

Flexible Sustainer Donation Form (2 pages) > Donation Form

**Warning! The form you are editing is either published or scheduled to be published automatically!**

The Form Designer shows the data elements that are already on your form in the window at the right; additional data elements that you can add are shown in the window at the left. Select a data element to Add, Remove, or Reorder it. Use the lower portion of the page to Edit and Preview a selected element after saving it. Use the Preview button to preview the entire form.

Select data elements to include in this form:	Arrange the order of the selected data elements:
<b>General Page Fields</b> <ul style="list-style-type: none"><li>- Page</li><li>- Section Header</li><li>- Buttons</li><li>- HTML Caption</li><li>- Transaction Summary</li></ul> <b>Giving Patterns &amp; Premiums</b> <ul style="list-style-type: none"><li>- Flexible Sustainer Donation Level</li></ul>	<b>Page #1</b> <ul style="list-style-type: none"><li>- Section Header</li><li>- Flexible Sustainer Donation Level</li><li>- Section Header</li><li>- Billing Title</li><li>- Billing First Name</li><li>- Billing Middle Name</li></ul>
<a href="#">New</a> <a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">Save Order and Edit Selected</a>

- a) If you do not see “Flexible Sustainer Donation Level”, add it to the list and remove the “Standard Donation Level”. Then edit the “Flexible Sustainer Donation Level”.

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Select data elements to include in this form:	Arrange the order of the selected data elements:
<b>Giving Patterns &amp; Premiums</b> <ul style="list-style-type: none"><li>- Flexible Sustainer Donation Level</li><li>- Installment Plan Donation Level</li><li>- Additional Amount</li><li>- Premium Selector</li></ul>	<b>Page #1</b> <ul style="list-style-type: none"><li>- HTML Caption</li><li>- Section Header</li><li>- Standard Donation Level</li><li>- Section Header</li><li>- Billing Title</li><li>- Billing First Name</li></ul>
<a href="#">New</a> <a href="#">Edit</a>	<a href="#">Save Order and Edit Selected</a>

4. Once Scroll down and you will see the options for Monthly, Quarterly, Yearly under step 13 and from here you can add the # of months, quarters, years offered to donors

### 13. Sustainer Giving Patterns:

Select the frequency and duration options that will be available to:

Frequency		Duration
<input checked="" type="checkbox"/>	Monthly	2,3,4,5,6,7,8
<input checked="" type="checkbox"/>	Quarterly	2,3,4,5,6,7,8,9,10,11,12
<input checked="" type="checkbox"/>	Annually	2,3,4,5,6,7,8

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