Milestone Configuration

The following instructions will help you create three milestones. If the system won’t let you create three milestones, make sure Event Options > Advanced Options > Maximum Number of Milestones is set to “3”.

**Suggested Levels**

Bronze: $100

Silver: $500

Gold: $1000

**Configuration Steps for Milestones #1 and #2**

1. Name – “100 Fundraisers Club”
2. Description – “Fundraisers reach this milestone when they have raised $100 or more for the event.”
3. Amount – “$100”
4. Select all participation types to use this milestone
5. Don’t configure admin notification
6. Check the option for participants to receive an autoresponder
7. Subject (*suggested copy*) – “Congratulations - you've joined the 100 Fundraisers Club!”
8. Message (*suggested copy*) – “Congratulations on raising $100 for this event. You've been promoted to the 100 Fundraisers Club and awarded a badge on your personal page to commemorate this milestone. We truly value your passion and commitment. Thank you for your efforts. The next badge is awarded for raising $500. Can you make the 500 Fundraisers Club?”
9. Update plain text version of message
10. Enable achievement for this milestone
11. Upload achievement\_badge\_100.png for achievement icon
12. Name of achievement badge – “100 Fundraisers Club”
13. Description of achievement badge – “Raised $100 on behalf of this event.”
14. REPEAT STEPS #1-13 when configuring the next milestone and replace red text

**Configuration Steps for Milestone #3**

* Name – “1k+ Fundraiser Club”
* Description – “Fundraisers reach this milestone when they have raised $1000 or more for the event.”
* Amount – “$1000”
* Select all participation types to use this milestone
* Don’t configure admin notification
* Check the option for participants to receive an autoresponder
* Subject (*suggested copy*) – “Congratulations - You've joined the 1k+ Fundraisers Club!”
* Message (*suggested copy*) – “You are the ultimate fundraiser! Thank you so much for your efforts. Congratulations on raising $1000 for this event. You've been promoted to the exclusive 1k+ Fundraisers Club and awarded a badge on your personal page to commemorate this huge milestone.”
* Update plain text version of message
* Enable achievement for this milestone
* Upload achievement\_badge\_1000.png for achievement icon.
* Name of achievement badge –“1k+ Fundraisers Club”
* Description of achievement badge – “Raised $1000 on behalf of this event.”