

## EXERCISE 1.2: Fill Out Common Configuration Options Questionnaire

CONFIGURATION OPTION	PROCESS NAVIGATOR
<b>1. EVENT NAME AND DATE</b> <hr/>	1
<b>2. PREVIOUS EVENT ASSOCIATION</b> Is this your second plus year for this Convio TeamRaiser event? If yes, then link to previous year's event. Yes / No	1
<b>3. FUNDRAISING GOAL (THERMOMETER GOAL)</b> What is your event fundraising goal? <hr/>	2
<b>4. ADDITIONAL QUESTIONS (EVENT AND/OR PARTICIPATION TYPE)</b> Is there additional information you'd like to capture from your participants? (t-shirt size, etc.) <hr/> <hr/> <hr/>	3 (Related Actions) / 6
<b>5. SHOW PARTICIPANTS UNCONFIRMED GIFTS</b> Do you want unconfirmed gifts to show in the Gift History list in the Participant Center? Yes / No	3
<b>6. PARTICIPANT FUNDRAISING GOAL</b> Do you want to allow participants to enter a fundraising goal? Yes / No	3
<b>7. SUGGESTED PARTICIPANT FUNDRAISING GOAL</b> What suggested goal will you present to registering participants? <hr/>	3
<b>8. PARTICIPANT PERSONAL PAGE</b> a. Do you want participants to be able to customize their Personal Page? Yes / No b. Do you want participants to have the ability to change the page layout? Yes / No c. Do you want participants to be able to change the color of the page layout? Yes / No d. Do you want participants to be able to change status indicators? Yes / No e. Do you want participants to be able to use HTML to format their Personal Page? Yes / No	3 3b 3b 3b 3c
<b>9. OFFLINE DONATIONS</b> Will you allow offline donations (such as personal checks) to be entered by participants? This allows a user to type in and acknowledge offline checks on their personal page. High-performing participants really like this option. Yes / No	3a

**10. PARTICIPANTS ENTER CREDIT CARD DONATION IN PARTICIPANT CENTER**

Would you like participants to be able to charge credit cards for others within their participant center?

Yes / No

**3a****11. REGISTRATION FEES COUNT TOWARD GOAL**

For the minimum amount fundraised for participants, does their registration amount if applicable count towards their goal?

Yes / No

**3a****12. OBJECTIONABLE CONTENT EMAIL**

Please enter an email address for receiving notifications if the content of participant's personal pages are considered objectionable by site visitors:

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**3b**

**13. BLOGGING**

Would you like to enable blogs on participant's personal pages?

Yes / No

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**14. TEAM FORMATION**

Do you want participants to be able to form teams?

Yes / No

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**15. TEAM DIVISIONS**

Do you have team categories/divisions defined? If so, please list them all below.

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**16. COMPANY TEAMS**

Do you want Team Captains to be able to associate the team they are forming with a company?

Yes / No

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**17. PARTICIPATION TYPES AND FEES**

Please list your different participation types and fees:

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