

CITK

Implementing Donations & Giving CITK



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To facilitate online giving and manage donations effectively, you'll need to set up payment processing, create donation forms, and track donations via workflows and reports. Here's a step-by-step guide on how to implement donations and giving using GoHighLevel:

1. Setting Up Payment Processing

Step 1: Configure Stripe or PayPal Integration

- Navigate to Payments Settings: Go to **Settings > Payments**.
- Connect Stripe: Click **+ Connect** next to Stripe and follow the instructions to sign in and authorize Stripe.
- Connect PayPal (Optional): Click **+ Connect** next to PayPal and follow the instructions to sign in and authorize PayPal.

Step 2: Set Up Payment Options

- Define Payment Types: Choose **One-Time** and **Recurring** to allow both types of payments and configure the currency and other settings as needed.
- Set Up Donation Campaigns: Navigate to **Payments > Campaigns**, click **+ Create Campaign**, and create campaigns such as **Tithes**, **Missions Fund**, **Building Fund**, etc.

2. Create Donation Forms and Pages

Step 3: Create a Donation Form

- Navigate to Forms: Go to **Marketing > Forms**.
- Create a New Form: Click **+ Create New Form**.
- Design the Form Fields: Add fields for First Name, Last Name, Email Address, Phone Number, Donation Amount, and Donation Purpose with a dropdown for campaigns.
- Add Payment Processing: Add a **Payment** field to process payments through Stripe or PayPal.
- Form Settings: Set the Form Name to **Donation Form**, enable **Sticky Contact**, and configure the Submit Action with a thank you message and redirect URL.
- Click Save Form: Click **Save Form** and **Integrate Form**.

Step 4: Embed the Donation Form on a Page

- Create a Donation Landing Page: Go to **Sites > Funnels/Website**, click **+ Add Funnel/Website > Create New Funnel**.
- Select a Template or Create New: Choose a pre-built template or start from scratch.
- Edit the Funnel/Website Page: Click **Edit Page** to customize it, adding sections like Header, About Us, and Testimonials.
- Add the Donation Form: Drag the **Form** element onto the page and select the **Donation Form** created in Step 3.
- Click Save and Exit: Click **Save** and **Exit**.
- Publish the Page: Toggle the funnel/page status to **Live**.

3. Automating Donation Receipts & Reminders

Step 5: Create Workflows for Receipts and Reminders

- Navigate to Workflows: Go to **Automation > Workflows**.
- Create a New Workflow: Click on **+ Create Workflow** and name it **Donation Receipts and Reminders**.
- Set Up the Workflow Trigger: Click **+ Add New Trigger**, choose **Form Submitted**, and select the **Donation Form**.
- Add Workflow Actions: Configure actions to send donation receipt emails, SMS acknowledgments, and recurring donation reminders.
- Activate the Workflow: Click **Save** and toggle the switch to activate the workflow.

4. Tracking Donations & Generating Reports

Step 6: Track Donations via Custom Reports

Navigate to Custom Reports:

Reports

Custom Reports

Build God's House with Excellence



Whatever you do, let these verses inspire you to carry out all your tasks with dedication, excellence, and a sincere heart aimed at honoring God.

Colossians 3:23-24 "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."

Proverbs 16:3 "Commit to the Lord whatever you do, and he will establish your plans."

Ephesians 6:7-8 "Serve wholeheartedly, as if you were serving the Lord, not people, because you know that the Lord will reward each one for whatever good they do, whether they are slave or free."

Galatians 6:9 "Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up."