

Create a Donation Page on your Website

Once logged into the Swell dashboard, follow these steps:

1. To create an event, click on the  icon in the top right corner
2. Click Save
3. Click on the Event Name you would like to build/edit as your donation page
4. Click on the  Setup tab on the left
5. Click on the  icon
 - a. Upload an Event Page Header Image
 - i. Size: 740x288 jpeg
 - ii. This image will be found on the top of the donation page
 - iii. These images can be created on a site like Canva (whatever you use)
 - b. Logo Image
 - i. Size: 261x166 jpeg
 - ii. This image will be found in the top right corner of your donation page
 - c. Email Header Image
 - i. Size: 550x135 jpeg
 - ii. This image will be found on the email receipts donors receive
6. Scroll all the way down and click Save changes
7. Click on the  Donation Page Settings icon
 - a. This is where you will be able to customize and add features to your donation page (the preview page button in the right-hand corner will take you to your donation page - this is the link you will want to use)
 - b. If you would like to add funds or categories to get credit for donations, make sure the gift crediting feature is turned on and edit the language to match

 Fundraisers

8. Click on the Fundraisers tab on the left side
 - a. This is where you would manually add funds or categories as fundraisers.
 - b. Click on the  in the top right corner to add one
 - c. Type in the information as first name, last name, email address, and click Save.
For example, First Name: Swell Last Name: Fund

 Transactions

9. Click on the Transactions tab at the bottom on the left
 - a. This is where you are able to see all donations made
 - b. You can manually add a donation if you receive cash or check. Click the  in the top right corner and add the donor information. Click Save
 - c. Click on the  in the top right corner to download an excel file with all of your transactions.