

# About\_animal\_sponsorships\_DM\_Content\_v1

To use the **Animal Sponsorship** feature, you must first enable its use for your account.

## Enabling the animal sponsorships feature

To enable the ability to request sponsorships, go to **Animals > Sponsorships > Settings**. Tick the radio button to enable sponsorships.

### Animal Sponsorships Settings

[« Sponsorships](#) | [Settings & Options](#)

**Animal Sponsorships**  Disabled  Enabled

Use the following for each animals' "Sponsor this Pet" link Your site's "Sponsorship Information" page ▼

Set Sponsorship Amount 1 \$

Set Sponsorship Amount 2 \$

Set Sponsorship Amount 3 \$

Set Sponsorship Amount 4 \$

Allow users to enter their own sponsorship amounts  No  Yes

Minimum for custom sponsorship amounts \$

Allow recurring sponsorships  No  Yes

Which animal statuses are sponsorable?

- Available for Adoption
- Adopted
- Available for Sponsorship

 Use the sponsorship feature to enter sponsorships manually.

## Entering sponsorships



To add a sponsorship, from **Animals > Sponsorships**, click the Add a Sponsorship button at the top of the page. The resulting page allows you to record sponsorships for your records.







The following fields are available for you to enter sponsorships. A red asterisk denotes required fields.


# Add a Sponsorship

« [Animal Sponsorships](#)

**Animal \***   

**Sponsor \***    



**Type \***  



**Purpose \***  

**Purpose Details**

**Amount \*** \$



Sponsorship amount is required, so if there was sponsorship amount enter "0.00" as the amount.

**Start Date \***   

**End Date \***   

**Comments**

Add Another

Field	Description
<b>Animal</b>	Use the drop-down list to select the sponsorable animal for which the donation was made. If the animal is not in this list, you can add an animal by clicking the green plus icon  to the right of the field. This is a required field.
<b>Sponsor</b>	Use the drop-down list of your contacts to select the contact who donated to sponsor this animal. This is a required field. If your sponsor is not in the Contacts list, you can add a contact by clicking the green plus icon  to the right of the field.
<b>Type</b>	Select either one-time or recurring sponsorship from the drop-down list. This is a required field.
<b>Purpose</b>	Select from four listed purpose types for this donation. This is a required field. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p> <b>Purpose *</b> <input type="text" value="Select a Purpose"/> </p> <p> <b>Purpose Details</b> <input type="text"/> </p> <p> <b>Amount *</b> <input type="text"/> </p> <p>               Sponsorship amount is required, so if there was sponsorship amount enter "0.00" as the amount.             </p> </div>
<b>Purpose Details</b>	Add a comment about the purpose, if needed.
<b>Amount</b>	This is a required field. Enter the amount donated.

<b>Start Date</b>	If the donation is a recurring donation, enter the date that it starts, using the calendar icons to either select a date or select today. This is a required field. If it is a one-time donation, enter the date the donation was received.
<b>End Date</b>	If the donation is a recurring donation, enter the date that it ends, using the calendar icons to either select a date or select today. This is a required field. If it is a one-time donation, enter the date the donation was received.
<b>Comments</b>	Add any comments about this sponsorship.

Select **Save Sponsorship** or click **Add Another** and then save.