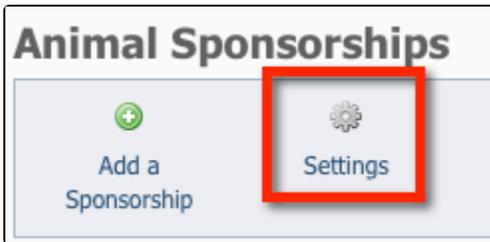
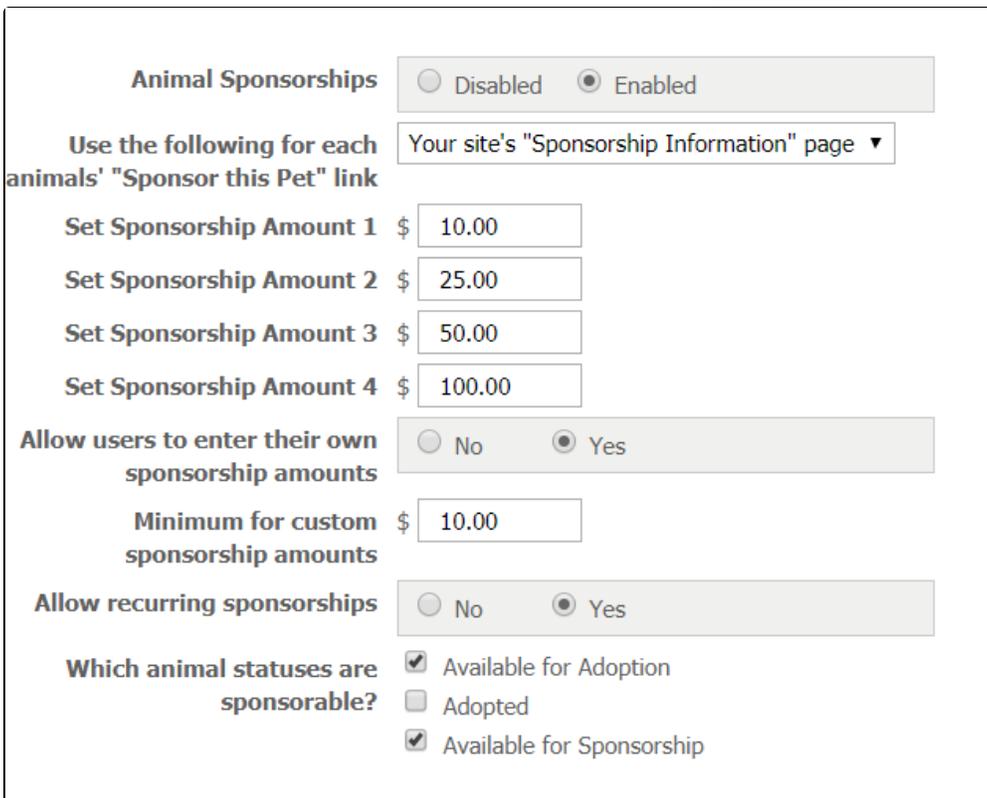


# How to use animal sponsorships Content v1

From the animal sponsorships page, select the Settings button to enable the ability to obtain sponsorships as well as to select from other options.



The Settings page allows you to determine select sponsorship amounts, allow recurring sponsorship donations, and determine which animals are eligible for sponsorships. To use the sponsorship feature, click the **Enabled** radio button next to **Animal Sponsorships**.

A screenshot of the 'Animal Sponsorships' settings page. The page is titled 'Animal Sponsorships' and has a radio button for 'Enabled' selected. Below this, there is a dropdown menu for 'Your site's "Sponsorship Information" page'. There are four input fields for 'Set Sponsorship Amount 1' through '4', with values of 10.00, 25.00, 50.00, and 100.00 respectively. There is a radio button for 'Allow users to enter their own sponsorship amounts' with 'Yes' selected. There is an input field for 'Minimum for custom sponsorship amounts' with the value 10.00. There is a radio button for 'Allow recurring sponsorships' with 'Yes' selected. There are three checkboxes for 'Which animal statuses are sponsorable?': 'Available for Adoption' (checked), 'Adopted' (unchecked), and 'Available for Sponsorship' (checked).

Once Sponsorships are enabled ensure you've checked **Allow Sponsorship** the pet for which you want to encourage donations. Then, the link to **Sponsor This Pet** will appear on the pet's web page.

## Enabling sponsorships

To use the Sponsorships feature, select **Enabled** next to **Animal Sponsorships**.



This step enables the feature. However, in order to use the feature, you must set up your [PayPal account in your Affiliates](#). For more information, see [Adding PayPal, Facebook, and other affiliates to your website](#).

In addition, to solicit sponsorships for an individual animal, you must select the **Allow Sponsorship** the pet for which you want to encourage donations. This option is found in the fields used when adding or editing animals. See the chapter [How to add an animal](#).

 A PayPal business account is required to use recurring payments.

## Selecting an option for Sponsorship Link Page

Select one of the following for each animal **Sponsor this Pet** link:

### Use a general sponsorship page

If **Use a general sponsorship page** is selected, the link to sponsor a specific pet will take a user to **your site's general sponsorship information page**. When a donation is processed, it will not have the name of the animal.

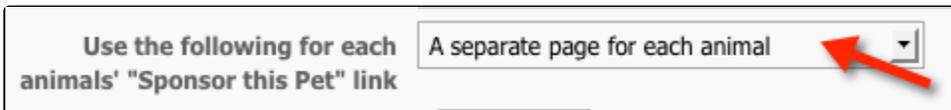


If you choose this option, be sure to add content to your web site's general sponsorship page with how to donate/sponsor. You will find that page in your **Web Pages List > Sponsorship Information**.



### Use a sponsorship page for each animal

If **Use a sponsorship page for each animal** is selected, when a user clicks on the **Sponsor this Pet** link on the animal's page, it will take the user to a page specific to that animal and its unique sponsorship options. When the donation is processed in PayPal, you will see that the sponsorship was for that specific animal.



## Selecting options for sponsorship amounts

The remaining options include several about how much people can donate for a sponsorship. We recommend you set all four sponsorship amounts so your visitor has an immediate and clickable choice. However, you can also determine whether or not visitors can simply type in a donation. We recommend you do that in case someone wants to donate more or less than the set donation amounts. You don't want to lose those donations.

You can also allow people to donate a recurring amount. You must have a business PayPal account to do so.

Finally, select which statuses of the three listed may be sponsored. We recommend that you at least select **Available for Adoption** and **Available for Sponsorship** and click **Save Settings**.

Set Sponsorship Amount 1	\$	<input type="text" value="100.00"/>
Set Sponsorship Amount 2	\$	<input type="text" value="75.00"/>
Set Sponsorship Amount 3	\$	<input type="text" value="50.00"/>
Set Sponsorship Amount 4	\$	<input type="text" value="25.00"/>
Allow users to enter their own sponsorship amounts	<input type="radio"/> No <input checked="" type="radio"/> Yes	
Minimum for custom sponsorship amounts	\$	<input type="text" value="0.00"/>
Allow recurring sponsorships	<input type="radio"/> No <input checked="" type="radio"/> Yes	
Which animal statuses are sponsorable?	<input checked="" type="checkbox"/> Available for Adoption <input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Available for Sponsorship	

**i** You can select **Allow Sponsorship** regardless of the status of the pet; although if you want the public to be able to see the pet you'll want to select either **Available for Adoption** or **Available for Sponsorship** (only certain animal statuses are public, regardless of the **Allow Sponsorship** option – see [Managing animal status](#) for more information).

## The Sponsorship Feature on Your Website

Once Sponsorships are enabled and **Allow Sponsorship** is selected for a pet, the link to **'Sponsor This Pet'** will appear on the pet's web page.



[More Pics...](#)

[Sponsor This Pet](#)

If you selected '**Use a sponsorship page for each animal**', that link will take the visitor to the pet's specific **Sponsorship Page** which will show:

- A photo of the pet (if uploaded)
- The pet's description or **Sponsorship Details**.

## Sal's Sponsorship Page



I'm diabetic so I need a bit of extra TLC. My insulin is about \$105 a month and I need two shots a day. Please sponsor me: \$45 a month, \$540 annually.

There, the visitor can choose to make a one-time sponsorship or a recurring sponsorship if you have enabled those options. Your predetermined sponsorship amounts will be shown, as well as a custom sponsorship box if you have enabled custom sponsorship amounts.

After selecting the sponsorship options (one-time or recurring), the visitor can enter their contact information and the purpose and note concerning the sponsorship.

## Sal's Sponsorship Options

### One Time Sponsorship

Sponsor \$

Sponsor \$

----- OR -----

### Recurring Sponsorship

Amount of EACH sponsorship payment:

Repeat sponsorship payment every:

Would you like to stop the recurring sponsorship after a certain number of payments?  Yes  No

If yes, how many?

Thank You For Sponsoring!!!

On the sponsorship checkout page, the visitor can review the sponsorship details, and click **Add to PayPal Cart** when they are ready to check out. The rest of the Sponsorship process is completed by PayPal.

## Confirming Sponsorships

You can view all of your existing **Sponsorships**, as well as the **Unconfirmed Sponsorships** on the **Animals > Sponsorships** page. An unconfirmed sponsorship is one that was entered by a visitor, but you have not yet confirmed you received the payment. When you confirm a new **Sponsorship**, you can edit the amount, type, purpose, purpose details and the state and end date of the sponsorship. Confirming or adding a sponsorship also adds a donation associated with the contact.

To confirm a sponsorship:

1. Go to the **Animals > Sponsorships** page
2. Click on the green checkmark in the specific pending sponsorship row that you want to confirm

<input type="checkbox"/>	All	Sponsorship	Animal	Contact	Amount	Sponsorship Type	End Date	Purpose	Status
<input type="checkbox"/>		18	Ryan	[REDACTED]	\$ 0.50	Recurring Sponsorship		Sponsorship/Donation	Pending
<input type="checkbox"/>		29588	Anika	[REDACTED]	\$ 1.00	One Time Sponsorship		Sponsorship/Donation	Pending
<input type="checkbox"/>		489	Broadway	[REDACTED]	\$ 4.00	One Time Sponsorship		Sponsorship/Donation	Pending
<input type="checkbox"/>		11	Ryan	[REDACTED]	\$ 10.00	One Time Sponsorship	[REDACTED]	Sponsorship/Donation	Confirmed
<input type="checkbox"/>		6	Rachael	[REDACTED]	\$ 5.00	One Time Sponsorship	[REDACTED]	Sponsorship/Donation	Confirmed

## Manually adding a Sponsorship

From the **Animals > Sponsorships** page, you can also manually add sponsorships if needed. Click on the 'Add a Sponsorship' button at the top of the page to manually add a sponsorship.

### Add a Sponsorship

« [Animal Sponsorships](#)

<b>Animal *</b>	<input type="text" value="Choose One..."/>		
<b>Sponsor *</b>	<input type="text" value="Choose One..."/>		
<b>Type *</b>	<input type="text" value="Select a Sponsorship Type"/>		
<b>Purpose *</b>	<input type="text" value="Select a Purpose"/>		
<b>Purpose Details</b>	<input type="text"/>		
<b>Amount *</b>	<input type="text" value="\$ 0.00"/>		
	<small>Sponsorship amount is required, so if there was sponsorship amount enter "0.00" as the amount.</small>		
<b>Start Date *</b>	<input type="text"/>		
<b>End Date *</b>	<input type="text"/>		
<b>Comments</b>	<input type="text"/>		

Add Another

## Enabling sponsorships for a specific animal

To enable sponsorships for specific animals, please see the section on [Enabling sponsorships for a specific animal](#).