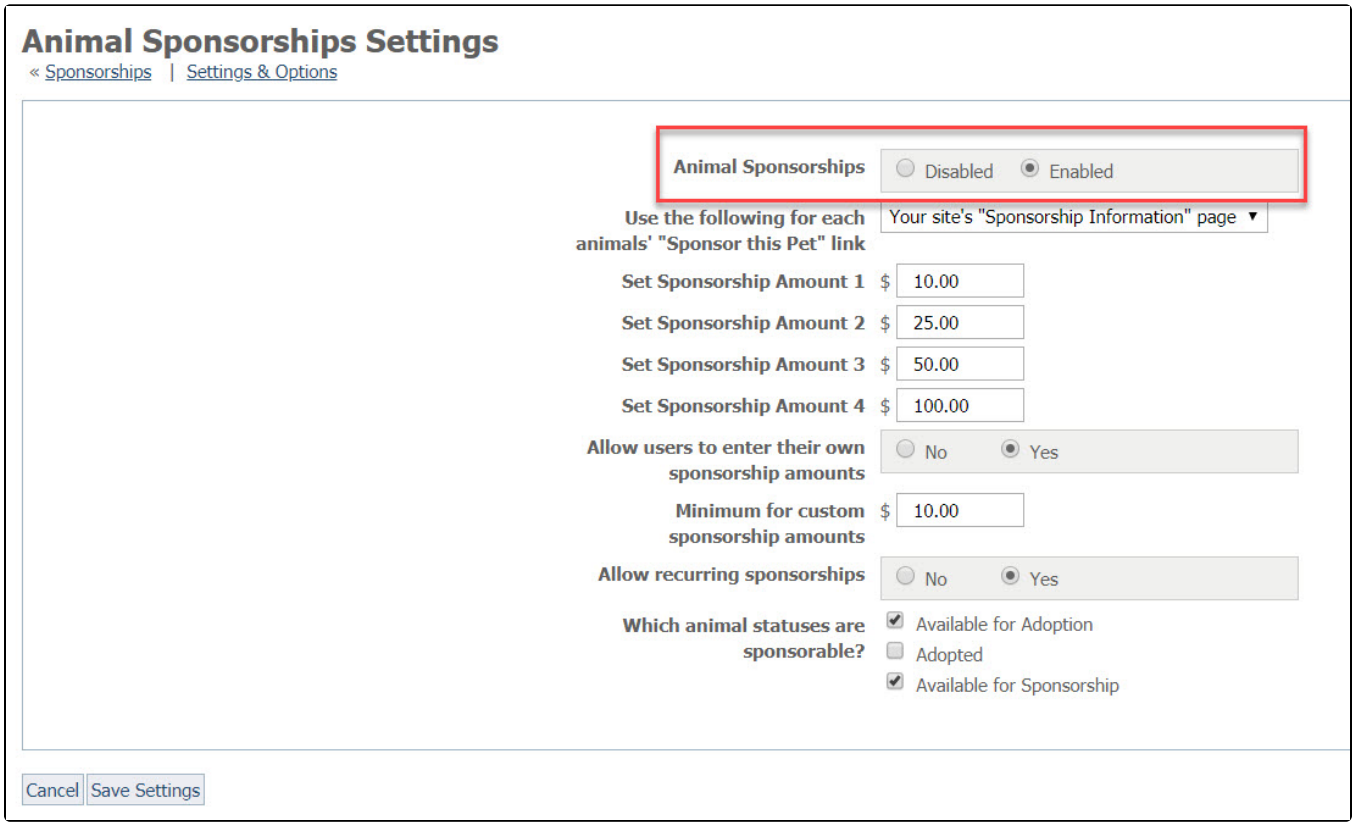
_About_animal_sponsorships_DM_Content_v1

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

Enabling the animal sponsorships feature

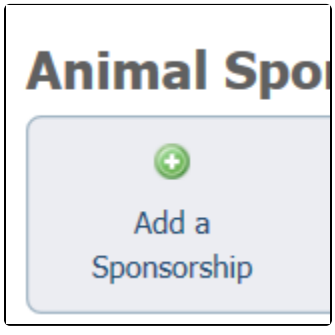
To enable the ability to request sponsorships, go to **Animals > Sponsorships > Settings.** Tick the radio button to enable sponsorships.



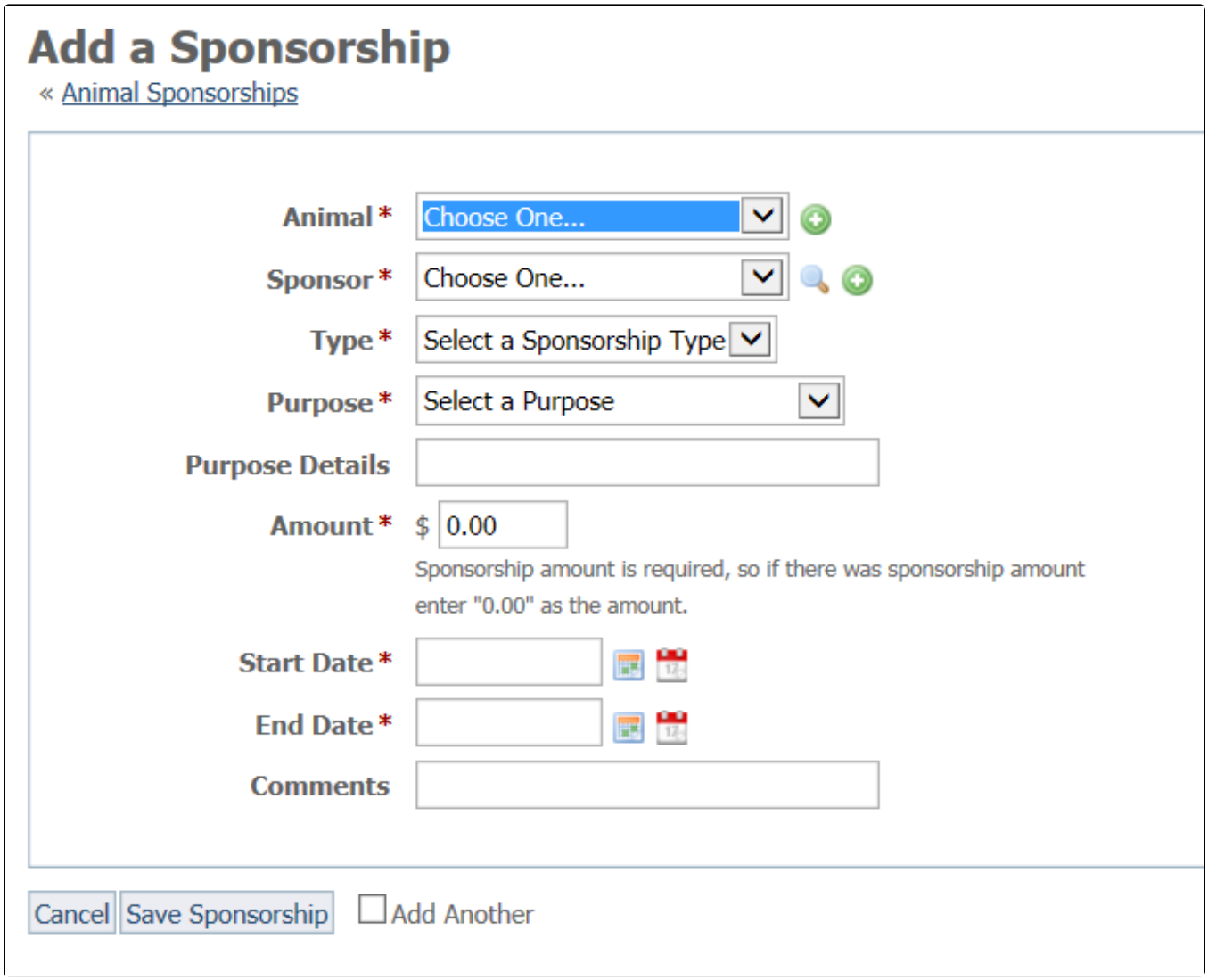
Use the sponsorship feature to enter sponsorships manually.

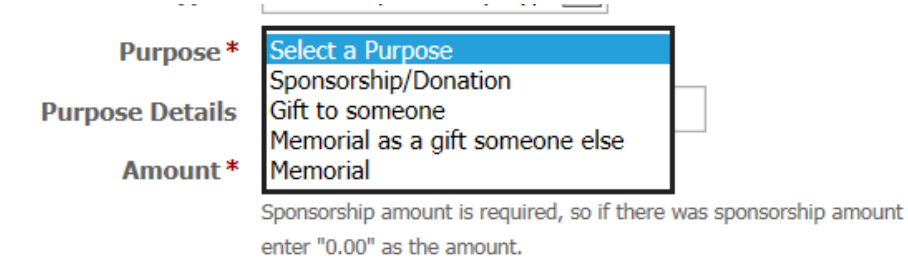
Entering sponsorships

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.



Field	Description
Animal	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.
Sponsor	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.
Type	Select either one-time or recurring sponsorship from the drop-down list. This is a required field.
Purpose	Select from four listed purpose types for this donation. This is a required field. 
Purpose Details	Add a comment about the purpose, if needed.
Amount	This is a required field. Enter the amount donated.

Start Date	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.
End Date	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.
Comments	Add any comments about this sponsorship.

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