# Creating Entry Points For Donations

1. Log in to **Administration**.

2. Select the **Corporate Organization** (the house icon).



3. Open the **Web**folder.



4. Select the **Entry Point** icon.



5. Highlight and select the **Entry Point Group** where you will be creating the **URL**.



6. In the **Entry Point** field, right click, select **New** and then **Donation Info.**

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7.**Name** the **URL** (remember this will show up in your navigation menu. Keep it simple).



8. You can select or create a **Display Group** if you want it to be a part of a specific group on your navigation menu.



9. Add a **Passcode** **IF** you need the **URL** to be available only to customers who enter the passcode. Leave blank if the **URL** can be accessed by the general public.



10. Click the **Donation** tab.



11. In the top field, select the **Corporate** **or Sales Organization** folder where the donation has been built.



12. In the bottom field, you will see the list of donations that are available. Select the donation that needs to be associated with this URL.



13. Click**Apply** to save the information and generate the URL.



14. Go back to the **General**tab



15. Click**Copy** **to Clipboard** so that the URL can be emailed out for your website manager to add it to your website.



16. Click **OK** to close the window.

