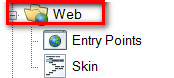
# Creating Entry Points For Donations

1. Log in to **Administration**.

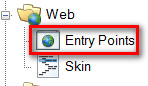
2. Select the **Corporate Organization** (the house icon).



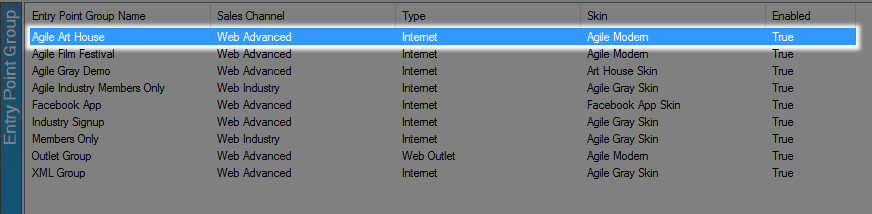
3. Open the **Web**folder.



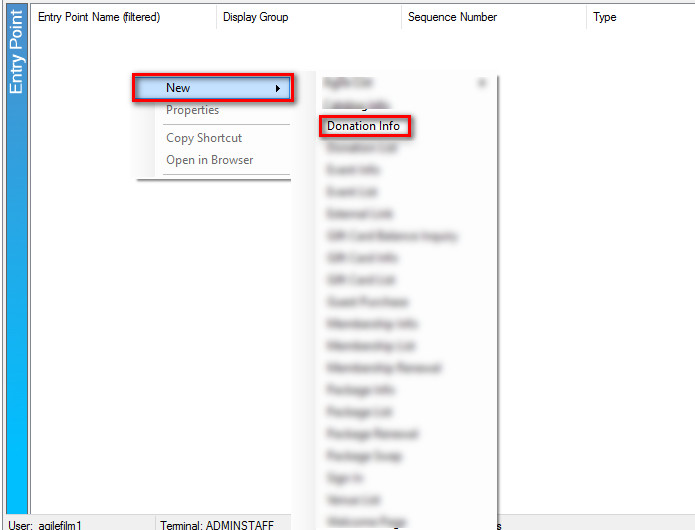
4. Select the **Entry Point** icon.



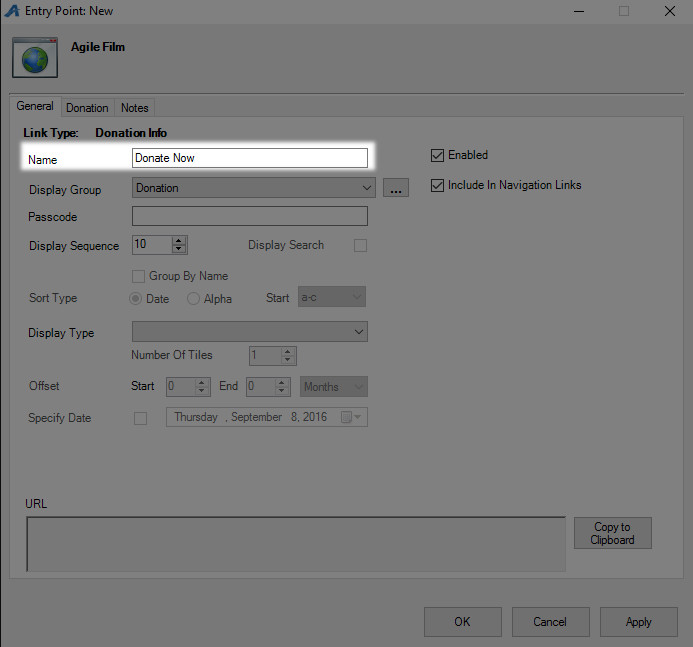
5. Highlight and select the **Entry Point Group** where you will be creating the **URL**.

[](https://support.agiletix.com/hc/en-us/article_attachments/206949323/DONURL4.jpg)

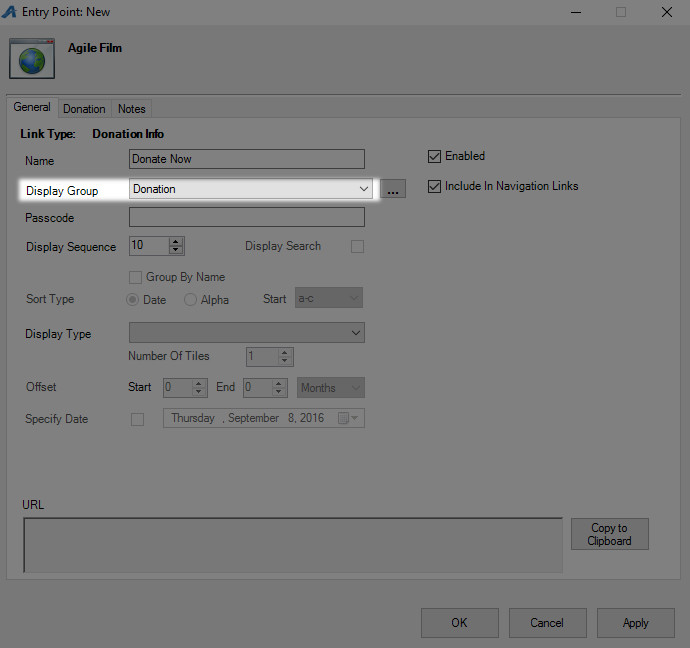
6. In the **Entry Point** field, right click, select **New** and then **Donation Info.**

**[](https://support.agiletix.com/hc/en-us/article_attachments/206943026/DONURL5.jpg)**

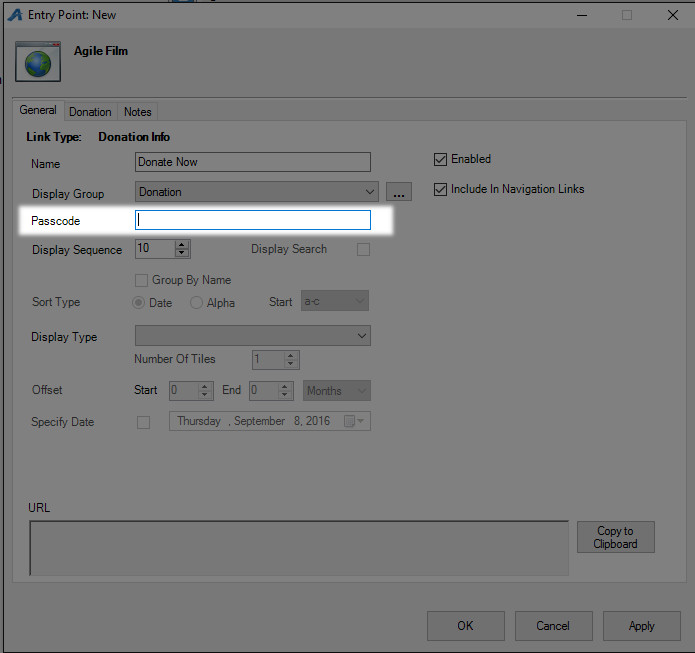
7.**Name** the **URL** (remember this will show up in your navigation menu. Keep it simple).

[](https://support.agiletix.com/hc/en-us/article_attachments/206949343/DONURL6.jpg)

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.

[](https://support.agiletix.com/hc/en-us/article_attachments/206943046/DONURL7.jpg)

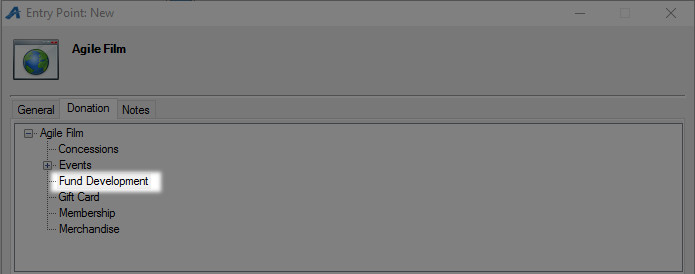
9. Add a **Passcode** **IF** you need the **URL** to be available only to customers who enter the passcode. Leave blank if the **URL** can be accessed by the general public.

[](https://support.agiletix.com/hc/en-us/article_attachments/206949363/DONURL8.jpg)

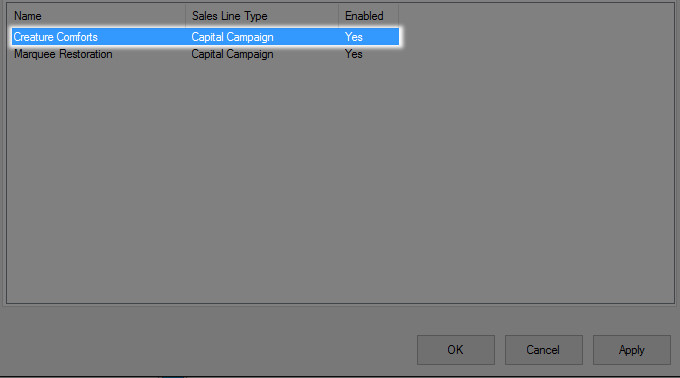
10. Click the **Donation** tab.



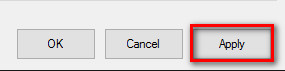
11. In the top field, select the **Corporate** **or Sales Organization** folder where the donation has been built.

[](https://support.agiletix.com/hc/en-us/article_attachments/206949403/DONURL11.jpg)

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.

[](https://support.agiletix.com/hc/en-us/article_attachments/206943186/DONURL12.jpg)

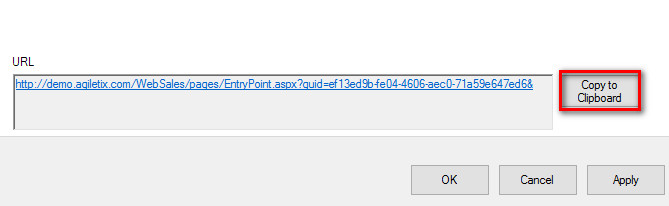
13. Click**Apply** to save the information and generate the URL.



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.

[](https://support.agiletix.com/hc/en-us/article_attachments/206943226/DONURL15.jpg)

16. Click **OK** to close the window.

