

# Creating Entry Points For Donations

1. Log in to **Administration**.

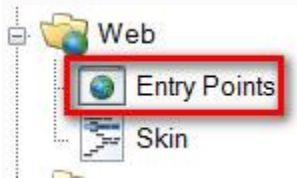
2. Select the **Corporate Organization** (the house icon).



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**.

Entry Point Group	Entry Point Group Name	Sales Channel	Type	Skin	Enabled
	Agile Art House	Web Advanced	Internet	Agile Modem	True
	Agile Film Festival	Web Advanced	Internet	Agile Modem	True
	Agile Gray Demo	Web Advanced	Internet	Art House Skin	True
	Agile Industry Members Only	Web Industry	Internet	Agile Gray Skin	True
	Facebook App	Web Advanced	Internet	Facebook App Skin	True
	Industry Signup	Web Advanced	Internet	Agile Gray Skin	True
	Members Only	Web Industry	Internet	Agile Gray Skin	True
	Outlet Group	Web Advanced	Web Outlet	Agile Modem	True
	XML Group	Web Advanced	Internet	Agile Gray Skin	True

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

The screenshot displays a software interface with a table and a context menu. The table has four columns: 'Entry Point Name (filtered)', 'Display Group', 'Sequence Number', and 'Type'. A context menu is open over the table, showing options: 'New', 'Properties', 'Copy Shortcut', and 'Open in Browser'. The 'New' option is highlighted with a red box, and a sub-menu is visible with 'Donation Info' highlighted by another red box. The status bar at the bottom indicates 'User: aailefilm1' and 'Terminal: ADMINSTAFF'.

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

Entry Point: New

**Agile Film**

General Donation Notes

**Link Type: Donation Info**

Name   Enabled

Display Group  ...  Include In Navigation Links

Passcode

Display Sequence  Display Search

Group By Name

Sort Type  Date  Alpha Start

Display Type

Number Of Tiles

Offset Start  End  Months

Specify Date

URL

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.

The screenshot shows a software configuration window titled "Entry Point: New" with a sub-window "Agile Film". The "Donation" tab is active, displaying the "Donation Info" section. The "Name" field is set to "Donate Now" and is checked as "Enabled". The "Display Group" dropdown is set to "Donation" and is highlighted with a white border. The "Include In Navigation Links" checkbox is also checked. Other settings include "Passcode" (empty), "Display Sequence" (10), "Display Search" (unchecked), "Sort Type" (Date selected), "Start" (a-c), "Display Type" (dropdown), "Number Of Tiles" (1), "Offset" (Start 0, End 0, Months), and "Specify Date" (Thursday, September 8, 2016). A "URL" field is empty at the bottom, with a "Copy to Clipboard" button next to it. The window has "OK", "Cancel", and "Apply" buttons at the bottom right.

Entry Point: New

Agile Film

General Donation Notes

**Link Type: Donation Info**

Name   Enabled

Display Group  ...  Include In Navigation Links

Passcode

Display Sequence  Display Search

Group By Name

Sort Type  Date  Alpha Start

Display Type

Number Of Tiles

Offset Start  End  Months

Specify Date

URL

Copy to Clipboard

OK Cancel Apply

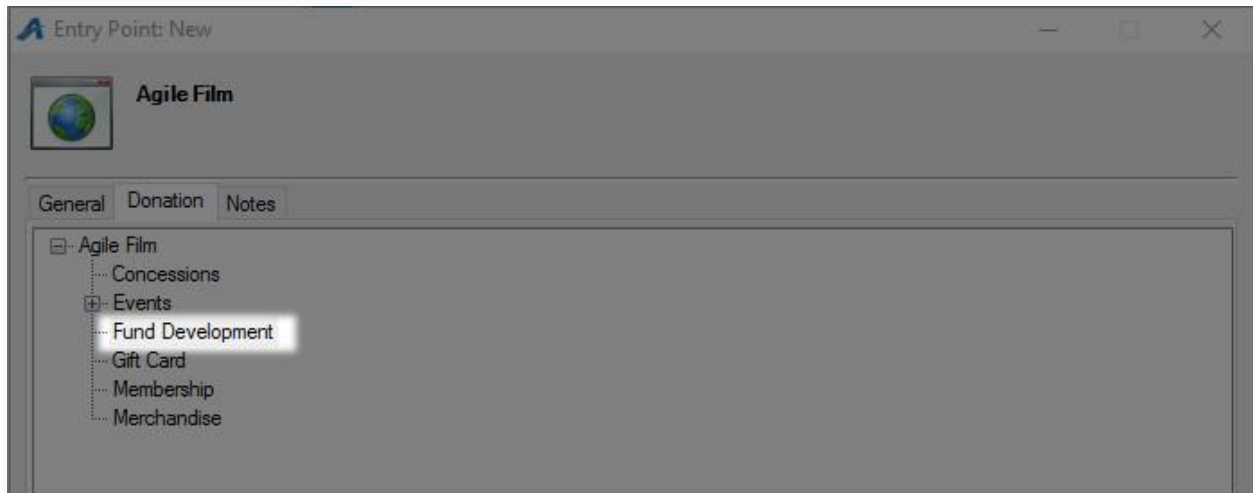
9. Add a **Passcode** IF you need the **URL** to be available only to customers who enter the passcode. Leave blank if the **URL** can be accessed by the general public.

The screenshot shows a dialog box titled "Entry Point: New" for an "Agile Film". It has three tabs: "General", "Donation", and "Notes". The "Donation" tab is selected. Under "Link Type: Donation Info", there are several fields: "Name" (Donate Now), "Display Group" (Donation), "Passcode" (empty), "Display Sequence" (10), "Display Search" (unchecked), "Sort Type" (Date selected), "Display Type" (dropdown), "Number Of Tiles" (1), "Offset" (Start: 0, End: 0, Months), and "Specify Date" (Thursday, September 8, 2016). There are checkboxes for "Enabled" and "Include In Navigation Links". A "URL" field is at the bottom with a "Copy to Clipboard" button. "OK", "Cancel", and "Apply" buttons are at the bottom right.

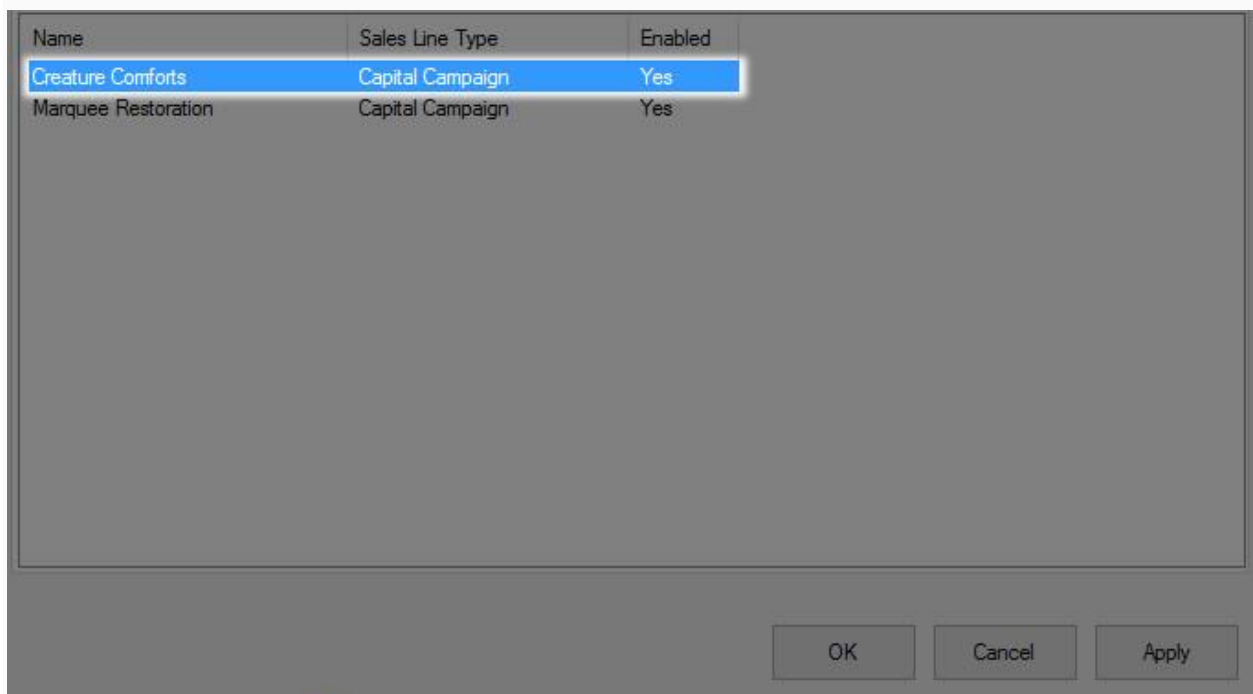
10. Click the **Donation** tab.

A close-up of the tab selection area showing "General", "Donation", and "Notes". The "Donation" tab is highlighted with a red rectangular box.

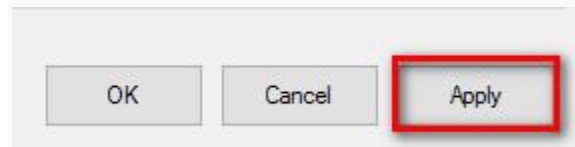
11. In the top field, select the **Corporate or Sales Organization** folder where the donation has been built.



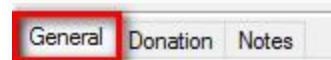
12. In the bottom field, you will see the list of donations that are available. Select the donation that needs to be associated with this URL.



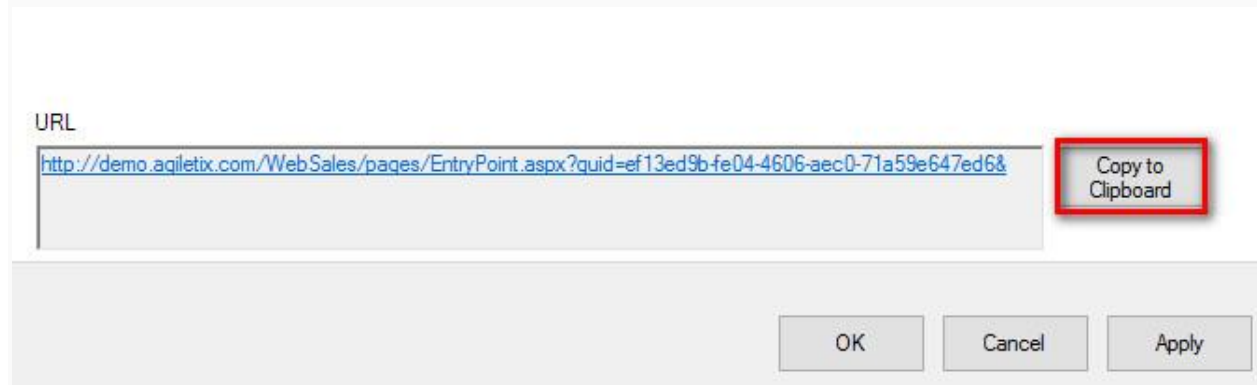
13. Click **Apply** to save the information and generate the URL.



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.

