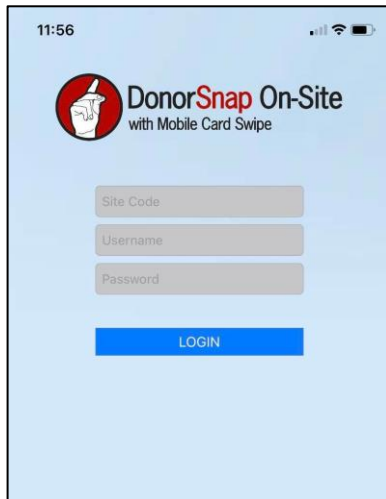


DonorSnap On-Site App....

.....Responsive Forms for your iPad / iPhone



Build your Forms in DonorSnap

DonorSnap
Donor Management Made Easy

Dashboard
Community
Reports
Processing
Online Forms
Responsive Forms
goMerchant Donations Report
Registered Users
Payment Amount/Dropdown Link
Maintenance

DonorSnap Training

Responsive Forms
Current Form : 77 - 80s Flashback Sponsorship Form Example (Donation)

FORMS LISTING SETTINGS FORM BUILDER OPEN RECORDS HISTORY


Clear Filters Clear Sort Save Settings Reset Settings Currently Showing Item

+ Add New Form

Edit	Form #	Name	Type
	77	80s Flashback Sponsorship Form Example	Donation
	73	Recurring Donation Form - do not delete	Donation
	9	Volunteer Registration - do not delete	Contact
	6	Tourney Event Registration - do not delete	Donation

... Access them on your device for easy data entry!

1:27 PM Tue Apr 26

 DonorSnap
Donor Management Made Easy

Select a Form

- 77 - 80s Flashback Sponsorship Form Example (Donation)
- 73 - Recurring Donation Form - do not delete (Donation)
- 9 - Volunteer Registration - do not delete (Contact)
- 6 - Tourney Event Registration - do not delete (Donation)
- 1 - Malaika Scholarship Campaign - do not delete (Donation)

1:14 PM Tue Apr 26

[BACK](#) [Contact Search](#)

Sponsorship Level >

I would like to additionally donate: 0.00

Amount \$0.00

Processing Fee % ✓

If Business, list Business name:

First Name

Last Name

Address1

City

State >

Zip

E-Mail

[Pay With Cash/Check](#)


[Pay With Card](#)

Use your existing DonorSnap forms or build new forms under **Online Forms > Responsive Forms**.

Use the **Form Builder** tab to select the fields you want to include on your form, and the order of your fields.

The **Settings** tab has a menu of options on the left, for you to customize your Confirmation Emails. (Note, confirmation emails are sent instantly once a form is submitted, whether that's a payment form or volunteer hours form).

Online Forms can be embedded in your Website or emailed out. These would be more "Public" forms. A form sending to Nancy, for example, the contact, for her to fill out her information and make a credit card payment with. These can have images and text boxes of information; More graphically fancy so it looks appealing to the public.



80s Flashback Sponsorship

Sponsorship Information

Sponsorship Level *

I would like to additionally donate:

Amount *

Add 5% (\$0) to cover payment processing fees.


Please mail checks to: Address

Payment * Credit/Debit Card ACH (Bank Account)

Contact Information

If Business, list Business name: **First Name *** **Last Name *** **Address1 *** **City**

State * **Zip *** **E-Mail**

I'm not a robot 

[Privacy Policy](#)

DonorSnap On-Site is intended for You, as the user of DonorSnap, to have an iPad at the event to take payments as they come in. Because of this, we have removed all images, text boxes, and formatting of forms to allow for simple data-entry. **Same form: Different views.**

The screenshot shows a mobile application interface for data entry. At the top, it displays the time '1:14 PM', the date 'Tue Apr 26', and a battery level of '92%'. The interface includes a 'BACK' button and a 'Contact Search' icon. The form fields are as follows: 'Sponsorship Level' with a right-pointing arrow; 'I would like to additionally donate:' with a value of '0.00'; 'Amount' with a value of '\$0.00'; 'Processing Fee %' with a checkmark; 'If Business, list Business name:'; 'First Name'; 'Last Name'; 'Address1'; 'City'; 'State' with a right-pointing arrow; 'Zip'; and 'E-Mail'. At the bottom, there are two buttons: 'Pay With Cash/Check' and 'Pay With Card'.

With DonorSnap On-Site you can submit forms for payment, as Cash/Check, or swiping a Credit/Debit card. You can also submit any other form, such as Volunteer Hours, Event Registrations, Interaction forms etc.

When a Form is Submitted:

Just like responsive forms on your website, when a form is submitted, it arrives to your DonorSnap **Dashboard** as an “Open Record”.

The screenshot shows the DonorSnap Training Dashboard. It features a blue header with 'DonorSnap Training', 'Help', and a user profile for 'Joanna'. On the left, there is a red box titled 'Acknowledgements Pending' containing a table with columns for '# of Donors', 'Donation Amount', and 'Batch'. The table has one row with values '1', '100.00', and '-- N/A --'. Below the table are 'Print Letters' and 'Email Letters' buttons. In the center, there is a teal box titled 'Responsive Forms Open Records' containing a table with columns for 'Form #', 'Name', and 'Open Records'. The table has one row with values '9', 'Volunteer Registration - do not delete', and '1'. A yellow callout box with a red arrow points to the 'Add App' button in the top right corner, with the text: 'Click the Add App button to add the "Responsive Forms Open Records" app to your Dashboard. From here click the Arrow to see & process your open records.' Below the teal box is an orange box titled 'Recent Donations'.

The Open Records app allows you to make any changes to the form submission before loading it in to your database.

On your dashboard, click **Add App** in the far right, choose “Responsive Forms Open Records”

Charging Credit/Debit Cards:

Create an account with goMerchant. (this takes about a week to setup)

<https://www.gomerchant.com/offers/partners-isv-donorsnap>

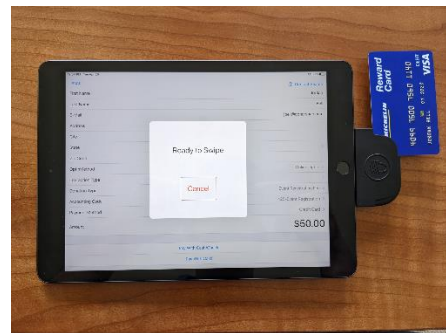
or contact Kevin Wapner: kevin.wapner@first-american.net / (856) 546-3810

- ❖ On-Site is **one-time payments only**. No recurring Donations
- ❖ ACH payments are only available through online forms, not DonorSnap On-Site.
- ❖ There are no additional fees for swiping cards through DonorSnap On-site. It is the same processing fee whether using an online form or the On-Site App.

Order the Card Swiper through
goMerchant:

Magtek iDynamo 5

- ❖ Must use iPhone / iPad with a Lightning Port
- ❖ Does not use USB-C
- ❖ You can have multiple swipers
- ❖ \$80 per swiping device



Integrating with goMerchant

For new customers: Maintenance > Site Setup > Integrations

goMerchant will send your account information in an email, to be entered here.

For existing customers, you need to Refresh your goMerchant integration information. :

Once you setup your “retail account” with goMerchant (ordering the card swiper), return to Maintenance > Site Setup > Integrations

Click the **Change Existing** button, and then click **Save** on the next screen. Don’t type anything in or make any changes, just by clicking Change and Save, it will refresh your account details.

*Note that if you do not do this step, the On-Site app will error on you, with these instructions, the first time you attempt to swipe a card.