

# Creating Contribution Forms in EveryAction



# Agenda

Accessing Contribution Forms

What You'll Need

The Application Process

Next Steps

# Accessing Payment Gateways in EveryAction



Log in to  
EveryAction

Locate and  
Access Online  
Actions

Choose  
Contribution  
Form

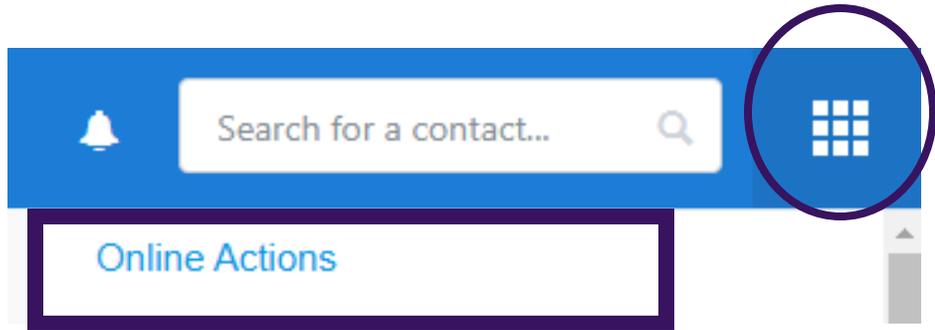
# What You'll Need Prior to Creation:

## Suggested Webinar:

Online forms webinar

1. Email Domain set up
2. Bonterra Pay set up

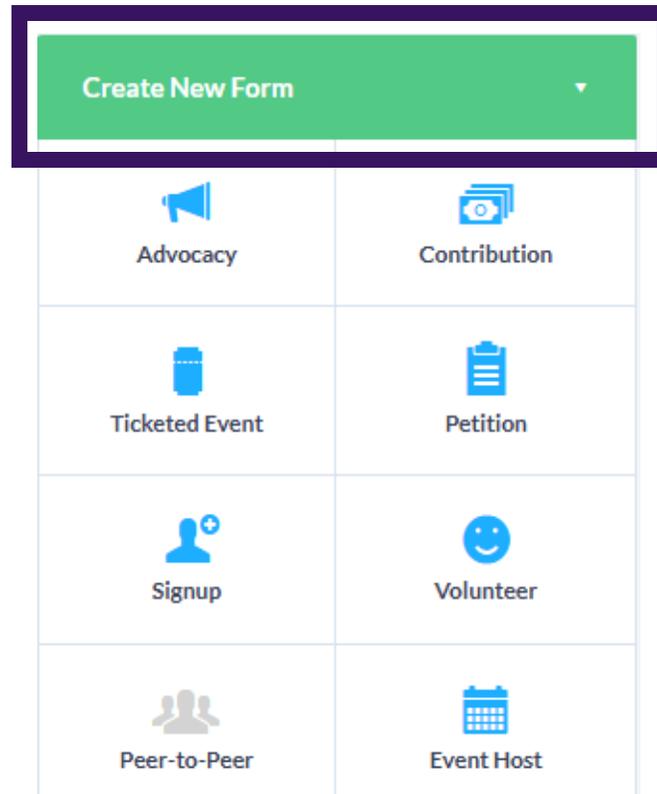




Select the square Icon this will grant you access to Online Actions.



Click Online Actions and this will open a new tab opening the online actions page.



Select "Create New Form"



Select Contribution



Let's try it out!

# Creating your Contribution Form

Step 1: Select Online Actions

Step 2: Create New Form

Step 3: Contribution Form

Step 4: Complete the Basics, Build Page, Design

Step 5: Save the Contribution Page

1 Basics ————— 2 Build Page

 CONTRIBUTION FORM

New DRAFT

### Details

**Name \***

Internal use only.

**Title \***

This title displays at the top of your published form and in the browser's title bar and search engines

Hide Title on Published Form

**Description**

This is an internal description and will not display on the published web page or in its meta-data. Maximum c

**Language**

This language will be applied to all non-editable content in the form, including some default text and alert messaging.

# What's next?

# Additional Resources

# Support

- Contact your System Administrator
- Email [help@EveryAction.com](mailto:help@EveryAction.com)
- Call (202) 370-8050
- Submit a Support Request Ticket from the Main Menu of the EveryAction CRM



# Help Center Resources

- [How to: Track Targeted Email performance and statistics](#)
- [Fundamentals: Email performance terms](#)
- [Training Webinar: Sending and Reporting on Emails](#)
- [Improving Email Deliverability with Email Scoring](#)



# Additional Training

- Bonterra Academy:  
<https://help.everyaction.com/s/article/Bonterra-Academy-Self-Signup>
- Foundational Webinar Series
- Upcoming initiatives
- Videos in Bonterra Academy



Thank You for Attending!

