## **Update Online Membership Contribution Page**

Some Chapters have taken advantage of the opportunity to have online membership renewals set up. If a chapter has online membership renewals, the VP Membership or Website Administrator <u>must</u> <u>annually</u> update the be **Membership Payment and Renewal Contribution Page** before renewals begin. For example, if membership renewal begins in January, then this Contribution Page should be updated in December. If a chapter does not have online renewal capability, contact <u>is.help@arcsfoundaton.org</u>. to set up. For the sake of demonstration, Phoenix is used in the example below on how to update the membership contribution page.

Step 1: Select CiviCRM
Step 2: Select Contributions Tab > Manage Contribution Pages
Step 3: Select the letter P

Home » CiviCRM » CiviCRM	
Manage Contribution Pages CiviContribute allows you to create and maintain any number of Online Contribution Pages. You can create different pages for different programs or campaigns - and customize text, amounts, types of information collected from contributors, etc.	1
Find Contribution Pages         Complete OR partial Contribution Page title.         Auction Item Donation         Auction Item Purchase         Board Designated Fund         Campaign Contribution	
Add Contribution Page     Manage Personal Campaign Pages	
Next > Last >> Contribution 1 - 50 of 61 Page 1 of 2	
2 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AII	
Tile A Eashied?	

Step 4: Scroll to Phoenix Membership Payment and Renewal

usiomize text, amounts, types of information collection	ed from contributors, etc. 😮			
Find Contribution Pages Complete OR partial Contribution Page title.  Search	Financial Type Auction Item Donation Auction Item Purchase Board Designated Fund Campaign Contribution Donation			
Add Contribution Page     Manage Personal C     Add Contribution Page     Add Contribution Page     Manage Personal C     Add Contribution Page     Manage Personal C	ampaign Pages P Q R S T U V	W X Y	Z <u>All</u>	
Title		ID 🍦	Enabled?	
Phoenix Fall Benefit Event Donation - Unable to	Attend	143	Yes	Configure > Contributions > Links > more >
PHOENIX MEMBERSHIP PAYMENT AND RENEW	/AL	85	Yes	Configure  Contributions Links more
Pittsburgh Membership Payment & Renewal		99	Yes	Configure > Contributions > Links >

## Step 5: Select Configure > Membership Settings

Add Contribution Page     Manage	Personal Campaign Pages	0				
2 A B C D E F G H	JKLMNO	PQRSTU	יאנ	W X Y	Z All	
Title				ID 🍦	Enabled?	
Phoenix Fall Benefit Event Donation -	Unable to Attend			143	Yes	Configure > Contributions > Links > more >
PHOENIX MEMBERSHIP PAYMENT AN	ND RENEWAL			85	Yes	Configure > Title and Settings
Pittsburgh Membership Payment & Re	enewal			99	Yes	Membership Settings Thank-you and Receipting
						Access Keys:

Step 6: Update the Introductory Message – New Memberships with new fiscal year. Be sure to select SAVE!

Configure Page - Ph	OENIX MEMBERSHIP PAYMENT AND RENEWAL
Contribution Links a	
Title Amounts Membershi	ps Receipt Tell a Friend Profiles Premiums Widgets Personal Campaigns
Use this form to enable and leave the <b>Enabled</b> box un-	configure a Membership Signup and Renewal section for this Online Contribution Page. If you're not using this page for membership schecked (learn more)
Save Save and De	one Save and Next Cancel
	Membership Section Enabled? Include a Membership Signup section in this Online Contribution page?
Title - New Membership	Membership section title - for new member signups.
Introductory Message - New Memberships	🗶 ြ 🖻 🖄 🛧 🖈 👺- 📾 🤿 🎮 🔛 🎛 🚍 Ω 🔀 🖻 Source
	B I U S x₂ x²   Ix ∃ ः≣   ⊕ ⊕ №   ≥ ≤ ≡ ≡
	Styles  Format Font Size
	2017-2018 MEMBERSHIP RENEWAL CATEGORIES

Step 7: Select the Receipt tab and update the Thank-you Message date and any other changes to the receipt information. This includes Receipt from Name, Receipt from Email (NOTE: must be an arcsfoundation.org address), Receipt Message, and any CC's or BCC's. Be sure to select Save! It is recommended the VP Membership or Website Administrator should do an online renewal before emailing members to renew online so that adjustments can be made, if needed.

✓ Save Save and De	one Save and Next Cancel	
Thank-you Page Title *	Thank You for Renewing Your ARCS Membership	
Thank-you Message	ARCS ADVANCING SCIENCE IN AMERICA	J*
	Thank you so much for renewing your 2017-2018 ARCS Foundation Phoenix Membership. We look forward to another great year together, as we meet our mission to support scientific scholars.	
Thank-you Footer 😯		e.
	Email Receipt to Contributor? 🕢	
Receipt From Name 😯	ARCS Foundation Phoenix	
Receipt From Email* 😧	phoenix.treasurer@arcsfoundation.org	
Receipt Message 😧	Thank you for renewing your ARCS Foundation Phoenix membership online. Please review your information below and report corrections to phoenix.treasurer@arcsfoundation.org.	
CC Receipt To 😯		
BCC Receipt To 🕢	dynamite@cableone.net, nancy@spetzler.com, patricia.e	