Advanced Project Website Editing Guide

This guide is meant to be used to learn more advanced Project Website edits and common customizations. This is not intended as a comprehensive guide that covers every tool or option. If you're brand new to the Greater Giving software we recommend watching the Greater Giving 101 Webinar before doing anything else. If you're new to building Project Websites we recommend watching the Project Website Webinar before building your site.

Advanced Project Website Editing

There are two ways to edit the Project Website. The first is by using the basic event software editing tools accessed using the Edit General Settings and Edit Page Settings buttons. The second is by using the advanced Online Payments editing tools accessed using the Edit Page on Website buttons. Advanced Project Website edits should only be done at the very end. Your initial work - particularly creating the right type of pages, publishing your packages, and choosing your registration settings - must be done through the basic editing tools. If you switch back and forth between the two forms of editing you will overwrite and erase advanced edits.

Think of it like baking a cake. The basic event software editing tools allow you to build your initial site, aka pour the batter and bake the foundation of your cake. The advanced Online Payment editing tools allow you to make advanced design edits and add extra features to your pages, aka frost and decorate the cake. If you later go back and try to make a change to that foundation after you've already decorated the cake then you will mess up all that pretty frosting and will have to re-do it.

A Word about Copying and Pasting

When you copy and paste text from an outside program like Word or another website you run the risk of also copying in junk coding that can cause design issues. If you're going to copy and paste into a textbox you should strip the formatting by pasting the text into the textbox, highlighting it, and then using the paintbrush icon at the top of the textbox. You can then format it as needed within Greater Giving. Images should never be copied and pasted – they must be added through the Image Manager.

PROJECT WEBSITE GENERAL SETTINGS

Friendly URLs

The standard URLs for pages can be long. You can create shorter customized URLs for your pages called Friendly URLs. This can be done in Manage Project Website using Edit Page Settings for the page. Then check off the option near the top to "Add Friendly URL." This page's Friendly URL is https://gglabs.ejoinme.org/friendlyurl. You cannot delete Friendly URLs but you can add as many Friendly URLs as you want to a single page and you can also easily move them to new pages by simply adding them to a different page.

Header Buttons

You can add up to two header buttons to the top of your Project Website pages using the Project Website General Settings. These are perfect options for highlighting your registration page, linking to your Online Bidding site, or linking to your main organization site.

Footer Settings

The footer will appear across all your Project Website pages. The About Us, Contact Us, and Follow Us links can all be set up in the Project Website General Settings.

Customize Confirmation Receipts

Receipts can be customized either for the project as a whole in the Project Website's General Settings or on a page-by-page basis using Edit Page Settings for the applicable page. Use the "Org Receiving Emails" field if you'd like people within your organization to receive copies of each receipt. If you do not customize the receipts it will use the Online Payment Site Defaults.

Confirmation Contact Name ⓘ	Confirmation Contact Email Address ⓘ	Confirmation Contact Phone ⓘ
Event Director	support@greatergiving.com	(866) 269-8151

Confirmation Org Name ⓘ	Confirmation From Email Address ⓘ	Salutation ⓘ
Greater Giving Support Team	support@greatergiving.com	

Org Receiving Emails (semi-colon separated and no spaces) ⓘ
support@greatergiving.com

Subject (max 255 characters) ⓘ
Thank you for registering for Event 2021!

Top Thank you caption ⓘ
Thank you!

REGISTRATION, SALES, & DONATION PAGE EDITS

BASIC PAGE EDITS

Discount Codes

Discount Codes can be for a set dollar amount off or a percentage off the total. The discount will apply to the full purchase except for cash donations. This page has a 100% discount code using the word FREE if you'd like to see how it works.

Pre-Register a Credit Card

Turn on the setting to "Offer to Keep Credit Card Info for Use at Event" to allow guests to pre-register a credit card. Guests can also use the option to pre-register a credit card even if they are not making a purchase or donation.

Registration Codes for Updating Guest Details

You can allow purchasers to return to update guest details after the purchase. This is perfect for sponsorship or table sales that come with multiple admissions. Often they do not know all of their guest names at the time of purchase. The registration code will be on their receipt so that they can provide that information later.

ADVANCED PAGE EDITS

1. Start in edit mode for the Edit Page on Website area for the applicable page.

2. In Edit mode, hover over the pencil in the top right corner of the registration, sales or donation page module and use the "Click Here to Edit Content" option.

3. To add Package Descriptions go to the Registration Categories tab. For most other advanced tools go to the Advanced Features tab.

4. When done with your work scroll to the bottom and click Update to save your changes.

Add Package Descriptions

You can add descriptions (text and/or small image files) beneath the package name on a registration page using the advanced Project Website editing tools.

Add Recurring Donations

Allowing donors to set up weekly, monthly, quarterly, biannually, or annually recurring donations means the donations will automatically process with that frequency.

Add Suggested Donation Amounts

You can add or customize the suggested donation amounts using the advanced editing. Edit the module that contains the donation options and use the pencil icon to edit the content. Then click on the Advanced Features tab and use the tools to "Include preset donation amounts."

Add a Convenience Fee

You can add a convenience fee (as optional or required) in order to allow your purchasers to help cover the credit card processing and service fees. You can make the fee a percentage of the total or a flat dollar amount.

Add Custom Questions

Custom questions such as "This donation is in honor of" are asked once per transaction. You can choose from many different response types including text, multiple choice, yes/no, and a drop down. Custom questions appear on the second page of the donation form.
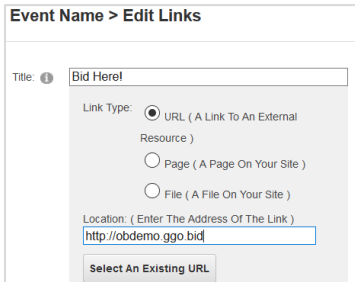
OTHER EDITS

Edit Page Navigation

You can customize the order of your pages and nest navigation links (for example the Adding Media page is nested in this Other Edits page) in the Manage Project Website area using the Edit Page Navigation button. Drag and drop the pages into the desired order or drop a page onto another page to nest it.

Add an External Link to the Navigation

You can add external links to your navigation module. This is great if you want to link to your Online Bidding page or to your organization's main website.

1. Start in edit mode for the Edit Page on Website area for any of your pages.

2. Hover over the pencil in the top right of the navigation module and click Add Link.

3. Type the wording you want to appear as the Title and set the Link Type to URL and paste the URL into the Location field.

4. Use other settings as desired.

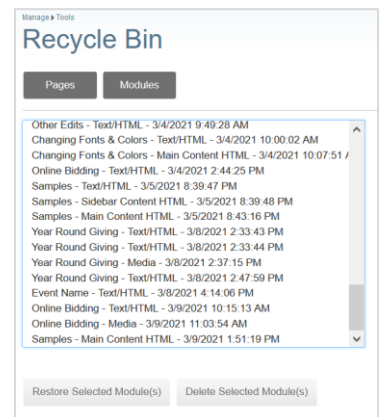5. Click the Update button at the bottom to save.

Add Google Analytics

The Google Analytics Module allows you to track visits to your page by connecting your Google Analytics account to a Greater Giving Project Website page. This allows for collecting data based on visitors to your site.

Restore a Deleted Module

If you accidentally delete a module using the advanced editing tools you can restore it using the Online Payments Recycle Bin tool.

1. Start in edit mode for the Edit Page on Website area for any of your pages.

2. Hover over Manage at the top and go to Tools.

3. Access the Recycle Bin.

4. Click on Modules.

5. Select the module you want to restore (it is sorted by the date the page was created).

6. Click "Restore deleted module(s)."

ADDING MEDIA

File Size Limits

PDF Documents – 1000 KB

JPG Images in HTML Modules – 1000 KB

JPG Images in Media Module – 307 KB

Add New Modules

You can add new modules to your page if you want to display additional images, videos, or text. Modules can be added to a page using the advanced editing. Use the HTML Module for text, image(s), document links, or a combination of media and use a Media Module for a single image or video.
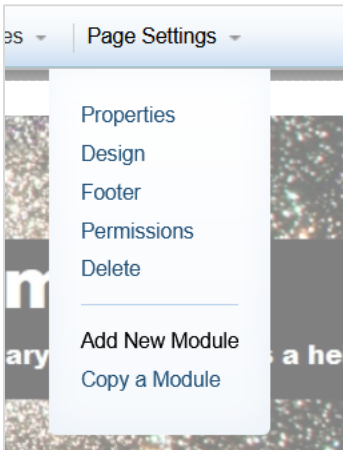
1. Start in edit mode for the Edit Page on Website area for the applicable page.

2. Hover over Page Settings in the top grey bar and click on Add New Module.

3. Scroll all the way to the right and select the desired module type.

4. Drag and drop it to where you want it on the page or use the directional arrows to choose which pane to add it to.

5. Use the pencil icon in the top right corner of your new module to edit the content.

Add Images

Images can be added to existing text boxes and new Media modules or HTML modules. Only the Banner, Navigation Logo, Page Background, and Landing Page Images can be added through the basic event software editing tools. Extra images can be added using the advanced Online Payments editing tools accessed via Edit Page on Website.

1. Start in edit mode for the Edit Page on Website area for the applicable page.

2. Use the pencil icon to edit the module you want to add the image to. A Media Module will open directly onto the Image Manager. For an open textbox or HTML Module click the paperclip icon to open the Image Manager.

3. Click on My Folder to upload and insert the image.
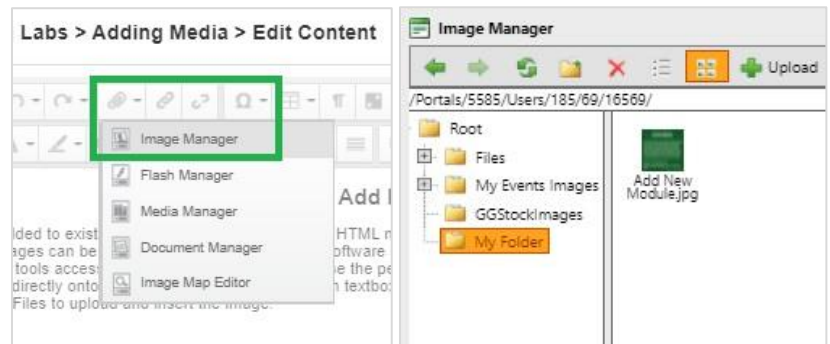
Embed a Video

You can embed recorded videos or live streams that are hosted elsewhere (like YouTube, Vimeo, or Facebook) into any Project Website pages. You will need to get the embed code from the site hosting the video. The embed code is usually found under the host site's Share options. Once you have that embed code return to Greater Giving and click Edit Page Settings for the page you want to add the video to. Then click the HTML button at the bottom and paste in the embed code. The size of the video is built into the embed code.

Embed a Map

You can embed a Google Map into any Project Website page. First you will need to go to Google Maps and get the embed code for the map you want. The embed code is found under the Share options. Once you have that embed code return to Greater Giving and click Edit Page Settings for the page you want to add the map to. Using the Landing Page or adding a new Generic Page are great options. In the textbox you want to embed the video in click the HTML button at the bottom and then paste in the embed code.
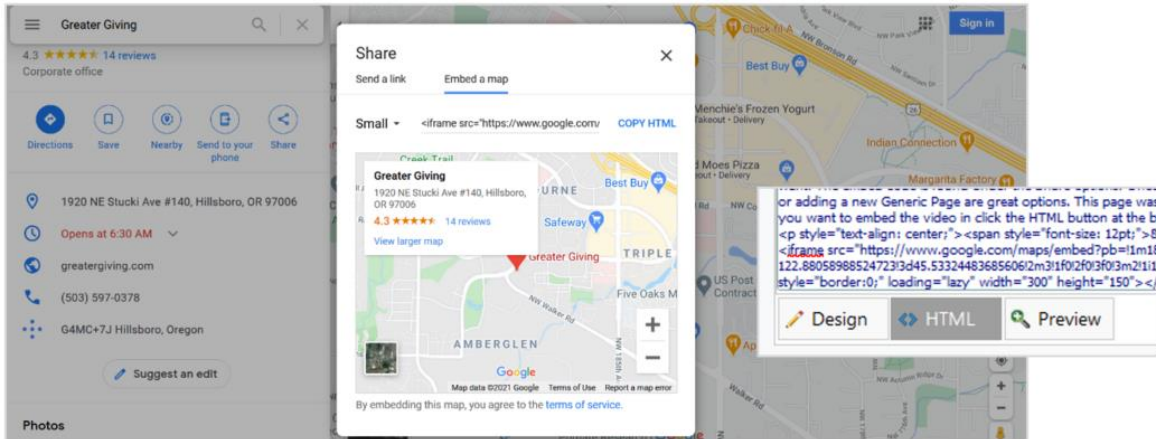
Add PDF Links

You can link to PDFs within a text box or HTML module. When someone clicks on the link the PDF will open in the same window or by editing the hyperlink you can set the target to open in a new window. If you want the PDF to display within the Project Website page itself you will need to convert the file into a JPG and add it to the page as an image.

1. Start in edit mode for the Edit Page on Website area for the applicable page.

2. Use the pencil icon to edit the module you want to add the document link to.

3. Type out desired hyperlink wording and highlight the text.

4. Click the paperclip icon and access the Document Manager.
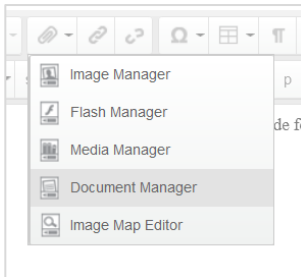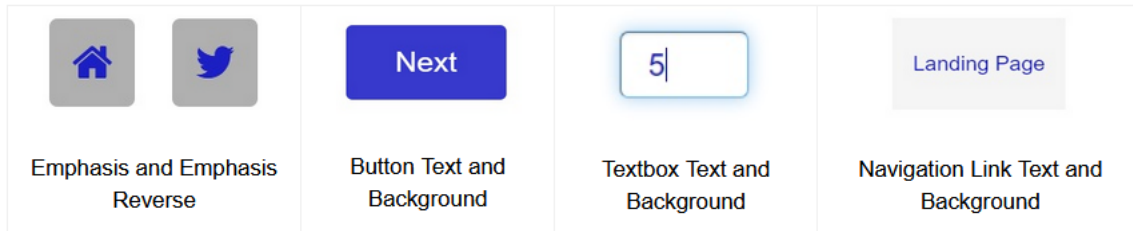
5. Click on My Folder to upload and insert the document.

CHANGING FONTS & COLORS

Basic Color Scheme

The basic color scheme should be set up in the Project Website General Setting.

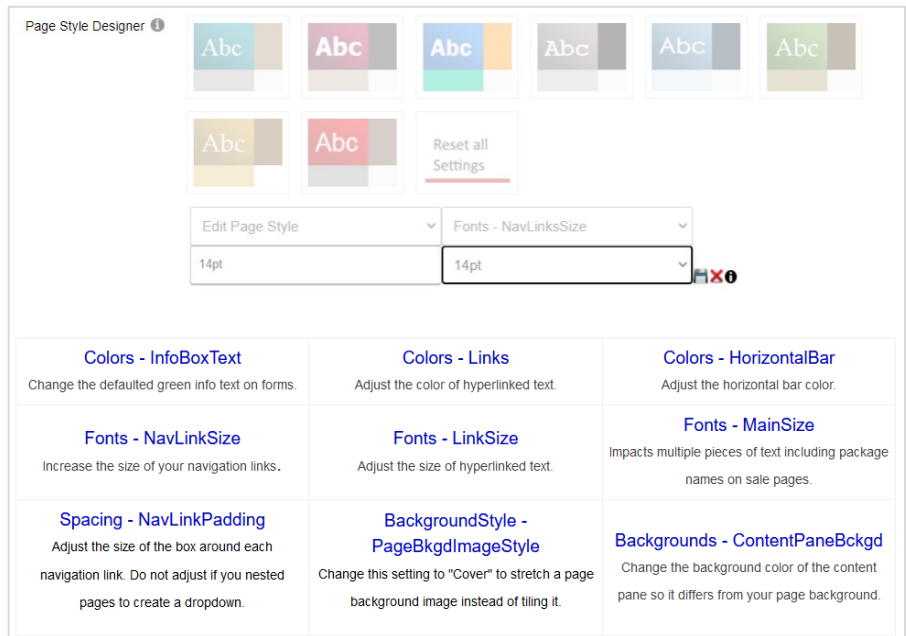| Emphasis and Emphasis Reverse	Button Text and Background	Textbox Text and Background	Navigation Link Text and Background

Advanced Page Style Designer

You can edit additional font and color elements in the Advanced Website Editing using Edit Page on Website using a tool called the Page Style Designer. This should only be done at the very end of your Project Website creation process and only after you've set up your basic color scheme in the Project Website General Settings. Below are the setting names for the most commonly requested changes. Most of the font settings use a default of 10pt.

1. Start in edit mode for the Edit Page on Website area for the applicable page or on the landing page.

2. Hover over Page Settings in the top grey bar and click on Design.

3. Scroll down to the Page Style Designer area.

4. Use the dropdown menu that says <Change Fonts and Colors> to select "Edit Page Style."

5. In the new dropdown that <Setting> select desired setting.

6. In the new dropdown that says <Option> select the option desired.

7. Click the floppy disk icon to save your selection.

8. Scroll down and click the blue Update Page button.

Page Style Designer

Colors - InfoBoxText	Colors - Links	Colors - HorizontalBar
Change the defaulted green info text on forms.	Adjust the color of hyperlinked text.	Adjust the horizontal bar color.
Fonts - NavLinkSize	Fonts - LinkSize	Fonts - MainSize
Increase the size of your navigation links.	Adjust the size of hyperlinked text.	Impacts multiple pieces of text including package names on sale pages.
Spacing - NavLinkPadding	BackgroundStyle - PageBkgdImageStyle	Backgrounds - ContentPaneBckgd
Adjust the size of the box around each navigation link. Do not adjust if you nested pages to create a dropdown.	Change this setting to "Cover" to stretch a page background image instead of tiling it.	Change the background color of the content pane so it differs from your page background.

Tips and Tricks

Choose Contrasting Colors

The biggest mistake that people make when it comes to color choice is that they choose colors that do not contrast. For example if your Page Background is white and your Button Background is white and your Button Text is white it's going to seem like you don't have any buttons. Any color settings that have similar names - like Button Text and Button Background or Textbox Text and Textbox Background - should be two different colors with high contrast like black and white.

Using Color Hex Codes

If you have a specific color you want to use - such as your official school or organization colors - then you can use that color's hex code to make sure you use the exact color you want. Hex codes start with the # symbol followed by 6 characters. For example black is #000000. If you do a Google search for "color picker" you can find many tools that will help you choose a hex code. You can then insert that hex code anywhere in the Project Website that uses colors.

Edit Page Style or Edit Global Style?

We strongly recommend that you do not use the option "Edit Global Style" in the Page Style Designer tool. The Global Style is the site defaults for all pages your organization has ever or will ever create, which means using this option will overwrite settings for all existing pages. It also means that those settings that you set on the global level will no longer be editable on the project or page level.

Copy Design to Descendants

If you want to use the same design settings for all pages for the Project Website you're working on make the changes on the landing page then use the option to "Copy Design to Descendants" when you're done.