

# Public Profiles and Online Donations in Managed Missions

## Before You Start

In order to set up Public Profiles and Online Donations in Managed Missions, you must be an administrator on your account and have Premium Features enabled on your account. Premium Features cost an additional \$25/month.

To enable Premium Features, log in to [app.managedmissions.com](http://app.managedmissions.com), go to Account Admin → My Account. Click “Edit current plan”, and check the box labeled “Enable Premium Features”. Click “Change Current Plan” to finalize the change (If you were previously on a free plan, you will be prompted to set up payment.)

## Public Profiles

Public Profiles are personalized pages that can be set up by team members to share information with friends and family about their trip. If you also set up Online Donations, each public profile will also have a button that says “Donate”. This button will allow friends and family of your team members to give directly to that team member's trip.

Setting up Public Profiles is easy. To enable Public Profiles, go to Account Admin → Public Pages and check the box labeled “Enable Individual Public Profiles”. You have several options for customizing the functionality and appearance of your public profiles:

### On the “Configuration” page:

**Default Trips to Require Admin Approval to Publish Profiles:** Team members set up their own public profiles and are able to set some of the information that is displayed on their profile. As an Account Admin, you may want to review and approve your team members’ changes before they are published. When Public Profiles are enabled, you have a new option when creating and editing trips which allows you to require administrator approval to publish Public Profiles. Here in the Public Profiles Configuration, you can set the default for that setting. If “Default Trips to Require Admin Approval to Publish Profiles” is checked, then all new trips will have their “Require Admin Approval to Publish Pages For This Trip” box checked by default.

**Public Profile Review Email Address:** Whenever a trip is set to “Require Admin Approval to Publish Pages For This Trip” and a team member on that trip submits their Public Profile for approval, an email will be sent to the email address specified here. Use this email address to inform the administrator responsible for approving Public Profiles when there is a new profile to review.

### On the “Customize” page:

**Public Profile Theme:** This is where you can customize the look of your public profile pages. You can choose to use either the provided Dark Theme or Light Theme or a custom theme of your own. Custom Themes are uploaded as CSS files. An example CSS file can be downloaded as a starting point. Using a custom theme is only recommended if you have a web designer who can design your custom theme.

**Public Profile Logo:** This is where you can upload your organization's logo to appear at the top of every public page. Consider whether your logo looks best on a dark background or a light background when choosing your theme. If you do not upload a logo, the Managed Missions logo will be used instead. The Managed Missions logo looks best with our default Dark Theme.

**“About Our Ministry” Title:** On each public profile there is a section to describe your organization. This setting controls the heading of that section.

**“About Our Ministry” Text:** This is where you can put information describing your organization, which will appear on every public profile.

**Website Links:** At the bottom of each public profile you can include a series of links to external websites. You may want to use this to link to your organization's website or giving policies. You can set the title above the links, as well as the text and URL for each link. If you leave all these fields blank, no links section will appear.

When you've got your settings all in place, you can see what they will look like in action by clicking “Save and Preview”. You can always come back later and make changes to your Public Profiles Configuration.

## Online Donations

Once you have Public Profiles set up, you are ready to set up Online Donations.

Online Donations allow your team members' friends and family to give directly to a team member's trip. Donations made through Managed Missions are sent directly to your organization's payment processor account and are recorded automatically in Managed Missions as a contribution to the appropriate team member and mission trip.

To set up Online Donations, go to Account Admin → Online Donations and check the box labeled “Enable Online Donations”. You now have a few options to set.

**Mark online donations as tax deductible:** Set whether the new contributions created when someone gives are marked as “Tax Deductible” inside Managed Missions. Managed Missions does not handle Tax Deductible contributions differently, this is only for your records.

**Payment Processor:** This is the most important setting for getting Online Donations set up. Once a payment processor is selected there will be further set up to do. Managed Missions currently supports Stripe, Giiive.com, and Vanco Services as payment processors. You can also set up your public pages to redirect users to your own giving pages. Each payment processor will be addressed individually.

**Text Above/Below Donation Form:** You can set custom text to appear above and below the donation form. You can use this space for any information or disclaimers you want to communicate to donors giving to your trips.

**Thank you email text:** This is where you can set the text of the email that is sent to donors after they give. Below the text area is a list of codes you can insert into the email text to include values specific to that donation.

## Payment Processors

Each payment processor that Managed Missions supports has unique considerations and set up. The sections below will help you get set up with your chosen payment processor.

### Stripe (<https://stripe.com>)

Of all the payment processor options, Stripe is usually the fastest and easiest to set up and start using. Stripe also has very nice reporting tools and a painless integration with Managed Missions. In fact,

Stripe is the payment processor that we use at Managed Missions to process credit card payments. If you don't have a payment processor already and are looking for the quickest and simplest set up we recommend looking into whether Stripe is right for you.

Integrating Stripe with Managed Missions is very simple. Once you select "Stripe" from the payment processor dropdown, a new link will appear which says "Save settings and set up Stripe Connect". Just click the link and you'll be walked through the process of giving Managed Missions access to accept payments to your Stripe account on your behalf. When using Stripe, Managed Missions never knows your Stripe account login information, and you can revoke the access you grant to Managed Missions at any time from your Stripe Dashboard.

If you don't already have a Stripe account, the Stripe Connect process will walk you through the account set up process as well. If you do have a Stripe account, then you only need to log in to it and grant permission to Managed Missions to accept payments on your behalf.

Once the Stripe Connect process is completed, you're ready to go. You can begin accepting online donations immediately.

### **Vanco** (<http://vancopayments.com/organizations-we-serve/faith-based/>)

Vanco is a payment processor that specifically focuses on churches and non-profit organizations. Once you've set up your account with Vanco, they will be able to supply you with the API credentials that you will need to integrate with Managed Missions. Once you have the credentials from Vanco, you can log in to Managed Missions, go to Account Admin → Online Donations, and select Vanco and enter your API credentials.

### **Giiive** (<https://giiive.com>)

Giiive is an option that completely replaces the Managed Missions public pages. The best way to learn more about using Giiive is through their website or contacting them directly. If you're interested in using Giiive with Managed Missions the Giiive and Managed Missions teams can work together to get you set up.

### **What about PayPal?**

Managed Mission used to have a PayPal integration based on their Payflow gateway technology. Unfortunately we are no longer able to support that solution for new implementations, due changes made by PayPal. Currently PayPal does not offer any other way to provide a secure payment page without sending users through the PayPal website, which is a much worse experience than Managed Missions offers with our other payment processor options. For the time being, PayPal is unavailable as an option, but we hope to find a suitable PayPal solution in the future.