

# **Sociopro**

## **Fundraiser Addon**

**Website Customer Usage Guide**

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## Fundraiser

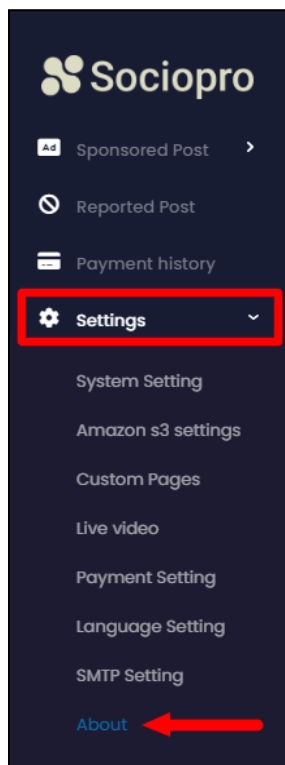
The goal of the Sociopro Fundraiser Addon is to improve and streamline fundraising activities. With the help of this addon, you can collect and manage user contributions. The Fundraiser Addon streamlines the fundraising process, allowing you to focus on your cause while receiving and handling funds from your supporters.

## How it works

- Sociopro should be pre-installed on your server.
- Purchase the Fundraiser Addon for Sociopro from codecanyon.
- Download and install the addon to your Sociopro portal.
- Create a Fundraising post for collecting funds.
- Users can donate & invite their friends to donate
- Request for withdrawal after fundraising is complete.
- The site admin reviews and pays or rejects withdrawal requests.

## Checking the latest version

Before Installing this process we would recommend you to check your application version. For this, you have to navigate to the “**About**” section from the “**Settings**” button.

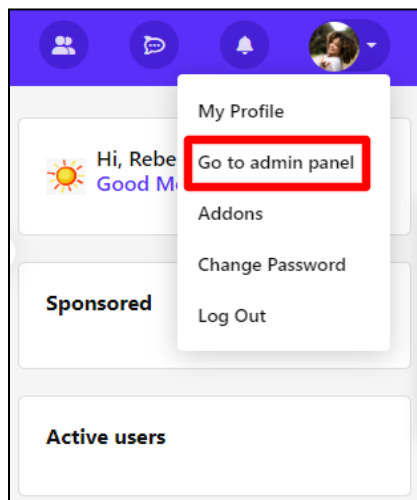


- If you're running the latest version, then you are ready to install this addon.

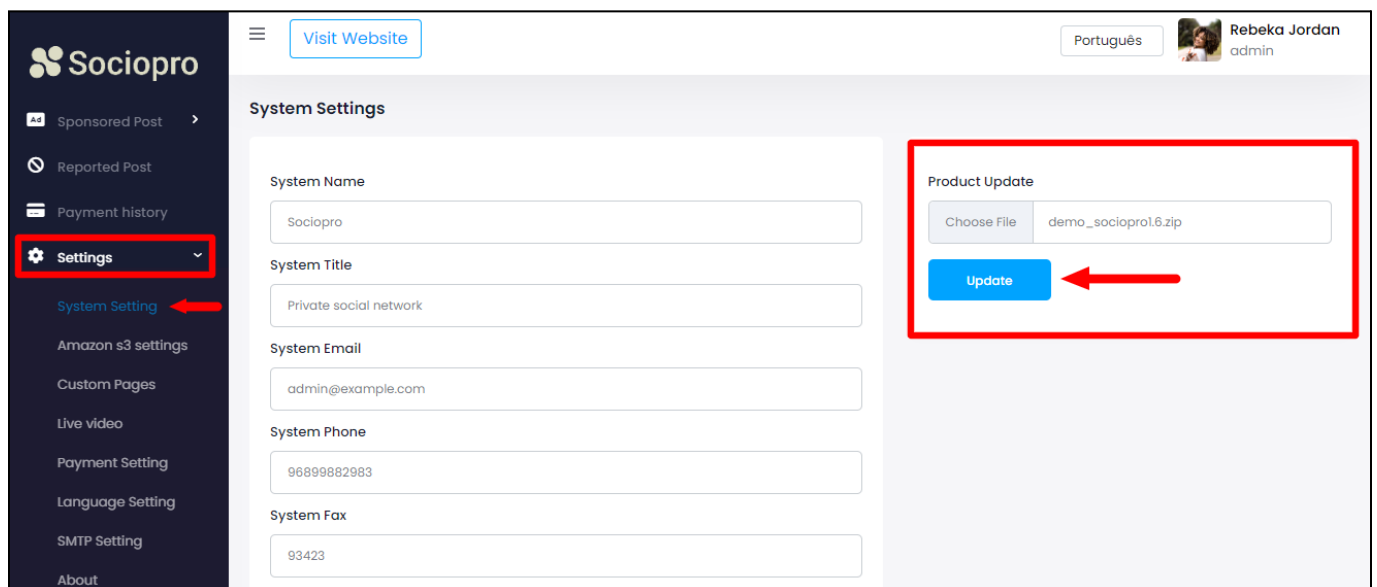
## Installation Process

The Steps listed below can be followed for Installing Fundraiser Addon:

- Download the addon from codecanyon.
- Go back to the application and log in as admin.
- Click on the “**Go To Admin Panel**” from the profile section



- Select the “**Settings**” option from the left menu
- “**System Settings**” from the sub-menu
- Choose the Addon file & click on the “**Update**” button from the right side

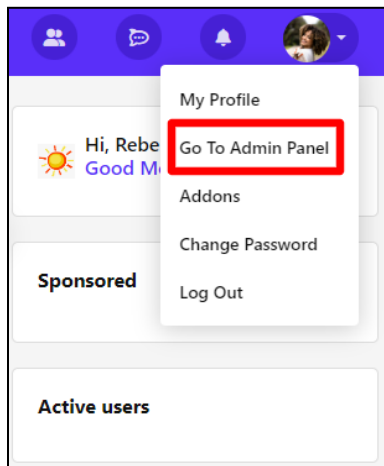


- Your Addon will be installed.

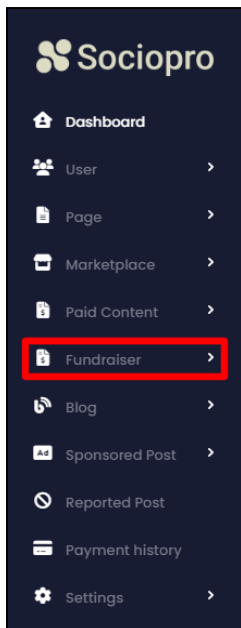
## Admin Panel

Admin has access to manage Fundraiser Addon. You can manage payout requests from the admin panel. The below steps can be followed for this:

- Login as Admin
- Select the **“Go To Admin Panel”** option after clicking on the profile section from the right side.



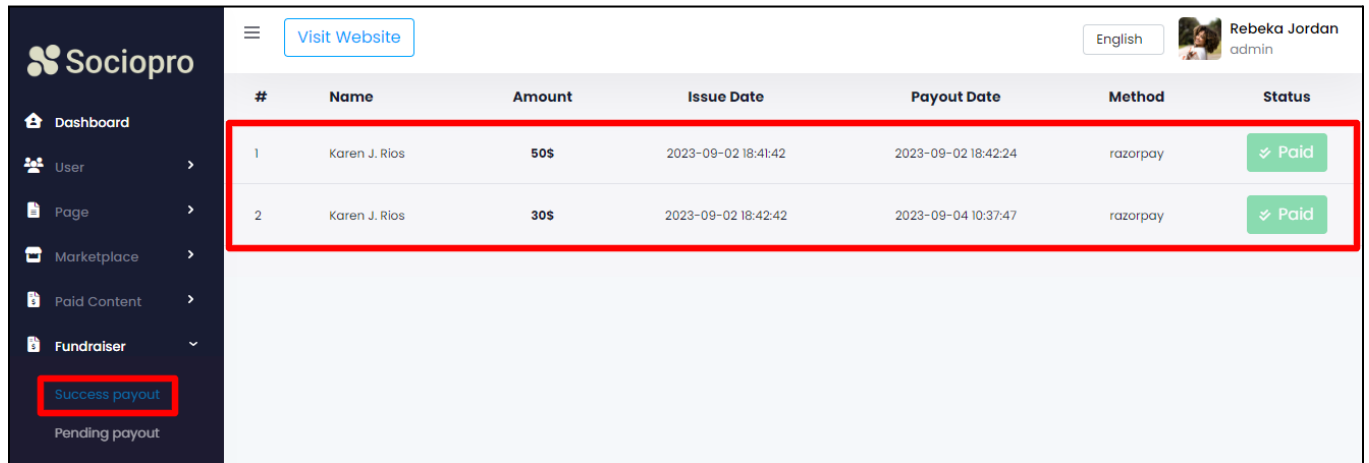
- Select the **“Fundraiser”** option from the left menu



After clicking on the Fundraiser option three two-menus will be visible:

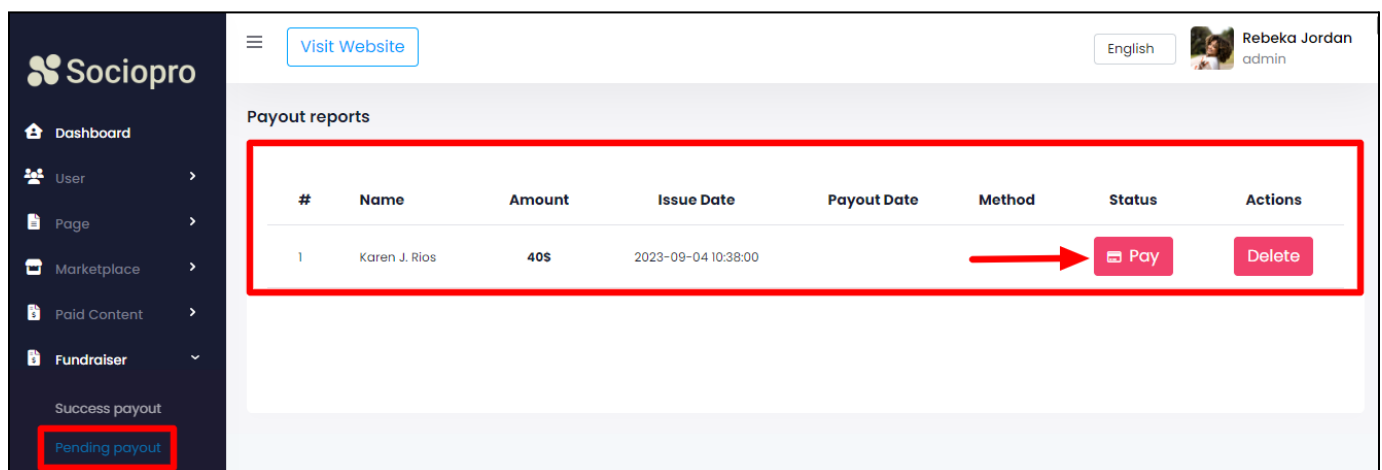
- Success Payout
- Pending Payout



**Success Payout:** In this section, you can view your payout list & their status along with payment methods & dates.



#	Name	Amount	Issue Date	Payout Date	Method	Status
1	Karen J. Rios	50\$	2023-09-02 18:41:42	2023-09-02 18:42:24	razorpay	✓ Paid
2	Karen J. Rios	30\$	2023-09-02 18:42:42	2023-09-04 10:37:47	razorpay	✓ Paid

**Pending Payout:** Here in this section, you can view & manage the pending payment requests made by the users. You can pay them by clicking on the **“Pay”** button from the list.



#	Name	Amount	Issue Date	Payout Date	Method	Status	Actions
1	Karen J. Rios	40\$	2023-09-04 10:38:00				 

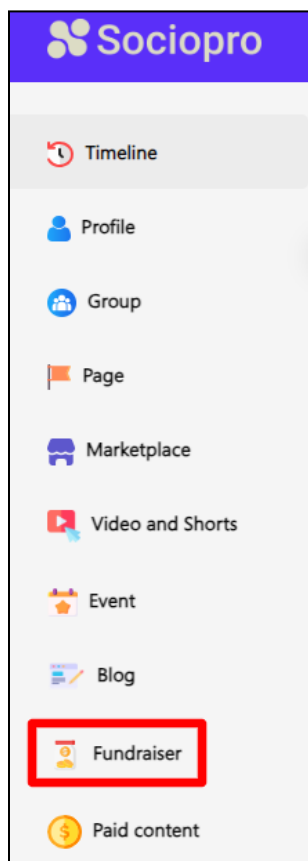
You can delete the request anytime by clicking on the **“Delete”** button from the pending payout list.

#	Name	Amount	Issue Date	Payout Date	Method	Status	Actions
1	Karen J. Rios	40\$	2023-09-04 10:38:00			Pay	Delete

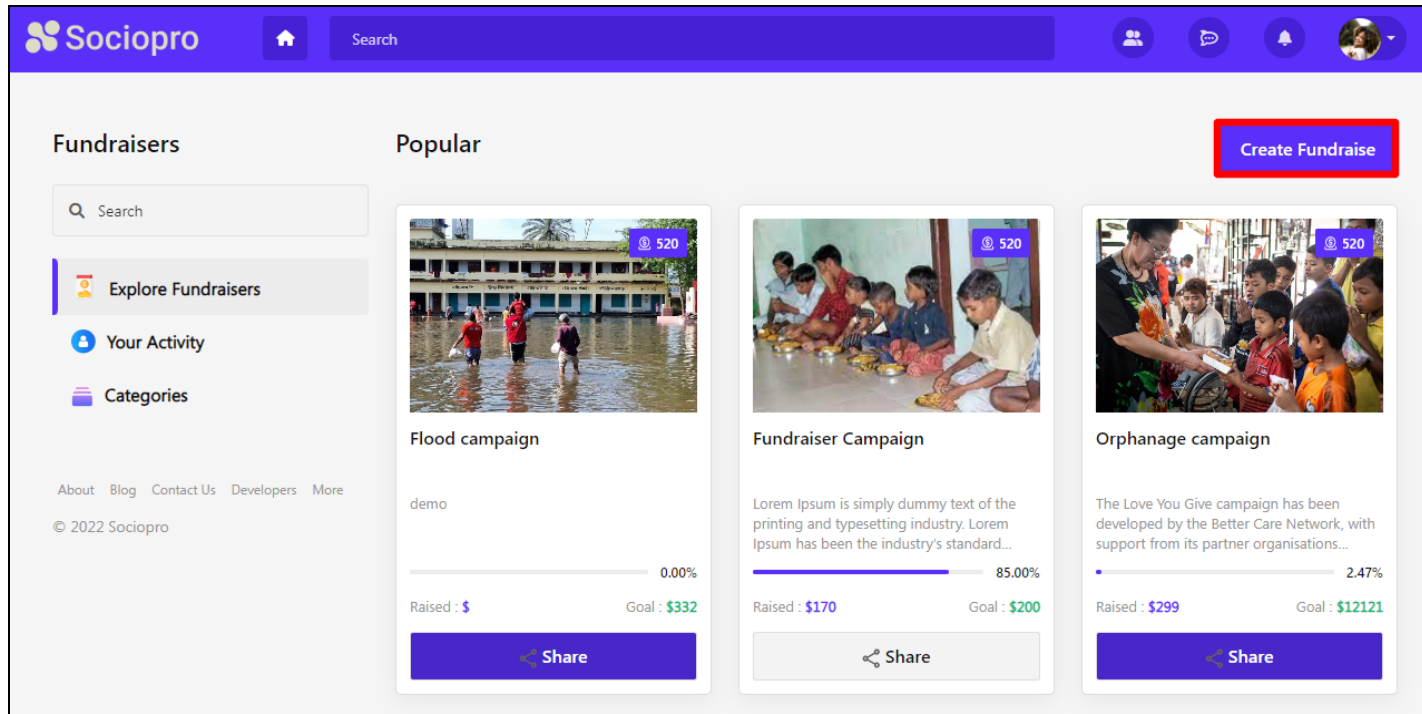
## How To Create A Fundraiser Admin And User Panel

You can create and manage funds from your admin and user panel. The below steps might be helpful for creating a fundraiser in the admin and user panel:

- Log in to your admin or user portal
- Select the “**Fundraiser**” option from the left menu



Here you can view the list of fundraisers that have been created & still raising money. For creating a fundraiser click on the “**Create Fundraise**” button from the right side.



Here you need to provide:

- A Title For Your Fundraiser
- Description For Fundraising
- Select Category For Your Fundraiser
- Amount Of Your Fund
- Fundraiser Expired Date
- A Photo/Video For The Fundraiser

After providing the information click on the **“Complete Fundraiser”** button for creating a fundraiser.

### Please fill in your information

Give your fundraiser a title

Tree Planting Day

50

Example textarea

Why not fundraise for your cause while giving back to Mother Earth? Set up a tree planting day and invite your supporters to donate to your organization and have a tree planted in their yard in return. The tree will not only add to your supporter's landscaping—it will also serve as a consistent reminder of your organization!

Make sure you have plenty of volunteers to help plant trees on the big day, and bring materials to plant and secure the saplings once they're in the ground. Don't forget to provide plenty of water, sunscreen, and energizing snacks, too.

Which category do you select?


Community & social action

How much would you like to raise?

How long will the campaign last?

28/09/2023

Add a cover photo or video



Drop your image here, or [browse](#)

Supports: JPG, JPEG2000, PNG

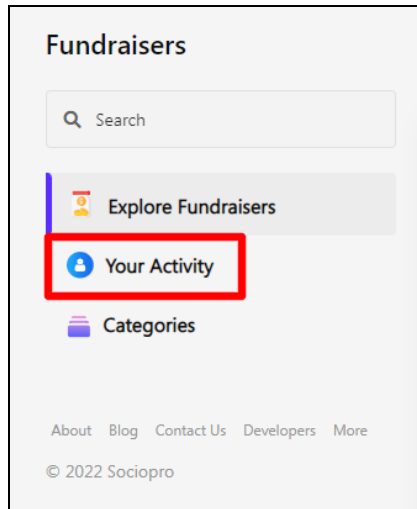
Complete Fundraiser

## How To Manage Fundraiser

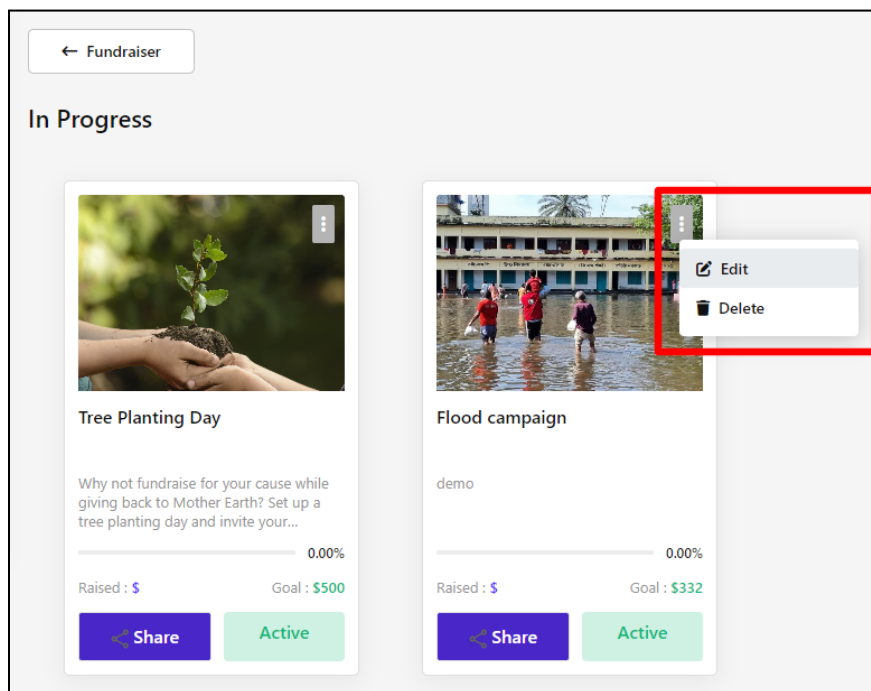
You can manage Fundraise anytime from the “**Your Activity**” section. The below steps can be followed for managing Fundraiser:

- Click on the “**Your Activity**” option from the left side





Here you can view all your created fundraiser lists. For editing your fundraiser click on the **“Edit”** button from the created funds.



After modifying the information click on the **“Update Fundraiser”** button to save your changes.

How long will the campaign last?

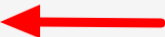
06/09/2023

Add a cover photo or video

Drop your image here, or [browse](#)

Supports: JPG, JPEG2000, PNG

**Update Fundraiser**




## How To Delete A Fundraiser

You can delete your fundraiser anytime simply following some easy steps. The below steps can be followed for deleting a fundraiser:

- Click on the “**Delete**” button from the created funds list

← Fundraiser

In Progress




**Tree Planting Day**

Why not fundraise for your cause while giving back to Mother Earth? Set up a tree planting day and invite your...

0.00%

Raised : \$      Goal : \$500

**Share**   **Active**



**Flood campaign**

demo

0.00%

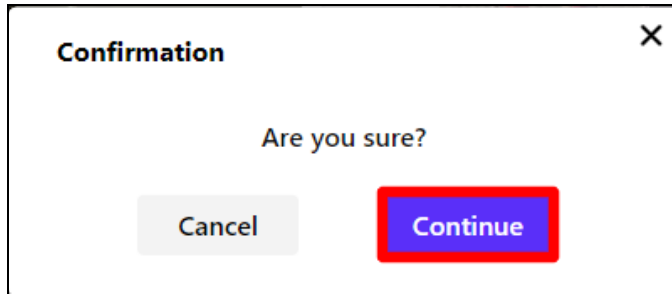
Raised : \$      Goal : \$332

**Share**   **Active**

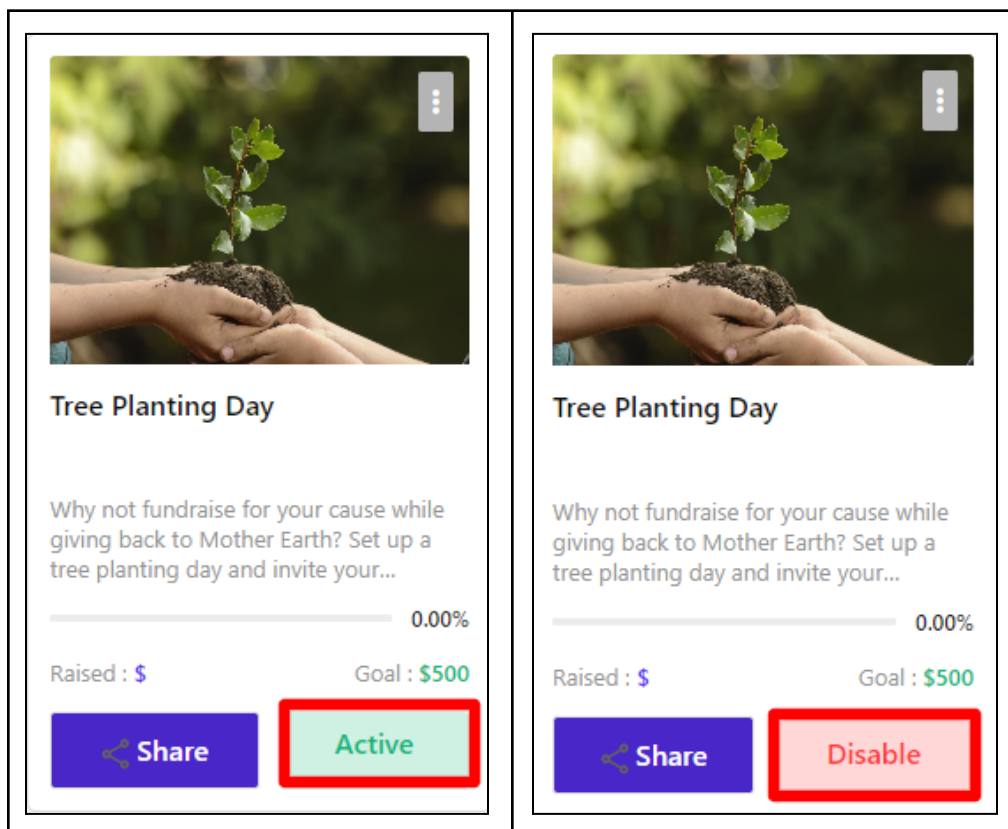
Edit

Delete

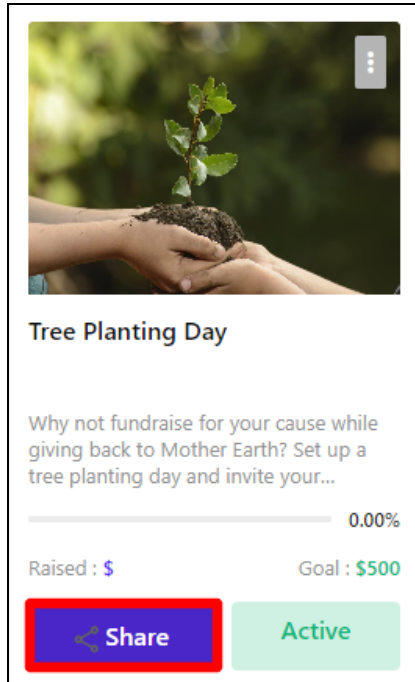
- Tap on the “**Continue**” button for confirmation.



You can disable and activate your fundraiser anytime by clicking on the “**Active**” and “**Disable**” buttons from the created fundraiser list.



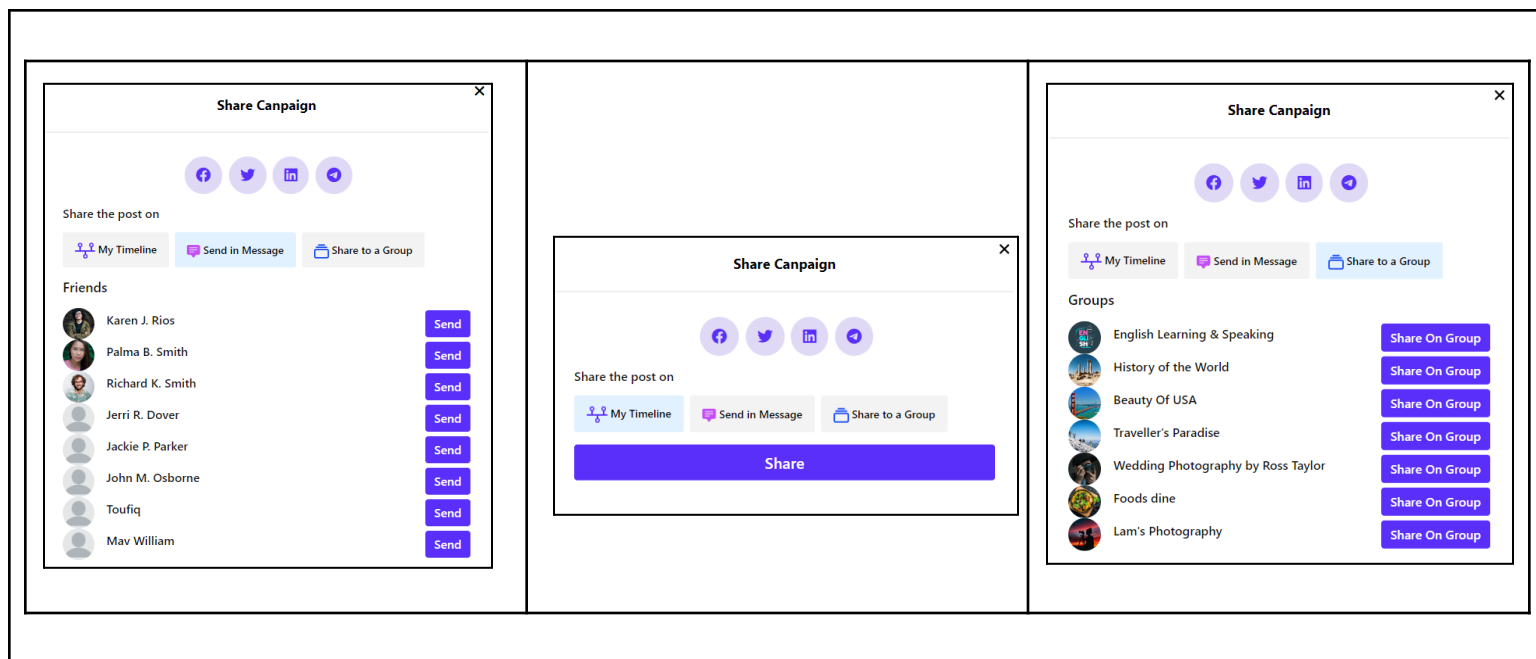
You can also share your fundraiser anytime by clicking on the “**Share**” button from your created fund list.



Select the platform you want to share your fundraiser and tap on the **“Share”** button for sharing.



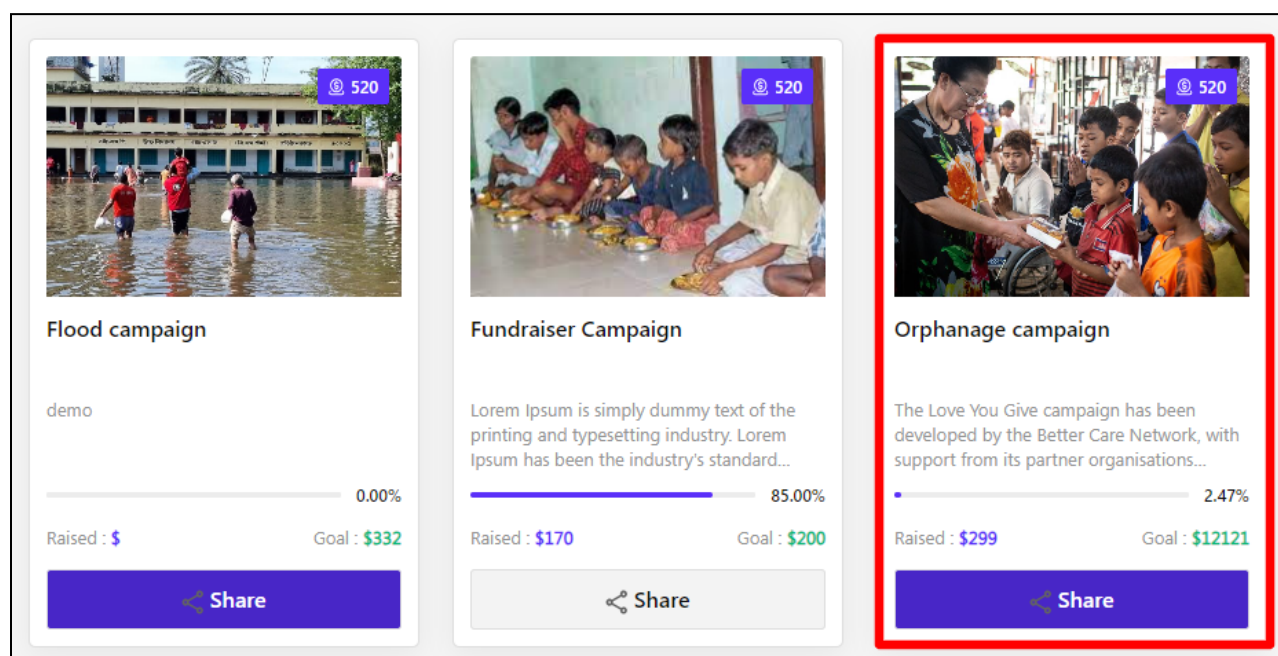
You can also share your Fundraiser to your profile timeline, send messages to your friends, and share to a group by selecting **“My Timeline”**, **“Send in Message”**, and **“Share to a Group”** buttons.



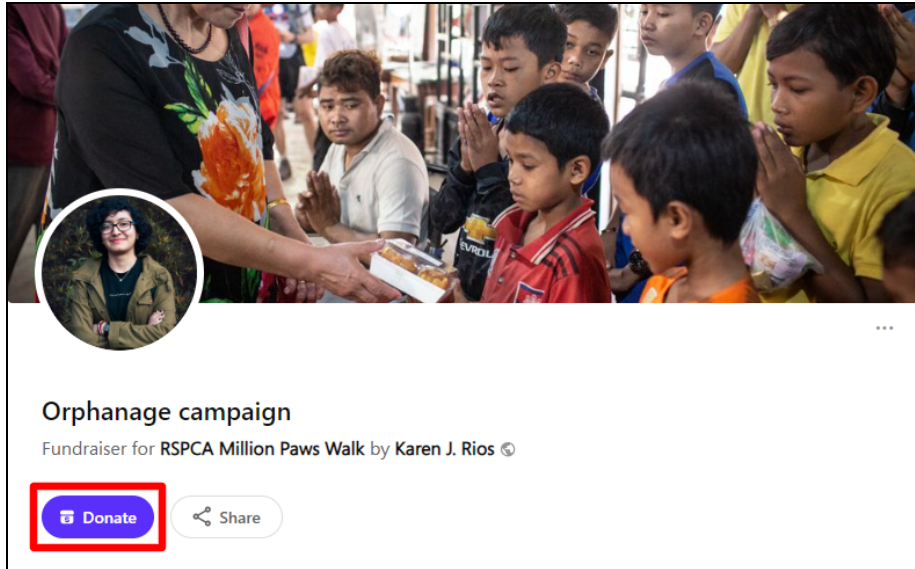
## How to Donate in Fundraiser Admin/User Panel

The below steps can be followed for donating to a fundraiser:

- Click on the fundraiser post you want to donate



- Then click on the “**Donate**” button from the left side



- Provide the amount and click on the “**Donate**” button

Donate

## Donate Amount

200


Campaign Title	: Orphanage campaign
Created By	: Karen J. Rios
Goal Amount	: \$12121
Raised Amount	: \$299
Created Date	: 05-September-2023
Expire Date	: 16-January-2024


Donate


- Select the payment gateway and click on the “**Pay by**” button for further purposes.

Order summary

Select payment gateway

Paypal

Stripe

RazorpayRazorpay

Pay by Razorpay

Item List

#1Payment for Donation.200\$

Grand Total: 200

**Note:** You can not donate to your own created fundraiser.

You can invite your friends to donate to the fundraiser by clicking on the **“Invite”** button on the right side. You can also message the fund post creator by clicking on the **“Contact”** button.

Fundraiser Progress

1


1

0


Donated

Invited


Shared

Karen J. Rios  
0 Mutual Friends

Invited

Palma B. Smith  
0 Mutual Friends


Invite

Richard K. Smith  
0 Mutual Friends

Invite

See all friends

Created by


Karen J. Rios

Contact

## Requesting For Payout

After the fundraising is complete, you can request for withdrawal. The below steps might be helpful for this:

- Select the “**Payment History**” option from the “**Fundraiser Panel**”



**Karen J. Rios**  
karenjrrios@example.com

Settings

Paid Content ^

Fundraiser v

- Fundraise Panel v
- My Activities
- Payment History ←

In this section, you can view your Available Balance, Payout Amount, Withdrawal Request, and Payout History list. For a withdrawal, you need to click on the “**Request Withdrawal**” button.

Payout

Fundraiser →

Main Balance

**\$90.00**

Minimum withdrawal amount \$50

Total Payouts

**\$80.00**

It takes max 2 days for verification


Requested withdrawal

**0.00**

Minimum withdrawal amount \$50

Request withdrawal

Payouts History

Serial	Payout	Amount	Received	Method	Invoice
1	2023-09-02	30\$	2023-09-04	razorpay	



Then provide the withdrawal amount and tap on the **“Request”** button.

### Request withdrawal

Withdrawal amount

\*Note: You can't request more than \$90.00

**Request** **Cancel**

Your request will be marked as pending until the admin accepts the withdrawal & pays you. You can also cancel your request by clicking on the **“Cancel Request”** button from this section.

#### Payout

Main Balance

**\$90.00**

Minimum withdrawal amount \$50

Total Payouts

**\$80.00**

It takes max 2 days for verification



Requested withdrawal Pending

**40.00**




Minimum withdrawal amount \$50

**Cancel Request**

#### Payouts History

Serial	Payout	Amount	Received	Method	Invoice
1	2023-09-07	40\$	Pending	Pending	
2	2023-09-02	30\$	2023-09-04	razorpay	

You can also download your invoice by clicking on the download icon from the payout history section.

Serial	Payout	Amount	Received	Method	Invoice
1	2023-09-07	40\$	Pending	Pending	
2	2023-09-02	30\$	2023-09-04	razorpay	
3	2023-09-02	50\$	2023-09-02	razorpay	

Admin reviews your request and pays back to you.

## Categories

You can explore different categories from the “**Categories**” section.

