

Online Donations with PayPal—Greek Orthodox Archdiocese Resource Guide



The Greek Orthodox Archdiocese has prepared this step-by step guide to help parishes set up donations quickly and easily on their web site using PayPal. PayPal is a simple, easy and secure way to receive donations with major credit cards (Master Card, Visa, American Express) for your parish online.

If you currently use parish administration software, you should call and see what online donation options your parish software solution offers.


For more information check out: <https://www.paypal.com/us/webapps/mpp/non-profits/fundraising/donate-button>

We hope and pray that this guide serves as a key resource for your and your parish community.

Step 1: Create a PayPal account if you don't have one

1. Go to: <https://www.paypal.com/bizsignup>
2. Follow the instructions to set up your account.

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Sign up for a Business account

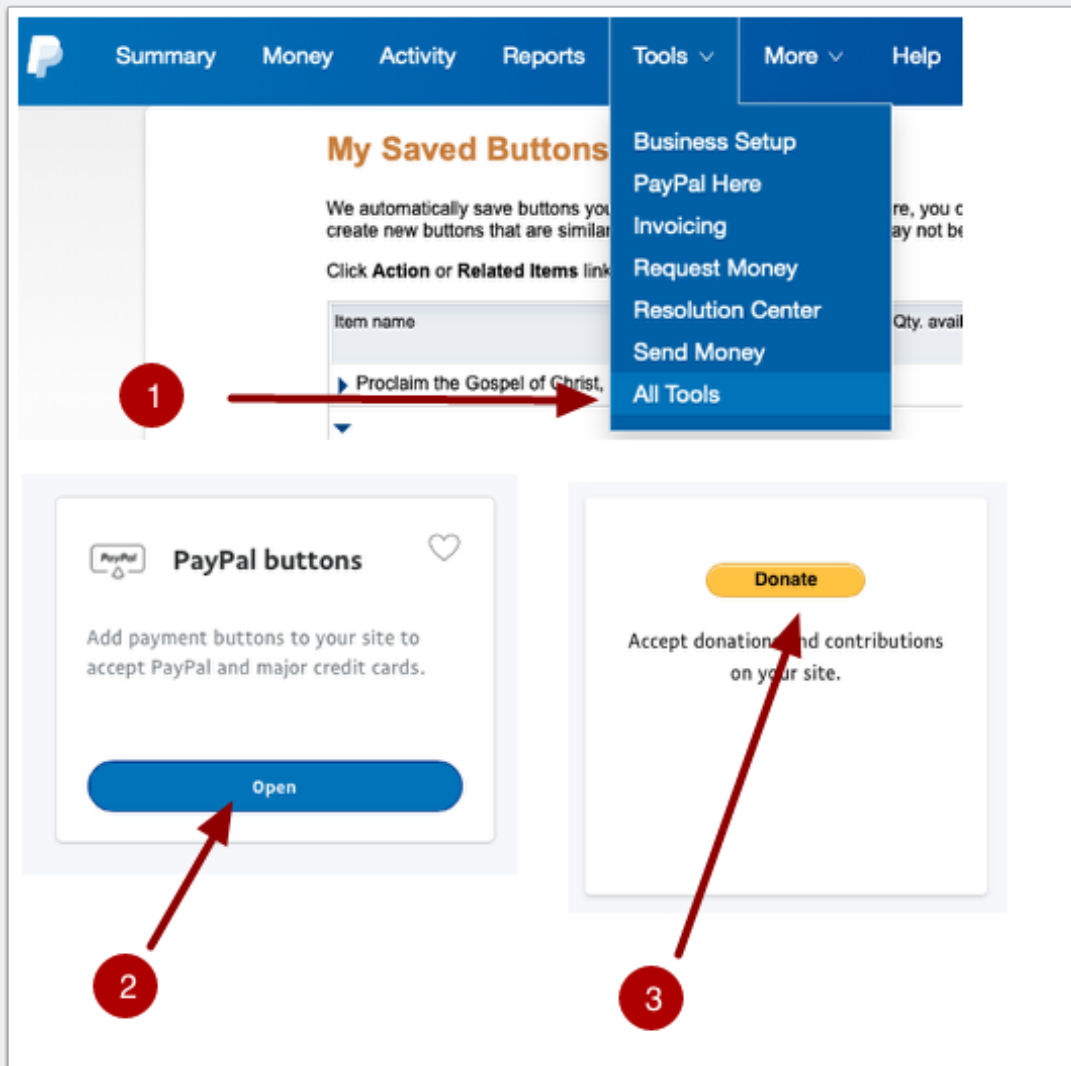
Enter the email address you'll use to sign up or log in

Continue

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Step 2: Create a PayPal button

1. Log into your PayPal account and select **All Tools** from the menu.
2. Scroll to the PayPal buttons tile and click **Open**.
3. Select the **Donate** tile to begin creating your donation button.



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Step 3: Choose your button style

1. Choose your country and language
2. Select large or small button size and whether to show accepted card logos.
3. If you select to use your own button image, enter the URL for your button image. URL must be HTTPS and the file must be .jpg, .png, or .gif.
4. Click Continue.

The screenshot shows the 'Step 1 of 4 Choose button style' interface for creating a PayPal donation button. The page is titled 'Make your donation button' with a link 'Make a new button'. Below the title is the instruction 'Customize how your button looks on your site'. The interface is divided into two main sections: configuration options on the left and a 'Button Preview' on the right.

Configuration options include:

- Country/Region:** A dropdown menu currently showing 'United States'.
- Language:** A dropdown menu currently showing 'English'.
- Use PayPal button style:** A radio button that is selected.
- Button size:** A dropdown menu currently showing 'Large'.
- Show accepted card logos:** A checked checkbox.
- Use your own button image:** An unselected radio button.

The 'Button Preview' section shows a yellow 'Donate' button with logos for Visa, Mastercard, American Express, and Discover.

Four numbered red circles with arrows point to specific elements:

1. Points to the 'Country/Region' and 'Language' dropdowns.
2. Points to the 'Button size' dropdown.
3. Points to the 'Use your own button image' radio button.
4. Points to the blue 'Continue' button at the bottom.

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Step 4: Add parish name and logo

1. Enter a URL for your parish's logo or use the GOA logo with <https://j.mp/goa-logosm>. URL must be HTTPS and file must be .jpg, .png, .gif.
2. Your Church's name is autofilled based on your login information.
3. *Optional:* A mission or purpose statement
4. Choose whether to provide a list of programs or not. If yes, list one to ten program names, using the **Add** and **Remove** buttons as necessary.
5. Click **Continue**.

The screenshot shows a web form titled "Step 2 of 4 Add organization name and logo" and "Make your donation button". The form includes a "Back" link and a "Make a new button" link. The instructions are: "Choose how to display your organization's name and logo".

Step 1 points to the "Enter a URL for your logo (Optional)" section, which contains a text input field with the URL "https://j.mp/goa-logosm" and a preview of the Greek Orthodox Archdiocese of America logo. Below the input field is a note: "Most image types including jpg, gif, png, and more should work."

Step 2 points to the "Organization name" section, which contains a text input field with the name "Greek Orthodox Archdiocese of America".

Step 3 points to the "Your purpose (optional)" section, which contains a text input field with the text "Proclaim the Gospel of Christ, to teach and s".

Step 4 points to the "Let your donors choose specific programs for their donations?" section, which contains two radio button options: "No" (selected) and "Yes, list programs".

Step 5 points to the "Continue" button at the bottom of the form.

Note: This button is intended for fundraising. If you are not raising money for a cause, please choose another option.

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Step 5: Set donation options

1. Select the donation currency.
2. Choose whether donors can give any amount, an exact amount, or provide three set amounts. (If you choose the last, enter amounts for all three fields. Donors will also have the option to put in their own amount.)
3. Choose whether to let donors make recurring monthly donations.
4. Click **Continue**.

The screenshot shows the 'Step 3 of 4 Set donation amounts' screen in the PayPal interface. The page title is 'Make your donation button' with a '< Back' link and a 'Make a new button' link. The main heading is 'Set donation amounts'. Four red circles with numbers 1 through 4 are on the left, with arrows pointing to specific elements: 1 points to the 'Currency you'll receive donations in' dropdown menu showing 'USD'; 2 points to the 'Amount donors can give' section where 'Any amount' is selected; 3 points to the 'Let donors make monthly recurring donations?' section where 'Yes' is selected; and 4 points to the blue 'Continue' button at the bottom.

Step 3 of 4 Set donation amounts

< Back Make your donation button Make a new button

Set donation amounts

1 Currency you'll receive donations in USD

2 Amount donors can give
☒ Any amount
☐ An exact amount
☐ Set 3 amount options, plus any amount ?

3 Let donors make monthly recurring donations?
☐ No
☒ Yes

4 Continue

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Step 6: Adjust optional settings

You may optionally adjust donation options or simply press Finish and Get Code.

Step 4 of 4 Adjust optional settings

[< Back](#) Make your donation button [Make a new button](#)

Optional Settings

Get info from donors ▼

Route donors back to your site ▼

Set account identifier ▼

Add extra HTML button variables (advanced) ▼

[Finish and Get Code](#)

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Step 7a: Add the PayPal Donate button to your web site with HTML Code

You have three options available to take donations.

- Insert the HTML code into your site.
- Use the shareable URL in social media, emails, and other notifications.
- Print a QR code to use on physical materials, at events, or on the outside of the Church.

Add button to your site, get shareable URL and QR code


[Button HTML](#)[Shareable URL](#)[QR Code](#)

1

Copy the entire code below.

```
<form action="https://www.paypal.com/cgi-bin/webscr" method="post" target="_top">
<input type="hidden" name="cmd" value="_s-xclick" />
<input type="hidden" name="hosted_button_id" value="..." />
<input type="image"
src="https://www.paypalobjects.com/en_US/i/btn/btn_donateCC_LG.gif"
border="0" name="submit" title="PayPal - The safer, easier way to pay online!"
alt="Donate with PayPal button" />

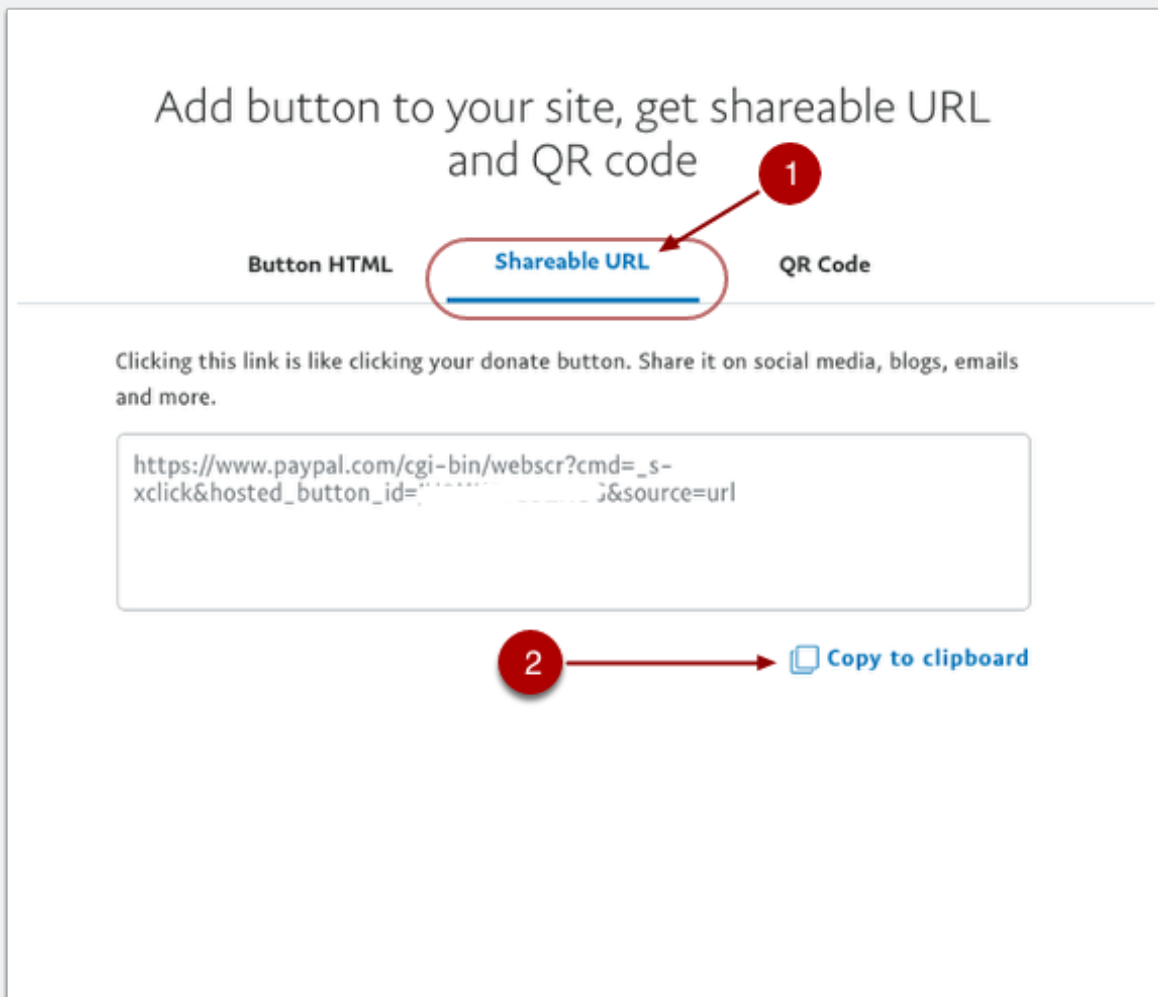
</form>
```

 Copy to clipboard

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Step 7b: Get a sharable link for social media, email, and more

1. Click on Sharable URL
2. Use the link provided for emails, social media posts, and more so people can make a donation.



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Step 7c: Get a QR Code

1. Click on QR Code
2. Download a unique QR code and use in print materials, signage, or other digital platforms so people can use their mobile device cameras to jump to your donation page.



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Step 8: For more information

1. Congratulations! You've just created your donation button.
2. Be sure to follow the appropriate controls and banking procedures in your parish.
3. For more information check out: www.paypal.com/fundraise

