# CiviCRM Spark Overview

August 12, 2025

Presented by Gena Dellett

# Today's Plan

- What is CiviCRM Spark
- Navigating the Dashboard
- Contact Management
- Contributions & Memberships
- Events & Email
- Where to find help

# About Me

Hi. I'm Gena Dellett.

gena@skvare.com

# Meet Skvare

- Founded in 2008

- Team of 13 - *75 collective "Skvare-years" of experience*

- Focused on supporting nonprofits with their technology needs

- We're constructively opinionated

- We're values-driven

CiviCRM Active CONTRIBUTOR

CiviCRM <ESR> EXTENDED SECURITY

CiviCRM Partner AGENCY

CiviCRM Extension DEVELOPER

CLIMATE NEUTRAL CERTIFIED

Inc. Best Workplaces 2023

COLORADO VERIFIED Diverse Business

SBA U.S. Small Business Administration WOSB CERTIFIED

COLORADO VERIFIED Small Business

# What is CiviCRM Spark?

https://civicrm.com/spark/

# Move Beyond Spreadsheets

WHAT IS SPARK?  |  WHY USE SPARK?  |  COMMON QUESTIONS

Spark gives you the power of the leading open source CRM for non-profits without the overhead of managing or maintaining the system.

→ Consolidate your spreadsheets and begin using a CRM built for nonprofits

→ Increase your impact and achieve your operational goals

→ Grow your skills and leverage complex features within Spark

✓ Sign up in minutes, cancel anytime

✓ Flexible, feature rich and powerful

✓ Simple pricing without hidden fees

## Do It Yourself

Ideal for users with technical skill

This is an ideal starting point for users with some technical ability. It affords you the most flexbility and control over your system.

+ Full control over infrastructure and costs

+ Full feature set and customizability

+ Great entry point into the CiviCRM community

+ You own your data and your system

− Requires technical skill (and patience!)

LEARN MORE ABOUT DIY

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Popular

## CiviCRM Spark

Great starting point for new users

Great option to get started with CiviCRM, offering minimal cost and technical overhead. Upgrade or cancel anytime, and take your data with you.

+ Fast & easy, with low monthly subscription

+ Requires no technical skill

+ Cancel or upgrade and keep your data

+ Includes subscription to CiviAcademy

− Limited in integrations and customizations

SUBSCRIBE TO SPARK

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## CiviCRM in the Cloud

Fast, powerful, minimal overhead

Cloud hosting provides near immediate access to CiviCRM and to powerful configurations suitable for the needs of most organizations.

+ Robust feature set, suitable for most nonprofits

+ No administration or technical overhead

+ Cost effective (pricing varies based on offering)

+ Often includes a website

− May be less customizable than other solutions

EXPLORE THE CLOUD

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## Work with a Partner

CiviCRM expertise at your fingertips

Ideal for organizations with more complex needs, that lack technical resources, or would like expert support in optimizing CiviCRM.

+ Ideal for organizations with complexity

+ Most customizable and flexible

+ Best suited for migrations & integrations

+ Diverse expertise and support capabilities

− Generally more expensive (depending on complexities)

WORK WITH A PARTNER

Spark is a lightweight hosted version of CiviCRM:

- Quick setup

- Intended for small to medium-sized organizations

- **Enormous amount of functionality at a ridiculously low price**

- Not a replacement for the full download version of CiviCRM

- Not a replacement for CiviCRM support provided by the community

- Not open to complex customizations unique to your organization

- Let's you grow your capabilities without the overhead of installing, configuring and managing the software itself.

# Starter

Lose the spreadsheets and get started with many of CiviCRM's most popular components including CiviContribute, CiviMember, CiviCase and more.

+ Community support
+ Unlimited users
+ Up to 5,000 contacts
+ Most CiviCRM components
− CiviMail
− Mosaico HTML emails

$ 15
Per Month

# Essentials

Most Popular

Take Spark to the next level by leveraging the power of CiviMail and Mosaico to enage your constituents with beautifully crafted, powerful email and SMS communications.

+ Everything in Starter
+ CiviMail
+ Mosaico HTML emails
+ Up to 10,000 emails
− Limited extensions

$ 30
Per Month

# Pro

Scale your CRM with additional contact and email capacity while benefiting from powerful automation features, enhanced interface flexiblity, price discounting and more.

+ Everything in Essentials
+ Additional extensions
+ Up to 10,000 contacts
+ Up to 50,000 emails
+ Custom domain

$ 50
Per Month

# CiviCRM Spark Hosting

**Sign up with Spark!**

CiviCRM Spark is a hosting service provided by CiviCRM. It's a great way to discover what CiviCRM can do. It features a new, modern look-and-feel and a more powerful, drag-and-drop email system (Mosaico).

To ensure a simpler setup, some features in CiviCRM Spark have limitations:

- Store up to 5,000 contacts
- Send up to 10,000 emails per month
- Payments are only supported with four processors: PayPal, Stripe, TSYS and iATS
- The interface is available in many languages
- A few other configurations are disabled by default, such as Households and some Location Types
- It is not possible to enable other extensions than the ones provided by default.

CiviCRM Spark is renewed monthly. You can cancel any time.

Think you'll out-grow the limits? Don't worry! When you're ready for the next level, we'll help you download your data or migrate to any of our experienced partners.

If you experience any issues with the signup process, please contact us by email at spark@civicrm.org.

All prices are in US dollars.

If you have a discount code, enter it here [ ]

**Apply**

Membership * 
- ◯ **Spark Starter - $ 15.00**
- ⦿ **Spark Essentials - $ 30.00**
- ◯ **Spark Pro - $ 50.00**

Membership will renew automatically.

**Spark**

Site Name *

This name will be displayed on your login page. You can change it later. For organizations, we recommend setting it to your organization's name.

Domain Name *

https:// [                    ] .civicrm.org

Preferred domain name for your CiviCRM instance (something.civicrm.org). For organizations, we recommend a short form of your organization name. Please avoid choosing anything too generic, we might rename it.

Language *

- select Language - ▼

Default language for your CiviCRM instance and where it will be hosted (only US and EU are currently available). Some languages may not be 100% complete and have strings in English. You can see the status of translations on Transifex. You can help improve translations by creating an account on Transifex. We update the Spark translations once per month. For any questions regarding translation, please join the translation channel on CiviCRM's chat platform.

Experience *

- select Experience - ▼

Contribute

# Navigating the Dashboard

# Welcome to CiviCRM

# Skvare LLC

Username *

Password *

Log in

Forgot your password?

Learn more about CiviCRM

Contacts Contributions Events Mailings Memberships Campaigns Cases Reports Administer Support

Home » CiviCRM

# CiviCRM Home

+ 4 Available Dashlets

## CiviCRM Resources

Created by contributors around the world, CiviCRM is, at its heart, built to impact the world. As open source software, CiviCRM is made freely available for use and improvement, serving organizations whose missions collectively impact and improve the world in which we live. Please donate to support the project and see other ways to get involved!

### Configure and extend

- System Status
- Enhance CiviCRM with extensions
- Review CiviCRM documentation

### Get support

- Jump in and chat with the community
- Find upcoming trainings
- Get support from the CiviCRM experts

### Get involved

- Register with or log into CiviCRM.org
- Register your site with CiviCRM
- Get involved
- Support CiviCRM

## CiviCRM News

**Blog** | Make-It-Happen

- **CiviCRM 6.5 Release** - Thanks to the hard work of CiviCRM's incredible community of contributors, CiviCRM version 6.5.0 is no...
- **CiviCRM Security Release (6.4.1, 6.5.0, 5.81-ESR)** - There has been a security release for CiviCRM. Upgrades are available for:
- **SYSTOPIA Extension of the Month #19: Event Invitation** - How to streamline your event registration process in CiviCRM: In the ...
- **Streamlining CiviCRM Hosting and Development with DevPanel and DrupalForge** - This post shares tools and workflows that c...
- **How we use and contribute to CiviCRM at the Tor Project** - Hello CiviCRM community! We're the Tor Project , long-time users of...
- **Stripe now supports TWINT/iDEAL payments** - Stripe now supports TWINT/iDEAL payments At MJW we develop and maintain ...
- **CiviCRM 6.4 Release** - Thanks to the hard work of CiviCRM's incredible community of contributors, CiviCRM version 6.4.0 is no...
- **SYSTOPIA Extension of the Month #18: CiviSEPA** - At SYSTOPIA, we've built and maintain a wide range of tools, from CiviCRM e...
- **CiviCon 2025 Retrospective** - CiviCon 2025 took place this May in California, where it all began 20 years ago! With some time p...
- **CiviCamp and CiviSprint Europe coming up and open for registration** - After the success of the CiviCamp and CiviSprint in San ...

# Enable CiviCRM Components

CiviCRM includes several optional components which give you more tools to connect with and engage your constituents. ❓

**Enable Components**

- ☑ CiviEvent
- ☑ CiviContribute
- ☑ CiviMember
- ☑ CiviMail
- ☑ CiviPledge
- ☑ CiviCase
- ☑ CiviReport
- ☑ CiviCampaign

**Save**   Cancel

🔍  ▷

📇 Contacts    🖃 Contributions    📅 Events    ✉ Mailings    🎫 Memberships    📢 Campaigns    📁 Case

| contact ▶ | Contacts ▶ |
|---|---|
| 🏠 CiviCRM Home | My Contact |
| ― Hide Menu | Find Contacts |
| My User | Contact Reports |
| My Contact | Import Contacts |
| 🏃 Log out | Find and Merge Duplicate Contacts |
| | Contact Reports |
| | Contact Types |
| | Organization Address and Contact Info |
| | Synchronize Users to Contacts |

Hor

En

connect with and engage your constituents.❓

☑
☑
☑
☑
☑
☑

**Save**    Cancel

# Contact Types

CiviCRM comes with 3 basic (built-in) contact types: Individual, Household, and Organization. You can create additional contact types based on these types to further differentiate contacts (for example you might create Student, Parent, Staff, and /or Volunteer types from the basic Individual type...). ⓘ

| Contact Type ⇕ | Based On ⇕ | Description | | | |
|---|---|---|---|---|---|
| Individual | (built-in) | ✏ | | | Edit |
| Household | (built-in) | ✏ | | | Edit |
| Organization | (built-in) | ✏ | | | Edit |
| Lecturer | Individual | ✏ | Edit | Disable | Delete |
| Sponsor | Organization | ✏ | Edit | Disable | Delete |

⊕ Add Contact Type      ✕ Done

Access Keys: ❓

Home » CiviCRM » Administer

# Custom Data

Custom data is stored in custom fields. Custom fields are organized into logically related custom data sets (e.g. Volunteer Info). Use custom fields to collect and store custom data which are not included in the standard CiviCRM forms. You can create one or many sets of custom fields. (Learn more...)

| ID | Set | Enabled? | Used For | Type | Order | Style | | | |
|----|-----|----------|----------|------|-------|-------|---|---|---|
| 1 | Test | Yes | Cases | Housing Support | ↓ ⬇ | Inline | Settings | View and Edit Custom Fields | ⋮ |
| 2 | Additional Info | Yes | Individual | Any | ⤒ ↑ | Inline | Settings | View and Edit Custom Fields | ⋮ |

⊕ Add Set of Custom Fields

Access Keys: ❓

Home » CiviCRM » Administer

# Option Groups

CiviCRM stores configurable choices for various drop-down fields as 'option groups'. You can click **Options** to view the available choices.

⚠ WARNING: Many option groups are used programatically and values should be added or modified with caution.

[⊕ Add Option Group]   [✕ Done]

| Title | Name | Reserved | Enabled? | | |
|-------|------|----------|----------|---|---|
| Accepted Credit Cards | accept_creditcard | Yes | Yes | Settings | Edit Options |
| Account Relationship | account_relationship | Yes | Yes | Settings | Edit Options |
| ACL Role | acl_role | Yes | Yes | Settings | Edit Options |
| Activity Contacts | activity_contacts | Yes | Yes | Settings | Edit Options |
| Activity default assignee | activity_default_assignee | Yes | Yes | Settings | Edit Options |
| Activity Status | activity_status | Yes | Yes | Settings | Edit Options |
| Activity Type | activity_type | Yes | Yes | Settings | Edit Options |
| Additional Info :: Favorite Color | Additional_Info_Favorite_Color | No | Yes | Settings | Edit Options |
| Addressee Type | addressee | Yes | Yes | Settings | Edit Options |
| Addressing Options | address_options | Yes | Yes | Settings | Edit Options |

Home » CiviCRM » Administer » Option Groups

# Word Replacements

Use **Word Replacements** to change all occurrences of a word or phrase in CiviCRM screens (e.g. replace all occurrences of 'Contribution' with 'Donation'). ❓

| Save | Cancel |

| Enabled | Original | Replacement | Exact Match |
|---------|----------|-------------|-------------|
| ☑ | Memberships | Partnerships | ☐ |
| ☑ | Members | Partners | ☐ |
| ☑ | Membership | Partnership | ☐ |

# Contact Management

🔍 ▷ 📇 Contacts    💳 Contributions    📅 Events    ✉ Mailings    📇 Memberships    📣

Find Contacts

Advanced Search

Find Activities

New Individual   ▶    New Lecturer

New Organization   ▶

Contact Reports

New Activity

Home » Civi

CiviCRM

CiviCRM New

▾ CiviCRM New

# New Individual

▼ **Contact Details**

**Prefix**

**First Name**

**Middle Name**

**Last Name**

**Current Employer** ?

- select Contact -

**Job Title**

**Contact Type**

- select Contact Type -

**Email** add

**Phone**

**Phone Location**

Main

**Phone Type**

Phone

Add another phone number

**Browse/Upload Image** ?

Choose File   No file chosen

Check for Matching Contact(s)

▼ **Additional Info**

**Favorite Color**

- select Favorite Color -

**Favorite Movie**

## ▼ Address

**Address Location Type** [ Main ▼ ]

☐ **Use another contact's address** ❓

**Street Address** ❓

[                                        ]

**City**

[                        ]

**Postal Code**

[              ]

**Country**

[ - select Country - ▼ ]

**State/Province**

[ Choose country first ▼ ]

[ ⊕ Another Address ]

## ▼ Communication Preferences

**Privacy** ❓

☐ Do not phone
☐ Do not email
☐ Do not mail
☐ Do not sms
☐ Do not trade

☐ **No Bulk Emails (User Opt Out)** ❓

**Preferred Communication Method** ❓

☐ Phone
☐ Email
☐ Postal Mail
☐ SMS 🔧

**Preferred Language**

[ English (United States) ✖ ▼ ] 🔧

## Notes

**Subject**

**Note**

## Demographics

**Gender** ○ Female  ○ Male  ○ Other  🔧

**Birth Date**

☐ **Contact is Deceased**

## Tags and Groups

**Tag(s)**

- select -

**Group(s)**

- select -

**Save**

# 👤 Gena Dellett

**☰ Actions**  **✏ Edit**

- 📇 **Summary**
- 💳 Contributions **5**
- 🪪 Memberships **1**
- 📅 Events **0**
- 📂 Cases **0**
- 📋 Activities **15**
- 🤝 Relationships **2**
- 👥 Groups **1**
- 📄 Notes **0**
- 🏷 Tags **0**
- 🕘 Change Log **16**

| Employer | Skvare |
|---|---|
| Job Title | CEO |
| Nickname | |
| Contact Source | |

| Tags | |
|---|---|
| Contact Type | Individual |
| Contact ID / User ID | 3 / 2 |
| External ID | |

| Main Email * | gena@skvare.com | 📋 |
|---|---|---|

| Main Mobile * | 555-555-5555 | 📋 |
|---|---|---|
| Billing Phone | 719-302-0142 | |

| Work Website | https://skvare.com/ |
|---|---|

| Main Address * | 123 Main Street Anytown, CO 81101 United States |
|---|---|

| Billing Address | **Address belongs to Skvare** 5900 Balcones Drive Austin, TX 78731 United States |
|---|---|

✏ Add address

| Privacy | |
|---|---|

| Gender | Female |
|---|---|

# 👤 Gena Dellett

**☰ Actions**    **✏ Edit**

📇 Summary

📇 Contributions  **5**

📇 Memberships  **1**

📅 Events  **0**

📂 Cases  **0**

📇 Activities  **15**

🤝 Relationships  **2**

👥 Groups  **1**

⚙ ▾

**➕ Add Relationship**

| ⇅ Relationship | ⇅ With | ⇅ Dates | ⇅ City | ⇅ State/Prov | ⇅ Email | ⇅ Phone | Row Actions |
|---|---|---|---|---|---|---|---|
| Employee of | 🏢 Skvare | - | Austin | Texas | | | ☰ ▾ |
| Spouse of | 👤 Tim Dellett | - | | | | | ☰ ▾ |

## Inactive Relationships

These relationships are Disabled OR have a past End Date.

Find Contacts

Advanced Search

Find Activities

New Individual                                    ▶

New Organization                               ▶

Contact Reports

New Activity

New Email

Import Contacts

Import Activities

Import Custom Data

New Group

Manage Groups

Find and Merge Duplicate
Contacts

👤 Ge

≡ Acti

📇 Summ

💳 Contri

📇 Membe

📅 Events

📂 Cases

📋 Activit

🤝 Relati

👥 Groups                    1

📝 Notes                    0

Skvare

CEO

gena@skvare.com

https://skvare.com/

Main Address *        123 Main Street
                       Anytown, CO 81101
                       United States

🔍 Name/Email

Contacts | Co

🔘 Name/Email

⚪ Contact ID

⚪ External ID

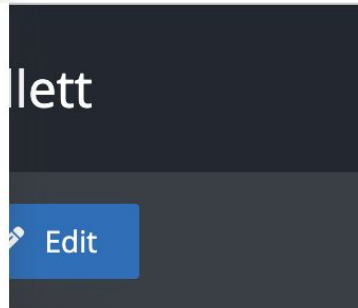⚪ First Name

⚪ Last Name

⚪ Email

⚪ Phone

⚪ Street Address

⚪ City

⚪ Postal Code

⚪ Job Title

llett

✏️ Edit

Employer

Job Title

Nickname

Contact Sour

5

1

0

Main Email *

0

Cases 0

Activities 15

Work Website

# Manage Duplicates

Manage the rules used to identify potentially duplicate contact records. Scan for duplicates using a selected rule and merge duplicate contact data as needed. ⊙

**View the Dedupe Exceptions**

| Individual Rules ⇅ | Usage ⇅ | | |
|---|---|---|---|
| Name and Address (reserved) | General | use rule | edit rule |
| Name and Email (reserved) | Supervised | use rule | edit rule |
| Email (reserved) | Unsupervised | use rule | edit rule |

⊕ Add Individual Rule

| Organization Rules ⇅ | Usage ⇅ | | | |
|---|---|---|---|---|
| Name and Email | Supervised | use rule | edit rule | delete |
| Name and Email | Unsupervised | use rule | edit rule | delete |

⊕ Add Organization Rule

# Manage Duplicates

You can search all contacts for duplicates or limit the results for better performance. If you limit by group then it will look for matches with that group both inside and outside of the group. You can also limit the contacts in the group to be matched by specifying the number of contacts to match. This can be done in conjunction with a group or separately and is recommended for performance reasons.

**Select Group**          - All Contacts -          ▼

Continue          Cancel

Home » CiviCRM

# Manage Duplicates

▼ Filter Contacts

| Contact 1 | Contact 2 | Email 1 | Email 2 |
|---|---|---|---|
| Search Contact1 | Search Contact2 | Search Email1 | Search Email2 |

| Street Address 1 | Street Address 2 | Postcode 1 | Postcode 2 |
|---|---|---|---|
| Search Street Address1 | Search Street Address2 | Search Postcode1 | Search Postcode2 |

Show / Hide columns: ☐ Street Address  ☐ Post Code  ☐ Conflicts  ☐ Threshold

☐ Within Selections

Show [10 ▾] entries

Search:

| ☐ | | Contact 1 ⇅ | | Contact 2 (Duplicate) ⇅ | Email 1 ⇅ | Email 2 (Duplicate) ⇅ | |
|---|---|---|---|---|---|---|---|
| ☑ | 👤 | Gena Dellett | 👤 | Gena Dellett | gena@skvare.com | individual@gmail.com | flip \| merge \| not a duplicate |

Home » CiviCRM

# Merge Individual contacts

Click **Merge** to move data from the Duplicate Contact on the left into the Main Contact. In addition to the contact data (address, phone, email...), you may choose to move all or some of the related activity records (groups, contributions, memberships, etc.). ❓

> ⓘ WARNING: The duplicate contact record WILL BE DELETED after the merge is complete.

| Merge and go to Next Pair | Merge and go to Listing | Merge and View Result | Cancel |

Next ❯    ⇄ Flip between original and duplicate contacts.

⊗ Mark this pair as not a duplicate.

👁 Show/hide rows with the same data on each contact record.

| | 👤 **Gena Dellett** (duplicate) | Mark All ==☐ ==> | 👤 **Gena Dellett** | Add/overwrite? |
|---|---|---|---|---|
| Created | August 12th, 2025 8:12 AM | | December 15th, 2017 3:55 PM | |
| Last Modified | August 12th, 2025 8:12 AM (Most Recent) | | August 12th, 2025 8:08 AM | |
| First Name | Gena | | Gena | (match) |
| Last Name | Dellett | | Dellett | (match) |
| Preferred Language | English (United States) | | English (United States) | (match) |

# Contributions & Memberships

From https://civicrm.com/spark/

We include and recommend some of the best processors in the business...



Full disclosure, because that's how we roll: the payment processors we recommend all financially support CiviCRM through revenue share agreements. These in no way inflate transaction fees for you. They do, however, support the ongoing development and maintenance of CiviCRM.

# Extensions Included

Additional extensions are being evaluated. <u>Contact us to offer feedback</u>.

STARTER    ESSENTIALS    **PRO**

| | | |
|---|---|---|
| GDPR | SEPA | Stripe |
| TSYS | iATS Payments | PayPal |
| UKGiftAid | CDNTaxReceipts | CiviCampaign |
| APIKey | Mosaico | Twilio |
| CiviDiscount | Contact Layout Editor | CiviRules |

# 👤 Gena Dellett

☰ Actions    ✏ Edit

| | |
|---|---|
| 📇 Summary | |
| 🏦 **Contributions** **5** | |
| 📇 Memberships **0** | |
| 📅 Events **0** | |
| 📁 Cases **0** | |
| 📋 Activities **14** | |
| 🔗 Relationships **2** | |
| 👥 Groups **1** | |
| 📝 Notes **0** | |
| 🏷 Tags **0** | |
| ⟳ Change Log **12** | |

**Contributions 5**      Recurring Contributions 0

Click Record Contribution to record a new contribution received from this contact. Click Submit Credit Card Contribution to process a new contribution on behalf of the contributor using their credit card.

⊕ Record Contribution (Check, Cash, EFT ...)      💳 Submit Credit Card Contribution

| CURRENT FISCAL YEAR-TO-DATE – $ 75.00 | # COMPLETED CONTRIBUTIONS – 1 | AVG AMOUNT – $ 75.00 |
|---|---|---|
| TOTAL – $ 175.00 | # COMPLETED – 4 | AVG – $ 43.75 |

| Amount ⇅ | Type ⇅ | Source ⇅ | Date ▼ | Thank-you Sent ⇅ | Status ⇅ | | | |
|---|---|---|---|---|---|---|---|---|
| ⌄ $75.00 | Event Fee | Spring Gala | April 9th, 2025 8:18 AM | | Completed | View | Edit | ⋮ |
| ⌄ -$100.00 | Stipend | | December 4th, 2024 2:09 PM | | Pending (Pay Later) | View | Edit | ⋮ |
| ⌄ -$100.00 | Stipend | | November 4th, 2024 2:09 PM | | Completed | View | Edit | ⋮ |
| ⌄ -$100.00 | Stipend | | October 4th, 2024 2:09 PM | | Completed | View | Edit | ⋮ |
| ⌄ $300.00 | Donation | | September 17th, 2024 2:10 PM | | Completed | View | Edit | ⋮ |

## 👤 Gena Dellett

**☰ Actions**      **✏ Edit**

| | |
|---|---|
| 📇 Summary | |
| 🏦 Contributions | **5** |
| 📇 Memberships | **0** |
| 📅 Events | **0** |
| 📂 Cases | **0** |
| 📊 Activities | **14** |
| 🤝 Relationships | **2** |
| 👥 Groups | **1** |
| 🗒 Notes | **0** |
| 🏷 Tags | **0** |
| 🕘 Change Log | **12** |

### New Contribution      🖨  ⛶  ✕

| | |
|---|---|
| Contributor | Dellett, Gena |

**▭ submit credit card contribution**

**Financial Type \***   [ - select - ▾ ] ❓

**Total Amount \***   [ USD ($) ▾ ] [   ]

**Contribution Source**   [   ] ❓

**Campaign** ❓   [ - select Campaign - ▾ ]

**Contribution Status**   [ Completed ▾ ]

**Contribution Date \***   [ 08/12/2025 📅 ] [ 08:19AM ]

**Send Receipt?**   ☐ Automatically email a receipt for this payment to gena@skvare.com?

**Receipt Date**   [   📅 ] [   🕘 ]

### Payment Details

**Payment Method \***   [ Check ▾ ] ❓

**Transaction ID**   [   ] ❓

Click Re...   card.

**⊕ R...**

| CUR... | |
| TOTA... | |

| Amo... | |
|---|---|
| > $... | |
| > -$ | |
| > -$ | |
| > -$ | |
| > $... | |

...lf of the contributor using their credit

OUNT – $ 75.00

43.75

View   Edit   ⋮

View   Edit   ⋮

View   Edit   ⋮

View   Edit   ⋮

View   Edit   ⋮

View delivery history for gena@skvare.com

**✕ Cancel**      **⊕ Save and New**      **✓ Save**

## Check

**Check Number**
[                    ]

▼ **Soft Credit**                                                    ?

**Contact**                          **Amount**        **Type**
[ - select Contact -  ▼ ]            [          ]      [ - select option -  ▼ ]    🔧    🗑

⊕ another soft credit

▼ **Additional Details**

**Contribution Page**            [ - select -  ▼ ]

**Notes**                        [                                        ]
                                 [                                        ]
                                 [                                        ]

**Non-deductible Amount**        [                    ]

**Fee Amount**                   [                    ]

[ ✕ Cancel ]                                    [ ⊕ Save and New ]    [ ✓ Save ]

# 👤 Gena Dellett

☰ **Actions**   ✏ **Edit**

📇 Summary

🏦 Contributions ⑤

🪪 **Memberships** ①

📅 Events ⓪

📂 Cases ⓪

📰 Activities ⑭

🤝 Relationships ②

👥 Groups ①

🗂 Notes ⓪

🏷 Tags ⓪

↺ Change Log ⑫

Click *Add Membership* to record a new membership. Click *Submit Credit Card Membership* to process a Membership on behalf of the member using their credit card.

⊕ **Add Membership**   💳 **Submit Credit Card Membership**

## Active Memberships

| Membership ⇅ | Member Since ⇅ | Membership Start Date ⇅ | Membership Expiration Date ⇅ | Status ⇅ | Membership Source ⇅ | Auto-renew ⇅ | Related ⇅ | | |
|---|---|---|---|---|---|---|---|---|---|
| Regular member | June 1st, 2025 | June 1st, 2025 | May 31st, 2026 | New | | N/A | | View | Edit |
| | | | | | | | | | ⋮ |

Home » CiviCRM » Administer

# 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 you can customize text, amounts, types of information collected from contributors, etc. ❓

▼ **Find Contribution Pages**

Title

Financial Type [                    ▼ ]                                            ✓ Search

⊕ **Add Contribution Page**

| Title ⇅ | ID ⇅ | Enabled ⇅ | Campaign ⇅ | |
|---------|------|-----------|------------|--|
| **Donate** | 1 | Yes | | Configure ⋮ |
| | | | | Contributions ⋮ |
| | | | | Links ⋮ |
| | | | | more ⋮ |
| **Membership Sign Up** | 2 | Yes | | Configure ⋮ |
| | | | | Contributions ⋮ |
| | | | | Links ⋮ |
| | | | | more ⋮ |

# Financial Accounts

Financial accounts correspond to those in your accounting system. Financial types, payment methods, and premiums are associated with financial accounts so that they can result in the proper double-entry transactions to export to your accounting system.

| Name | Description | Acctg Code | Account Type | Deductible? | Reserved? | Default? | Enabled? | | | |
|------|-------------|-----------|--------------|-------------|-----------|----------|----------|---|---|---|
| Accounts Receivable | Amounts to be received later (eg pay later event revenues) | 1200 | Asset (AR) | No | No | | Yes | Edit | Disable | Delete |
| Deposit Bank Account | All manually recorded cash and cheques go to this account | 1100 | Asset (BANK) | No | No | ✓ | Yes | Edit | Disable | Delete |
| Payment Processor Account | Account to record payments into a payment processor merchant account | 1150 | Asset (BANK) | No | No | | Yes | Edit | Disable | Delete |
| Premiums inventory | Account representing value of premiums inventory | 1375 | Asset (OCASSET) | No | No | | Yes | Edit | Disable | Delete |
| Premiums | Account to record cost of premiums provided to payors | 5100 | Cost of Sales (COGS) | No | No | ✓ | No | Edit | Enable | Delete |
| Banking Fees | Payment processor fees and manually recorded banking fees | 5200 | Expenses (EXP) | No | No | ✓ | Yes | Edit | Disable | Delete |

Home » CiviCRM » Administer

## Financial Types

Financial types are used to categorize contributions for reporting and accounting purposes. You may set up as many as needed, including commonly used types such as Donation, Campaign Contribution or Membership Dues. Additionally, financial types can account for the inventory and expense of premiums.

Each financial type relates to a number of financial accounts to track income, accounts receivable, and fees.

| Name | Description | Financial Accounts | Deductible? | Reserved? | Enabled? | | | |
|------|-------------|--------------------|-------------|-----------|----------|---|---|---|
| Campaign Contribution | ✏ | Campaign Contribution,Accounts Receivable,Banking Fees,Premiums | No | No | Yes | Accounts | Edit | ⋮ |
| Donation | ✏ | Donation,Accounts Receivable,Banking Fees,Premiums | Yes | No | Yes | Accounts | Edit | ⋮ |
| Event Fee | ✏ | Event Fee,Accounts Receivable,Banking Fees,Premiums,Deferred Revenue - Event Fee | No | No | Yes | Accounts | Edit | ⋮ |
| Member Dues | ✏ | Member Dues,Accounts Receivable,Banking Fees,Premiums,Deferred Revenue - Member Dues | Yes | No | Yes | Accounts | Edit | ⋮ |
| Stipend | ✏ | Stipend,Accounts Receivable,Banking Fees,Premiums | No | No | Yes | Accounts | Edit | ⋮ |

⊕ Add Financial Type      ✕ Done

Dashboard
New Contribution
Find Contributions
Contribution Reports

Import Contributions

Batch Data Entry
Accounting Batches ▸

New Contribution Page
Manage Contribution Pages

Personal Campaign Pages
Premiums (Thank-you Gifts)

New Price Set
Manage Price Sets

# Financial Typ

Financial types are used... ...for reporting and accounting purposes. You may set up
Membership Dues. Addit... ...ccount for the inventory and expense of premiums.
Each financial type relate... ...ccounts to track income, accounts receivable, and fees

| Name | | ...ounts |
|---|---|---|
| Campaign Contribu... | ✏ | ...tribution,Accounts Receivable,Banking Fees,Premium |
| Donation | ✏ | Donation,Accounts Receivable,Banking Fees,Premiums |
| Event Fee | ✏ | Event Fee,Accounts Receivable,Banking Fees,Premiums,Deferred Re... |
| Member Dues | ✏ | Member Dues,Accounts Receivable,Banking Fees,Premiums,Deferre... |

**⊕ Add Financial Type**     **✕ Done**

# Find Contributions ☆

## Edit Search Criteria

**Contributor Name or Email**

[                    ]

**Search**

**Contributor Tag(s)**

[                    ▼]

**Contributor Group(s)**

[                    ▼]

**Contact Type**

[- any Contact Type -    ▼]

☐ Search Deleted Contacts

**Contribution Date**

[- any -    ▼]

**Contribution Amounts**

From [          ]    To [          ]

**Contribution Status**

[× Completed    ▼]

**Currency**

[- any -    ▼]

**Payment Method**

[- any -    ▼]

**Transaction ID**

[                    ]

**Card Type**

[- any Card Type -    ▼]

**Card Number**

[                    ]

**Contributions OR Soft Credits?**

[Contributions Only    ▼]

**Invoice Number**

[                    ]

# Contribution Reports ☆

⊕ New Contribution Report    View All Reports

⌄ **Contribution Reports**

> **Contribution Summary** — Groups and totals contributions by criteria including contact, time period, contribution type, contributor location, etc. — View Results — more ▸

> **Contribution Details** — Lists specific contributions by criteria including contact, time period, contribution type, contributor location, etc. Contribution summary report points to this report for contribution details. — View Results — more ▸

> **Repeat Contributions** — Given two date ranges, shows contacts who contributed in both the date ranges with the amount contributed in each and the percentage increase / decrease. — View Results — more ▸

> **Contributions by Organization** — Displays a detailed list of contributions grouped by organization, which includes contributions made by employees for the organisation. — View Results — more ▸

> **Contributions by Household** — Displays a detailed list of contributions grouped by household which includes contributions made by members of the household. — View Results — more ▸

> **Top Donors** — Provides a list of the top donors during a time period you define. You can include as many donors as you want (for example, top 100 of your donors). — View Results — more ▸

> **SYBUNT (some year but not this year)** — Some year(s) but not this year. Provides a list of constituents who donated at some time in the history of your organization but did not donate during the time period you specify. — View Results — more ▸

> **LYBUNT (last year but not this year)** — Last year but not this year. Provides a list of constituents who donated last year but did not donate during the time period you specify as the current year. — View Results — more ▸

> **Soft Credits** — Shows contributions made by contacts that have been soft-credited to other contacts. — View Results — more ▸

> **Bookkeeping Transactions** — Provides transaction details for all contributions and payments, including Transaction #, Invoice ID, Payment Instrument and Check #. — View Results — more ▸

> **Personal Campaign Page Summary** — Summarizes amount raised and number of contributors for each Personal Campaign Page. — View Results — more ▸

> **Contribution Aggregate by Relationship** — List contact's donation history, grouped by year, along with contributions attributed to any of the contact's related contacts. — View Results — more ▸

> **Recurring Contributions** — Provides information about the status of recurring contributions — View Results — more ▸

# Top Donors ☆

| | | |
|---|---|---|
| **Columns** | **Sorting** | **Filters** |

**Columns**   **Sorting**   **Filters**   **Title and Format**   **Email Delivery**   **Access**

**Include Report in Navigation Menu?**
☑ Link to  [ Show Criteria ▾ ]

All report instances are automatically included in the Report Listing page. Check this box to also add this report to the navigation menu.

**Parent Menu** ⓘ
[ - select - ▾ ]

**Permission** ⓘ
[ CiviContribute: access Civi... ▾ ]

**ACL Group/Role**

```
Anonymous user
Authenticated user
Content editor
Administrator
```
[ Add >> ]   [ << Remove ]

**Add to My Reports?** ⓘ
☐ If set to Yes, this report will appear in the My Reports section of the reports listing page and will only be visible by you.

**Reserved Report?** ⓘ
☐ If reserved, only users with 'administer reserved reports' permission can modify this report instance.

**Available for Dashboard?** ⓘ
☑ Users with appropriate permissions can add this report to their dashboard.

**Limit Dashboard Results** ⓘ
[            ] rows

**Cache dashlet for** ⓘ
[ 60 ] minutes

✓ Refresh results

# CiviCRM Home ☆

— 5 Available Dashlets

Filter by title...

Drag and drop dashlets onto the left or right columns below to add them to your dashboard. Changes are automatically saved. ⓘ

| Activities | All Cases | Case Dashboard Dashlet | My Cases | Top Donors 🗑 |

## CiviCRM Resources

Created by contributors around the world, CiviCRM is, at its heart, built to impact the world. As open source software, CiviCRM is made freely available for use and improvement, serving organizations whose missions collectively impact and improve the world in which we live. Please donate to support the project and see other ways to get involved!

### Configure and extend

- 💡 System Status
- ⋮≡ Configuration checklist
- 🧩 Enhance CiviCRM with extensions
- 📖 Review CiviCRM documentation

### Get support

## CiviCRM News

Blog | Make-It-Happen

> CiviCamp and CiviSprint Europe coming up and open for registration - After the success of the ...

> CiviCRM 6.3 Release - CiviCRM version 6.3.0 is now ready to download. In fact, since we're a bi...

> How to Turn Your Annual Conference Into Year-Round Member Engagement (With Practical Ap...

> SYSTOPIA Extension of the Month #17: CiviProxy - At SYSTOPIA, we've built and maintain a wid...

> PSA: Splitting Off Product Updates from Community News - Consistent with our push over the ...

> Documentation at Montara sprint - During the Point Montara Lighthouse Sprint, Alain Benbassat...

> Save the Date: CiviCRM Scotland Meetup, Thursday 19 June 2025 - This year, CiviCRM turns 2...

> Tips for Maintaining Workflow templates - Since the middle of last year there have been some t...

# Events & Email

Home » CiviCRM » CiviEvent Dashboard

## Manage Events

📅 Add Event

▼ Find Events

Event Name

⦿ Show Current and Upc

or current and future public events

| Event | City | | Active? |
|---|---|---|---|

## New Event

🖨 ⛶ ✕

**Event Title** *

**Start** *

[ 📅 ] [ 🕐 ]

**End**

[ 📅 ] [ 🕐 ]

**Event Type** *

- select Event - ▼ 🔧

**Default Role** * ❓

Attendee ▼ 🔧

**Campaign** ❓

- select Campaign - ▼

**Event Summary**

**Complete Description**

Access Keys: ❓

⟨⟩ Source ✂ 📋 📋 📋 📋 ↶ ↷ ABC✓

**B** *I* U̲ S̶ X₂ X² I̶ₓ ≔ ☰ ≣ ≣ " 🔗 🔗 ⚑ 🖼 ▦ ☰ Ω

Styles ▼    Format ▼    ⛶ ?

✕ Cancel      ✓ Continue

# Configure Event – Fall Gala

☰ Event Links    ☰ Find Participants   ❓

ℹ Info and Settings    📍 Event Location    📷 Fees    ✔ Online Registration    ✉ Schedule Reminders

Use this form to configure the location and optional contact information for the event. This information will be displayed on the Event Information page. It will also be included in online registration pages and confirmation emails if these features are enabled.

**Street Address** ❓

**City**

**Postal Code**

**Country**

- select Country -

**State/Province**

Choose country first

**Save**    **Cancel**

## Configure Event – Fall Gala

≡ Event Links    ≡ Find Participants   ?

ⓘ Info and Settings    📍 Event Location    🖭 Fees    ✔ Online Registration    ✉ Schedule Reminders

**Paid Event** ⦿ Yes  ○ No

**Currency** USD ($) ⓧ ▾

**Payment Processor** ⓘ  ☐ Test Processor

**Pay later option** ☐ Check this box if you want to give users the option to submit payment offline (e.g. mail in a check, call in a credit card, etc.)

**Fee Label** * Event Fee(s)

**Financial Type** * ⓘ Donation ⓧ ▾

**Price Set** - select Price Set - ▾ 🔧

Select a Price Set to offer multiple individually priced options for event registrants. Otherwise, leave this empty and enter fixed fee levels below.

### Regular Fees

Use the table below to enter descriptive labels and amounts for up to ten event fee levels. These will be presented as a list of radio button options. Both the label and dollar amount will be displayed. You can also configure one or more sets of discounted fees by checking "Discounts by Signup Date" below.

| Fee Label | Amount | Default? |
|---|---|---|
| | | ○ |
| | | ○ |
| | | ○ |

Home » CiviCRM » CiviEvent Dashboard » Manage Events » Configure Event

# Configure Event – Fall Gala

☰ Event Links       ☰ Find Participants   ❓

| 🛈 Info and Settings | 📍 Event Location | 📷 Fees | ✔ Online Registration | ✉ Schedule Reminders |
|---|---|---|---|---|

If you want to provide an Online Registration page for this event, check the first box below and then complete the fields on this form. ❓

Allow Online Registration ☑

Registration Link Text *   [ Register Now ]  ❓

Registration Start Date   [            ] 📅   [        ] 🕐

Registration End Date   [            ] 📅   [        ] 🕐

Register multiple participants?  ☐ ❓

▼ Registration Screen

Introductory Text   [                                    ] ✏

Footer Text   [                                    ] ✏

Include Profile (top of page) ❓   [ Your Registration Info  ⊗ ▾ ]   [ 🖥 Preview ]  [ Edit ]  [ Copy ]  [ Create ]

Include Profile (bottom of page)   [ - select -  ▾ ]   [ 🖥 Preview ]  [ Edit ]  [ Copy ]  [ Create ]
                                   ⊕ add another profile (bottom of page)

▼ Confirmation Screen

Use a confirmation screen?   ⦿ Yes   ○ No
Optionally hide the confirmation screen for free events.

Home » CiviCRM » CiviEvent Dashboard » M

## Configure Event – Fall Gal

**☰ Event Links**     **☰ Find**

**ⓘ Info and Settings**

Scheduled reminders allow y

| ⓘ None found. |

**⊕ Add Reminder**

### New Event Reminder     🖨  ⛶  ✕

Title *

Event
Fall Gala

Participant Status

When (trigger date) *     Relative Date ▾  ❓

[            ]   minutes ▾   Before ▾   Select ▾

Effective From   [            ] 📅   [         ] 🕐     To   [            ] 📅   [         ] 🕐
Earliest and latest trigger dates to include.

Repeat   ☐

Record Activity   ☑

Recipients   None ▾

Enabled   ☑

Access Keys: ❓

Configure Event – Fall Gal

# New Event Reminder

**Reminder Subject**

</> Tokens ▾ ❓

**≡ Event Links**  ≡ Find

❶ **Info and Settings**

▼ **Message Body**

Scheduled reminders allow y

</> Tokens ▾ ❓

❶ **None found.**

‹› Source | ✂ ⧉ 📋 📋 📋 | ↶ ↷ | ABC ▾

**B** *I* U̲ S̶ x₂ x² | 🅣ₓ | ≣ ≔ | ⇥ ⇤ | ❝ | 🔗 🔗 | ⚑ | 🖼 ▦ ▤ | Ω

➕ **Add Reminder**

Styles ▾ | Format ▾ | ⤢ | ❓

Access Keys: ❓

▶ **Plain-Text Format** ❓

☐ **Save As New Template**

✕ Cancel                                    ✓ Save

Home » CiviCRM » Administer

# Event Templates

⊕ Add Event Template

ⓘ There are no Event Templates present. You can add one.

# Fall Gala

## Your Registration Info

First Name *

Last Name *

Favorite Color *     - select Favorite Color - ▾

Email Address *

> Review

Home » CiviCRM » CiviEvent Dashboard

## Find Participants

### ▼ Edit Search Criteria

**Participant Name or Email**

|  |
|---|

✓ Search

**Participant Tag(s)**

| ▼ |
|---|

**Participant Group(s)**

| ▼ |
|---|

**Contact Type**

| - any Contact Type - ▼ |
|---|

☐ **Search Deleted Contacts**

**Event Name**

| - any - 🔍 |
|---|

**Event Type**

| - any - ▼ |
|---|

**Event Active On**

| - any - ▼ |
|---|

**Register date**

| - any - ▼ |
|---|

**Status**

| - any Status - ▼ |
|---|

**Participant Role**

| - any - ▼ |
|---|

**Participant is a Test?** ❓  ○ Yes  ◉ No  ✕

**Participant is Pay Later?** ○ Yes  ○ No

**Fee Level**

| - any - ▼ |
|---|

**Fee Amount**

From |  | To |  |

**Participant ID** |  |

✓ Search

Home » CiviCRM » CiviReport

# Event Reports

**⊕ New Event Report**    **View All Reports**

### ▾ CiviEvent

| | | |
|---|---|---|
| **Attendee List** | Provides lists of event attendees. | View Results ⋮ |
| **Event Participants List** | Provides lists of participants for an event. | View Results ⋮ |
| **Event Income Summary** | Provides an overview of event income. You can include key information such as event ID, registration, attendance, and income generated to help you determine the success of an event. | View Results ⋮ |
| **Event Income Details** | Helps you to analyze the income generated by an event. The report can include details by participant type, status and payment method. | View Results ⋮ |

**⊕ New Event Report**    **View All Reports**

Home » CiviCRM

# CiviCRM

| New Mailing |
| New Mailing (Traditional) |
| Draft Mailings |
| Sent Mailings |
| Archived Mailings |
| Mailing Reports |
| Mosaico Templates |

**» 1. Define Mailing**     2. Review and Sche...

| Mailing | Attachments | Publication | | Header and Footer |

Mailing Name* ❓     [ Mailing Name ]

Campaign ❓     [ Select Campaign ▾ ]

Template     [ 🗐 Mailing Templates ▾ ] 💾

From* ❓     [ Email address ▾ ]

Recipients*     [ Include Groups & Mailings 🔍 ]    **No Recipients**

Exclude     [ Exclude Groups & Mailings 🔍 ]    🔧 Advanced

Subject     [ Subject ]    [ </> Tokens ▾ ] ⊕

▼ HTML                                                    ❓

⊡ Source ✂ ⧉ 📋 📄 📄 ↶ ↷ ✓ABC▾                 [ </> Tokens ▾ ]

**B** *I* U S x₂ x² I̶ₓ ≔ ≔ ⇥ ⇤ ❝ 🔗 🔗̶ ⚑ 🖼 ▦ ▤ Ω

[ Styles ▾ ] [ Format ▾ ] ⤢ ?

Home » CiviCRM

# CiviCRM

**» 1. Define Mailing**     2. Review and Schedule

| Mailing | Attachments | Publication | Responses | **Tracking** | Header and Footer |

☑ **Track Click-Throughs** ❓

☑ **Track Opens** ❓

▾ Preview

_(No content to preview)_

Send test email to: ❓

gena@skvare.com

🛦 Send test

Send test email to group: ❓

🛦 Send test

❯ Next

🗑 Delete Draft    💾 Save Draft

Home » CiviCRM

# CiviCRM

**» 1. Define Mailing**      2. Review and Schedule

Mailing     Attachments     Publication     Responses     Tracking     **Header and Footer**

Mailing Header ❓      | Mailing Header          ⊗ ▾ |

Mailing Footer ❓      | Mailing Footer          ⊗ ▾ |

▾ Preview

*(No content to preview)*

Send test email to: ❓

gena@skvare.com

✈ Send test

Send test email to group: ❓

✈ Send test

❯ Next          🗑 Delete Draft    💾 Save Draft

Q | Contacts | Contributions | Events | Mailings | Memberships | Campaigns | Cases | Reports | Administer | Support

Saved

# CiviCRM

(1) **Mailing**    (2) Design    (3) Options

**Mailing Name** ❓ *

Test for CiviSpark Training

**Campaign** ❓

**From** ❓ *

"Skvare" <info@skvare.com>    ⊕

**Recipients** *

⊞ Include Groups & N 🔍  ⊟ Exclude Groups & N 🔍   🔧   **No Recipients**

**Subject** *

Subject    </> Tokens ▾   ⊕

🗑 Delete Draft    💾 Save Draft    ❯ Continue

🔳 | 🔗 BLOCKS | ✏ CONTENT | ✂ STYLE | ↩ UNDO (4) | ↪ REDO | 🖼 | ☁ CLOSE | ✈ TEST

**Blocks panel (left):**

258 x 150

Title
166 x 130
Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts. Separated they live in Bookmarksgrove right at the coast of the Semantics, a large language ocean. A small river named Duden flows by their place and supplies it with the necessary regelialia.
BUTTON

Title
285 x 170
Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts.
BUTTON

534 x 150

Section Title
Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts. Separated they live in Bookmarksgrove right at the coast of the Semantics, a large language ocean. A small river named Duden flows by their place and supplies it with the necessary regelialia.
BUTTON

Section Title

Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts.

Separated they live in Bookmarksgrove right at the coast of the Semantics, a large language ocean. A small river named Duden flows by their place and supplies it with the necessary regelialia.

166 x 90 | 166 x 90 | 166 x 90

Title
Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts.

Title
Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts.

Title
Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts.

**Preview (right):**

Unsubscribe                    View in your browser

Drop an image here
258 x 150

Drop an image here
166 x 130

Title

Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts. Separated they live in Bookmarksgrove right at the coast of the Semantics, a large language ocean. A small river named Duden flows by their place and supplies it with the necessary regelialia.

BUTTON

Section Title

Drop an image here
534 x 150

Section Title

Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts. Separated they live in Bookmarksgrove right at the coast of the Semantics, a large language ocean. A small river named Duden flows by their place and supplies it with the necessary regelialia.

🎨 BLOCKS    ✎ CONTENT    ✏ STYLE     ↩ UNDO (21)   ↪ REDO   🖼      ☁ CLOSE   ➤ TEST

## MAIN STYLE

External Background   ⚪   #f2f2f2

Background Color   ⚪   #ffffff

**AaZ**   TITLE

Font   Georgia ▼

Color   ●   #c0504d

Size   ——●————   23

Alignment   [≣ ≣ ≣]

**AaZz**   PARAGRAPH

Font   Georgia ▼

Color   ●   #000000

Size   ——●————   15

Line Height   [1X  1.5X  2X]

Alignment   [≣ ≣ ≣]

Link Color   ●   #4f81bd

**Butto**   BUTTON

Font   Georgia ▼

Text Color   ⚪   #ffffff

Text Size   ——●————   13

---

Unsubscribe        View in your browser

Drop an image here
258 x 150

### Title

Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts. Separated they live in Bookmarksgrove right at the coast of the Semantics, a large language ocean. A small river named Duden flows by their place and supplies it with the necessary regelialia.

Drop an image here
166 x 130

**BUTTON**

## Section Title

Drop an image here
534 x 150

### Section Title

Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts. Separated they live in Bookmarksgrove right at the coast of the Semantics, a large language ocean. A small river named

Home » CiviCRM » Mosaico Templates

## Mosaico Templates

⊕ New Template

⚙ ▾

| Title | Base Template | Category | 🔧 |
|---|---|---|---|
|  | Select ▾ | Select ▾ |  |

| ▲ Title | ⇅ Base Template | ⇅ Category | |
|---|---|---|---|
| test | versafix-1 | | ✎ Edit  📋 Copy  🗑 Delete |

| 1 result | ← 1 → | Page Size | 30 |

# Mail Reports

⊕ New Mail Report    View All Reports

## ▾ CiviMail

| | | |
|---|---|---|
| **Mail Bounces** | Bounce Report for mailings | View Results ⋮ |
| **Mailing Summary** | Summary statistics for mailings | View Results ⋮ |
| **Mail Opened** | Display contacts who opened emails from a mailing | View Results ⋮ |
| **Mail Clickthroughs** | Display clicks from each mailing | View Results ⋮ |
| **Mailing Details** | Provides reporting on Intended and Successful Deliveries, Unsubscribes and Opt-outs, Replies and Forwards. | View Results ⋮ |

⊕ New Mail Report    View All Reports

## Navigation Bar

🔍  ▷  👤 Contacts    🗖 Contributions    📅 Events    ✉ Mailings    🆔 Memberships    📢 Campaigns    🗂 Cases    📊 Reports    ⚙ Administer    🛟 Support

Home » CiviCRM

# Manage Groups

## New Group

Enter a unique name and a description for your new group here. Then click 'Continue' to find contacts to add to your new group.

**Public Group Title** *

**Public Group Description**

Use Groups to organize contacts (e... a specific locality). ?

### Find Groups

**Group Title** *

**Group Description**

**Group Name**

**Type**
☐ Access Control

**Group Type** ☐ Access Control   ☐ Mailing List ?

**Group Type**
- any -

**Visibility** *
User and User Admin Only ?

**Reserved Group?** ☐
If reserved, only users with 'administer reserved groups' permission can disable, delete, or change settings for this group. The reserved flag does NOT affect users ability to add or remove contacts from a group.

Update Smart Group Counts ?

Show 25 entries
First Previous 1 Next Last

**Is active?** ☑

**Name** ▲   **Count** ⇕

**Parents**

Administrators   0

Contacts   Settings

Case Resources   0

Contacts   Settings

Cancel   Save

# Advanced Search

▸ **Edit Search Criteria** ❓

Favorite Color In Yellow, Brown, Purple

Select Records:                ⦿ **The found record**

⊘ Actions                        ▲

| sm | 🔍 |

Group - create smart group

| | | | City ⬍ | State ⬍ | Postal ⬍ | Country ⬍ | Email ⬍ |
|---|---|---|---|---|---|---|---|
| ☐ | 👤 | Dellett, Gena | 123 Main Street    Anytown | CO | 81101 | United States | gena@skvare.com |

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# Advanced Search

## Smart Group

This smart group will stay up-to-date with all contacts who meet the search criteria.
- Favorite Color In Yellow, Brown, Purple

(Learn more...)

Group Title *  [                                  ]

Group Description  [                                            ]

Group Type  ☐ Mailing List

Parents  [                                  ▼]

[ Save Smart Group ]  [ Cancel ]

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