

# FEE-FREE DONATION TUTORIAL

## Ready, Set, Raise Money for Good Causes

As a Not-Just-For-Profit ticketing company, we're on a serious mission to make the world a better place. With our fee-free donation tool, donations will be directly deposited in your account with no service fee taken from Brown Paper Tickets. *Zero. Zilch. Nada.*

Using our fee-free donation tool and your own credit card processor, you can accept donations right through your event page or set up an event and allow attendees to make a donation when they purchase their tickets.

### Before You Begin

You must set up your own processor (through your bank, PayPal, etc.) to connect to your Brown Paper Tickets account. If you prefer to use our processor, sliding scale or pay-what-you-can price levels may be a better option for you.



#### Account Menu

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#### Events

#### Edit Your Financial Settings

Use the options below to add and edit the payment processor for your tickets and how you receive your money. You may have multiple processors.

##### US Dollar

###### Brown Paper Tickets' Credit Card Processor

The easiest way to start selling tickets! Not Active. Click to Add.

###### Custom Credit Card Processor

Not Active. Click to Add.

### Change Your Credit Card Processor

Log in to your Brown Paper Tickets account. Click **Financial Settings** to adjust your payment options and choose a processor other than Brown Paper Tickets.

Some processors we integrate with: PayPal Basic, Amazon Payments. Custom merchant accounts, such as Authorize.net™, PayPal Payments Pro and PayFlow.

Once you have changed it in the Financial Settings, you will also need to change it under the **Payments** tab. Under the **Payments** tab, uncheck Brown Paper Tickets' processor and check the desired processor.

#### PAYMENT OPTIONS

##### CURRENCY

US Dollars

##### PAYMENT COLLECTION METHODS

- ☐ **Brown Paper Tickets' Credit Card Processing**  
Brown Paper Tickets' Credit Card Processing is the easiest and safest option for selling tickets to your event. With Brown Paper Tickets' Credit Card Processing, your customers can order online, through our mobile site, and from any of our walk-up locations.
- ☐ **Your Credit Card Processor**  
Brown Paper Tickets offers integrations with Authorize.net, USAePay, OmniPay, PayPal Web Payments Pro, and Payment Processing Inc. When using your own processor, your customers can order online, through our mobile site, and from any of our walk-up locations.
- ☒ **PayPal Basic**  
By enabling this payment method, you can use your own PayPal account to collect payment from your ticket buyers. PayPal is not available for mobile or walk-up sales.
- ☐ **Amazon Payments**  
By enabling this payment method, you can use your own Amazon Payments account to collect payment from your ticket buyers. Amazon Payments is not available for mobile or walk-up sales.

## Donations Only

Use the following 8 steps to create a page to accept donations for your cause.

**NOTE:** You should have already created an event page for your charity. To do so, follow the prompts under **Create An Event**.

- 1 Log in to your Brown Paper Tickets account. Select **Manage Your Events** from the left nav area.

### Account Menu

[Account Status](#)[My Profile](#)[Account Settings](#)[Financial Settings](#)[Account Functions](#)[Messages](#)

### Events

[Create an Event](#)[Manage Your Events](#)

### Account Status

[Edit Profile](#)**Member:** BPT**Since:** May 30, 2014**Last Login:** November 11, 2014 4:28 PM from 173.160.235.1

### Unread Messages

You do not have any unread messages.

### Event Reminders

You do not have any pending event reminders.

- 2 Find the event name. Click the blue **Go** button to the left of the **Event Name**.

### Your Incomplete Events

**CONTINUE****Go!****EVENT NAME**

Giant Bunny Bicycle R...

**CREATION DATE**

November 11, 2014 4:33 PM

- 3 Click the **Dates & Prices** tab at the top.

## Create your event

CreateLinkingPromoteReportsAttendeesMetrics

GUIDELINES

DETAILS

LOCATION

DATES & PRICES\*

PAYMENT\*

SEARCH

LOOK & FEEL

ADD A DATE

EVENT START DATE

11/12/201412:00AM

SALES CUTOFF TIME

12 hour(s) before the date begins

EVENT END DATE

11/12/201412:00AM

MAX AVAILABLE TICKETS

Unlimited

1000Max

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+

Add This Date

5 Add in a value for the donation. Enter a **Price**

**ADD A PRICE**

6 Click **Show Advanced Price Options** above the blue **Add A Price** button

[ADD A PRICE](#)

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7 Customize other price specifications as preferred. Scroll down to click the blue **Add This Price** button.

**SALES START TIME**  
☒ Immediately  
☐ Starts on 11/12/2014 12:00 AM

**SALES END TIME**  
☒ Same as date  
☐ Stops on 11/12/2015 12:00 AM

**MAX PER ORDER** 50 **MIN PER ORDER** 0 **INTERVAL** 1

**MEMBER DISCOUNT CODES**

[Download 500 Random Codes](#)

**PRICE TIERING**  
☒ Not dependent on other prices  
☐ Only available when all  are sold

**+ Add This Price**

8 You will now see the donation price added to your current **Dates & Prices**. Move on to next steps to finish setting up your event.

*Here's an example of a donation event page checkout without tickets for sale.*

**BROWN PAPER TICKETS** The fair-trade ticketing company. [Sign Me Up!](#) [Log In](#)

[Find An Event](#) [Create Your Event](#) [Help](#)

Tickets in cart: 1 Time Left: 14:44

**Your cart**

	Event	Date	Assignment	Delivery	Qty	Price
<a href="#">Edit</a> <a href="#">Delete</a>	Feather Note Music Project	Apr 23, 2014 12:00 AM	Gift	Donation	1	\$10.00 (\$10.00 w/service fee)
						<b>\$10.00 Total Due</b>

Review your cart above and then check out or continue shopping.

**Check Out Now!**

[Continue Shopping](#)

Or [Log In](#) or [Create an Account!](#)

**Fee Free**

## Collect Donations and Sell Tickets to Your Event

To accept donations in addition to your event ticket sales on Brown Paper Tickets, you simply need to create a separate price level. You will not be able to use Brown Paper Tickets' credit card processor with the fee-free donation feature. Here is what an event looks like using the fee-free donation tool and selling event tickets.



**BONUS:** When you use your own processor, Brown Paper Tickets shares part of the ticket service fee with you to help offset processing costs. Ticket buyers will still be charged \$0.99 plus 3.5% of the face value, but Brown Paper Tickets will only take \$0.99 + 1%, leaving you with 2.5% to help

offset your processing fee. No fee is added to donation levels, only to tickets.

### Get Tickets

Date	Admission Level	Price	Quantity
Nov 03, 2014 7:00 PM	Tickets to the show	\$125.00	0
	Make donation by buying tickets to the show		
	Even better	\$250.00 donation	0
	Supplemental donation to Cancer Commons in Jackie's memory		
	Stellar supporter	\$500.00 donation	0
	Supplemental donation to Cancer Commons in Jackie's memory		

- .....
- 1 Change your credit card processor under both **Financial Settings** and **Payment Options**. Then follow steps 1-3 of the above donations-only tutorial.
  - 2 Scroll to **Add A Price** below **Add A Date**. Enter a **Price Name** for this ticket type and be descriptive, such as "tickets to the show," "general admission," etc.

+

Add This Date

ADD A PRICE

PRICE NAME

General

PRICE

10.00

PRICE DESCRIPTION (Optional)

Show Advanced Price Options

+

Add This Price

- 3 Click **Show Advanced Price Options** above the blue **Add A Price** button.

Show Advanced Price Options

+

Add This Price

- 4 Under **Sale Type**, select **Standard**.

Hide Advanced Price Options

SALE TYPE

☒ Standard

☐ Ticket Auction

☐ Donation

PRICE TYPE

☒ Fixed Price

☐ Variable Price

SERVICE FEE

☒ Added to price

☐ Included in price

.....

5 Set **Price Type** to **Fixed** or **Variable** and select whether you want the **Service Fee** included in the price or not.

### Hide Advanced Price Options

#### SALE TYPE

- ☒ Standard  
☐ Ticket Auction  
☐ Donation

#### PRICE TYPE

- ☒ Fixed Price  
☐ Variable Price

#### SERVICE FEE

- ☒ Added to price  
☐ Included in price

6 Fill out the rest of the options as desired and click **Add This Price**.

**SALES START TIME**  
☒ Immediately  
☐ Starts on 11/12/2014 12 : 00 AM

**SALES END TIME**  
☒ Same as date  
☐ Stops on 11/12/2015 12 : 00 AM

**MAX PER ORDER** 50 **MIN PER ORDER** 0 **INTERVAL** 1

**MEMBER DISCOUNT CODES**

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**PRICE TIERING**  
☒ Not dependent on other prices  
☐ Only available when all  are sold

**+ Add This Price**

7 Save changes. Scroll up to **Add A Price** and follow the exact steps in the tutorial above to add a donation price to your event.

## Congratulations.

You just learned to use our fee-free donation tool. If you need help at any time, contact us 24/7

(800) 838-3006

support@brownpapertickets.com

English | Spanish | French

Yes | Si | Oui