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Last Updated: 2017-06-21

Overview

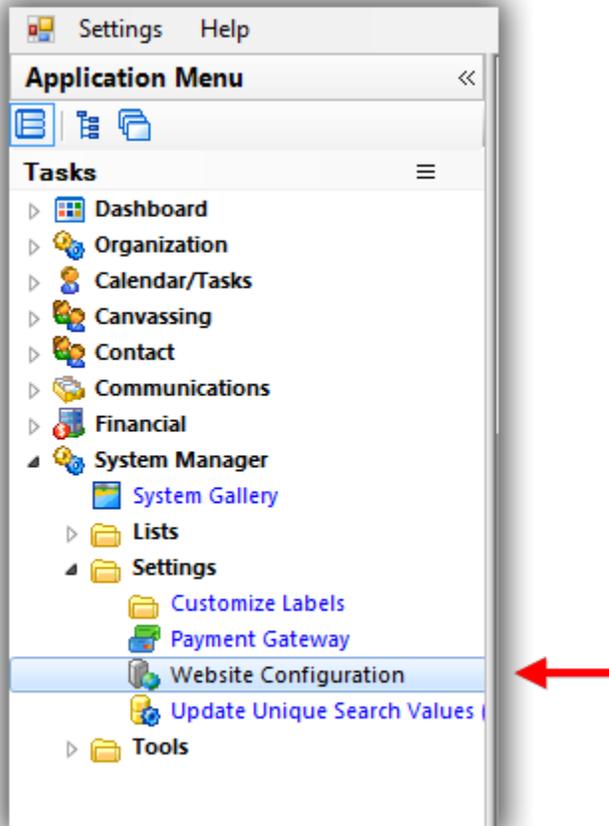
This article shows how to **activate** a **checkbox** on your [donation form](#) and [event](#) pages allowing the donor and/or event attendee to **cover** the merchant gateway **transaction fee**. It also shows how to **set the percentage** in your database that they'll be covering (which varies from gateway-to-gateway).

 **Tip:** Click [this link](#) to view all the **merchant gateway** options that **Trail Blazer** integrates with.

Steps to Set the Merchant Gateway Transaction Percentage (%) and Activate it for your Donation Form

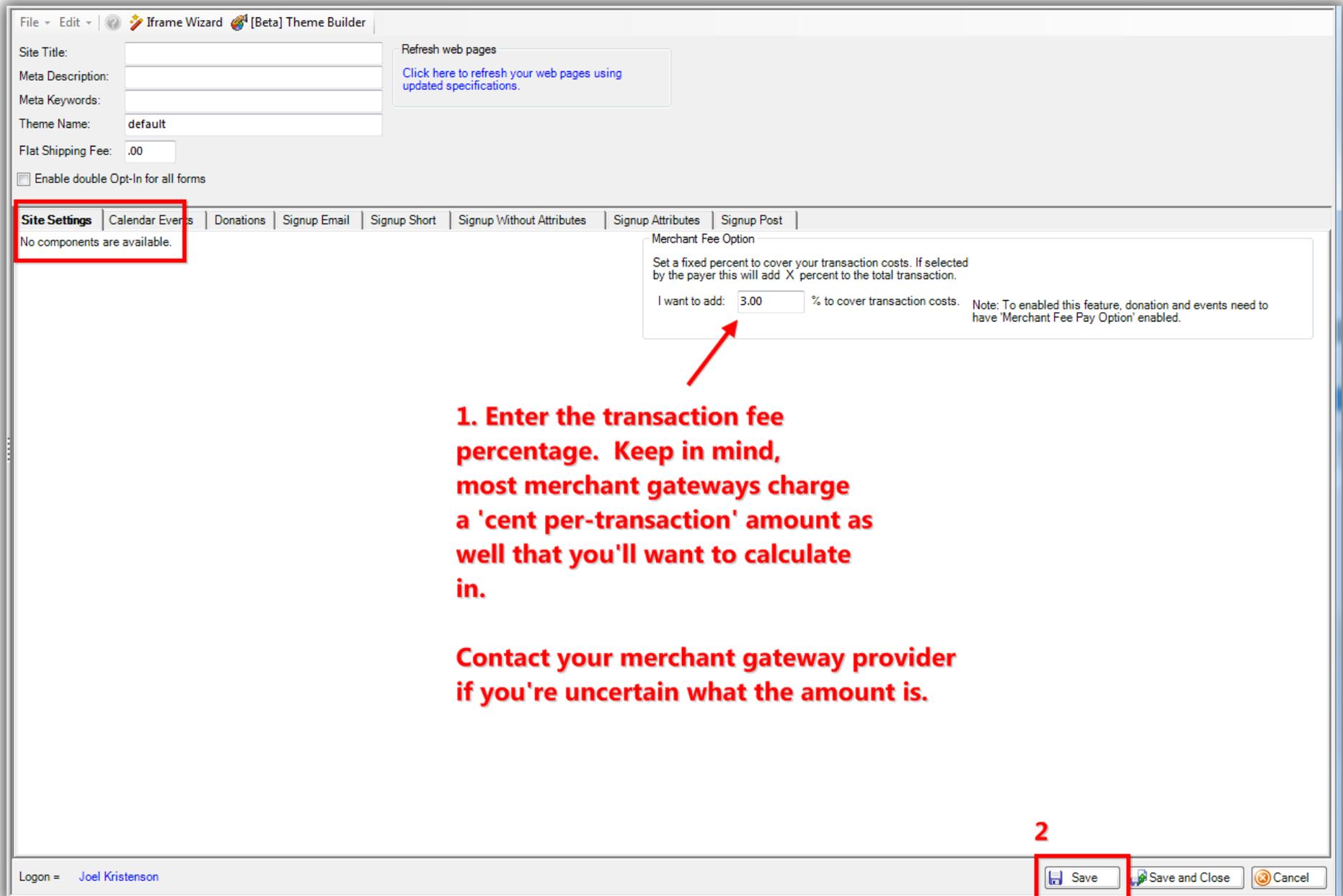
Open **Website Configuration**. Requires [security clearance](#).

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee



Under the **Site Settings** tab set the **percentage (%)** you want your donors and/or event attendees to **optionally cover*, and then click **[Save]**. *In my example I set the percentage to 3% which covers the 2.75 percent my merchant gateway takes + the .45¢ per transaction.*

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee



The screenshot shows the TrailBlazer Theme Builder interface. At the top left, there are menu items: File, Edit, Iframe Wizard, and [Beta] Theme Builder. Below these are input fields for Site Title, Meta Description, Meta Keywords, Theme Name (set to 'default'), and Flat Shipping Fee (set to '.00'). There is also a checkbox for 'Enable double Opt-In for all forms'. A 'Refresh web pages' button is present with a link to refresh specifications. A navigation bar contains tabs for Site Settings, Calendar Events, Donations, Signup Email, Signup Short, Signup Without Attributes, Signup Attributes, and Signup Post. The 'Site Settings' tab is selected and highlighted with a red box, showing 'No components are available.' Below this, the 'Merchant Fee Option' section is visible, with a red arrow pointing to the input field for the percentage. The text in this section reads: 'Set a fixed percent to cover your transaction costs. If selected by the payer this will add X percent to the total transaction.' The input field contains '3.00'. A note states: 'Note: To enabled this feature, donation and events need to have 'Merchant Fee Pay Option' enabled.'

1. Enter the transaction fee percentage. Keep in mind, most merchant gateways charge a 'cent per-transaction' amount as well that you'll want to calculate in.

Contact your merchant gateway provider if you're uncertain what the amount is.

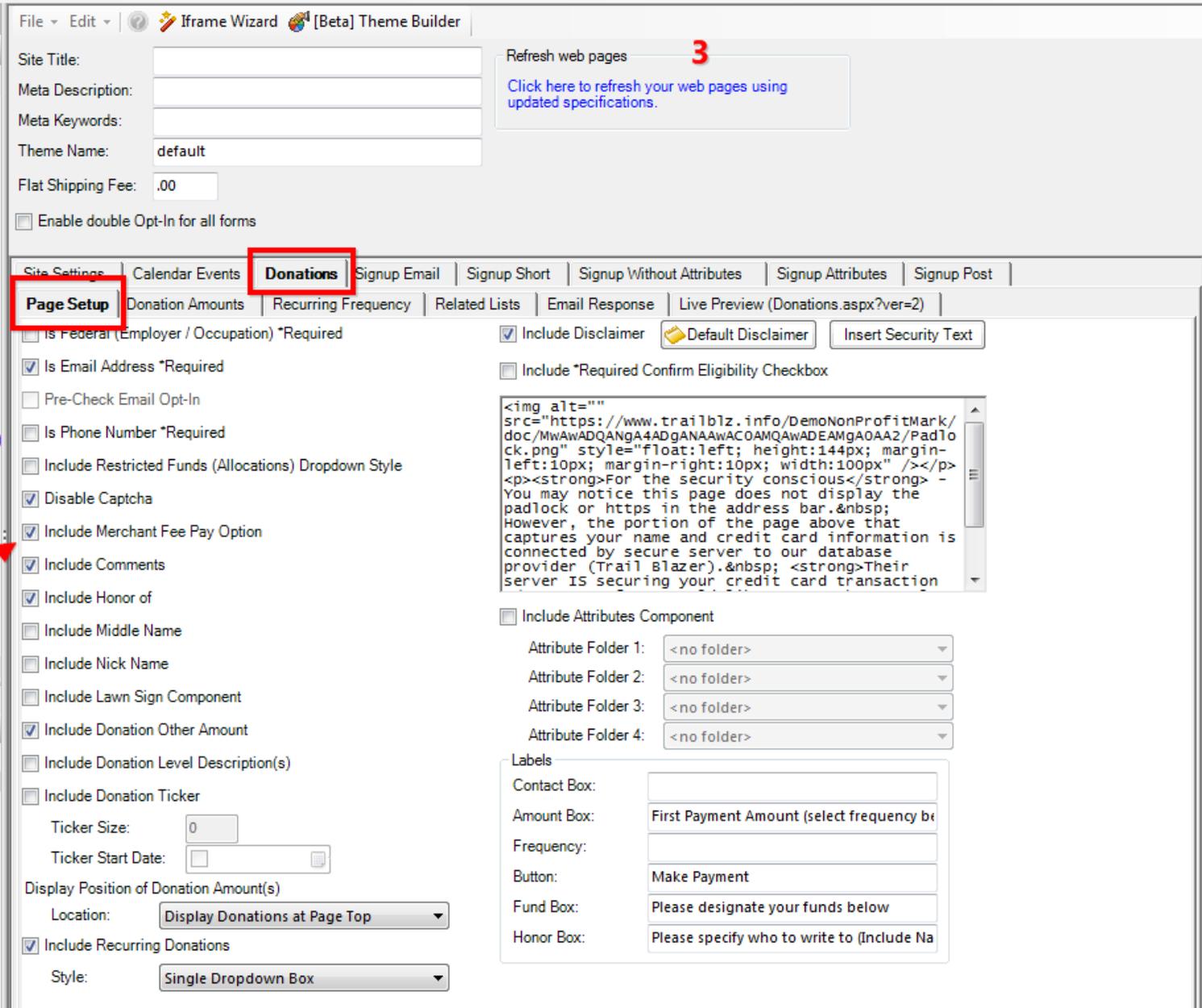
2

At the bottom right, there are buttons for Save, Save and Close, and Cancel. The 'Save' button is highlighted with a red box.

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

Navigate to the **Donations** tab, check the box for **'Include Merchant Fee Pay Option'**, click **[Save]** and then click the **blue** hyperlink in the **top-right** for **'Click here to refresh your web pages using updated specifications'**.

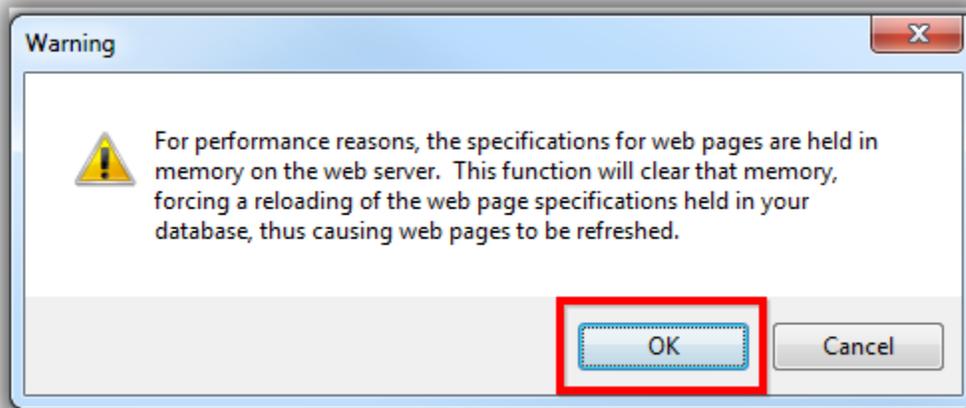
Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee



The screenshot displays the TrailBlazer administration interface. At the top, there are navigation tabs: Site Settings, Calendar Events, **Donations**, Signup Email, Signup Short, Signup Without Attributes, Signup Attributes, and Signup Post. Below these, a sub-tab bar shows: **Page Setup**, Donation Amounts, Recurring Frequency, Related Lists, Email Response, and Live Preview (Donations.aspx?ver=2). The 'Page Setup' sub-tab is active, showing various configuration options. A red arrow labeled '1' points to the 'Include Merchant Fee Pay Option' checkbox, which is checked. Other checked options include 'Is Email Address *Required', 'Disable Captcha', 'Include Comments', 'Include Honor of', and 'Include Donation Other Amount'. A red box labeled '3' highlights a 'Refresh web pages' button with a link: 'Click here to refresh your web pages using updated specifications.' The main content area contains several sections: 'Include Disclaimer' (checked), 'Include *Required Confirm Eligibility Checkbox' (unchecked), a code editor with a security warning message, 'Include Attributes Component' (unchecked) with four dropdown menus for Attribute Folders, and a 'Labels' section with input fields for Contact Box, Amount Box, Frequency, Button, Fund Box, and Honor Box.

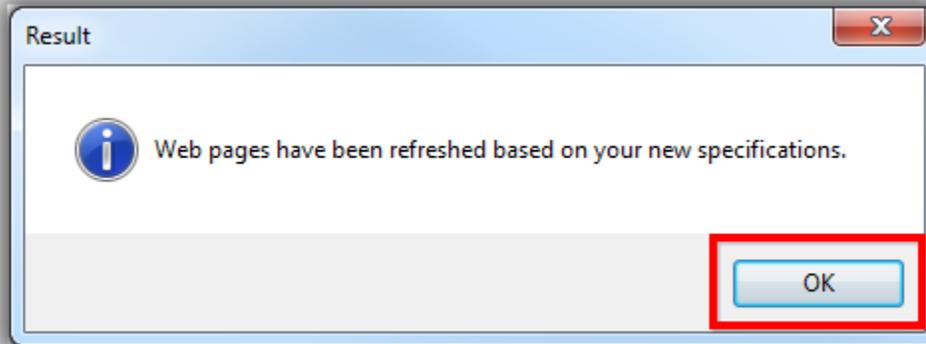
Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

Click **[OK]** to proceed with the web page refresh.



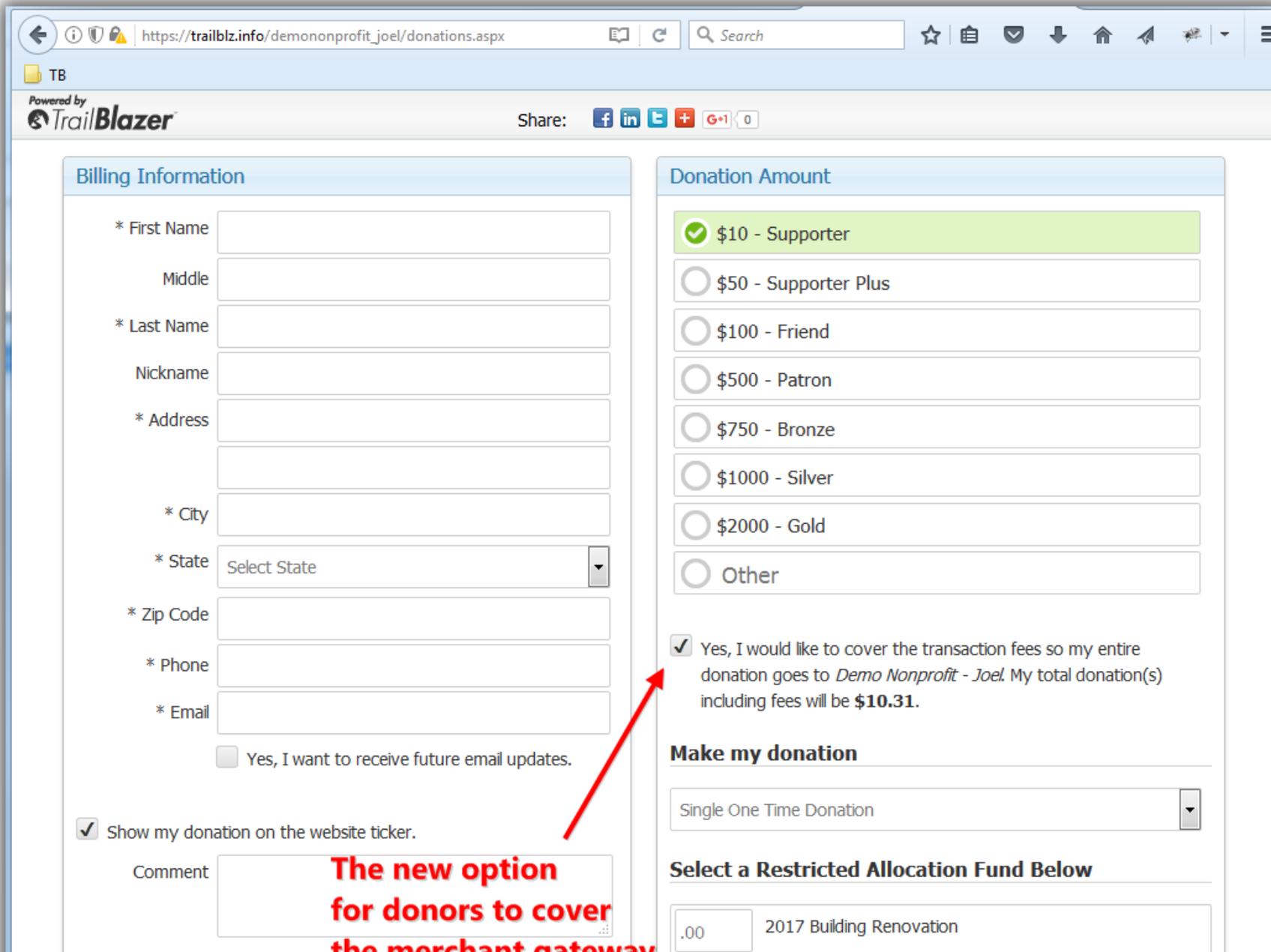
You'll be prompted once the refresh is complete. Click **[OK]** to finish.

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee



You'll now be able to **view** the new option on your **donation form**. *In this example I viewed the form where it's hosted on **Trail Blazer's** secure domain e.g. https://www.trailblz.info/demononprofit_joel/donations.aspx.*

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee



https://trailblz.info/demononprofit_joel/donations.aspx

Powered by **TrailBlazer**

Share:      0

Billing Information

* First Name

Middle

* Last Name

Nickname

* Address

* City

* State

* Zip Code

* Phone

* Email

Yes, I want to receive future email updates.

Show my donation on the website ticker.

Comment

Donation Amount

\$10 - Supporter

\$50 - Supporter Plus

\$100 - Friend

\$500 - Patron

\$750 - Bronze

\$1000 - Silver

\$2000 - Gold

Other

Yes, I would like to cover the transaction fees so my entire donation goes to *Demo Nonprofit - Joel*. My total donation(s) including fees will be **\$10.31**.

Make my donation

Select a Restricted Allocation Fund Below

2017 Building Renovation

The new option for donors to cover the merchant gateway

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

If the donor opts to cover **merchant gateway** fee they'll receive an [email receipt](#) showing the **full amount** that was charged. *My example is below.*

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

From: Demo Nonprofit Joel <jkristenson@trailblz.com> Sent: Mon 6/19/2017 3:56 PM
To: Joel Kristenson
Cc:
Subject: Donation Accepted - Single - \$10.31 by John Henry

Name on Card

Donor Name John Henry
Street 8164 Metal Head Rd.
City Greenbay
State WI
ZipCode 54229

Nation US

Phone 6548789741253
Email john-hammer123@me.com

Amount \$10.31
Honor or Memory of:

The donor will receive a receipt with the total donation amount (including the merchant gateway fee they covered).

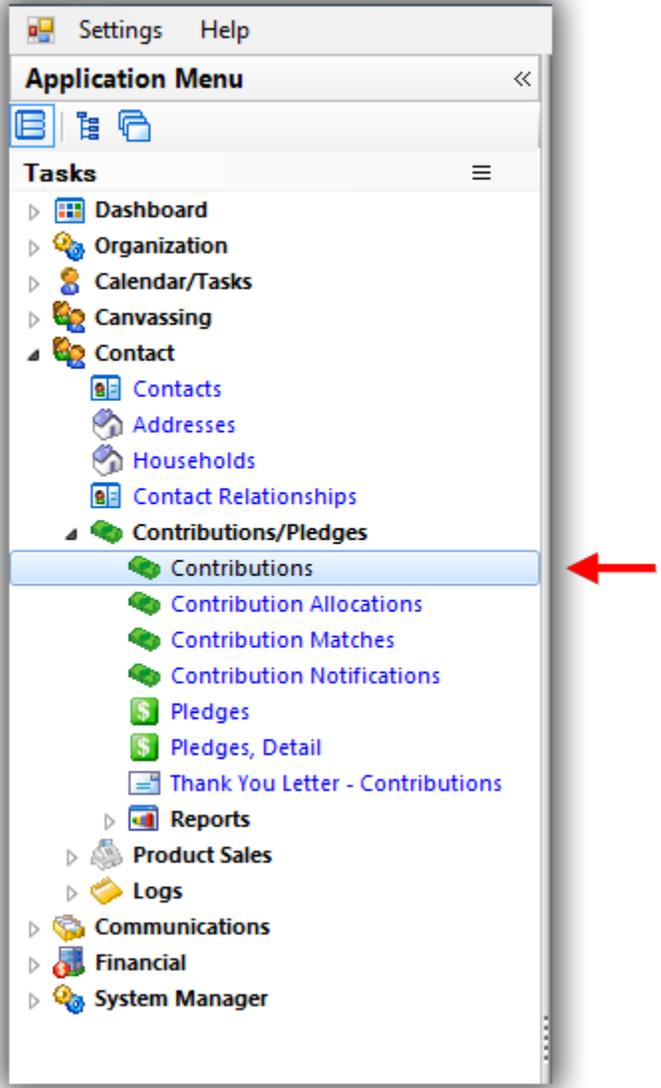
See more about: Demo Nonprofit Joel.

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

In the database you can **build reports** that include this data in the **Contributions** list.

Navigate to **Contributions** under the **Application Menu**.

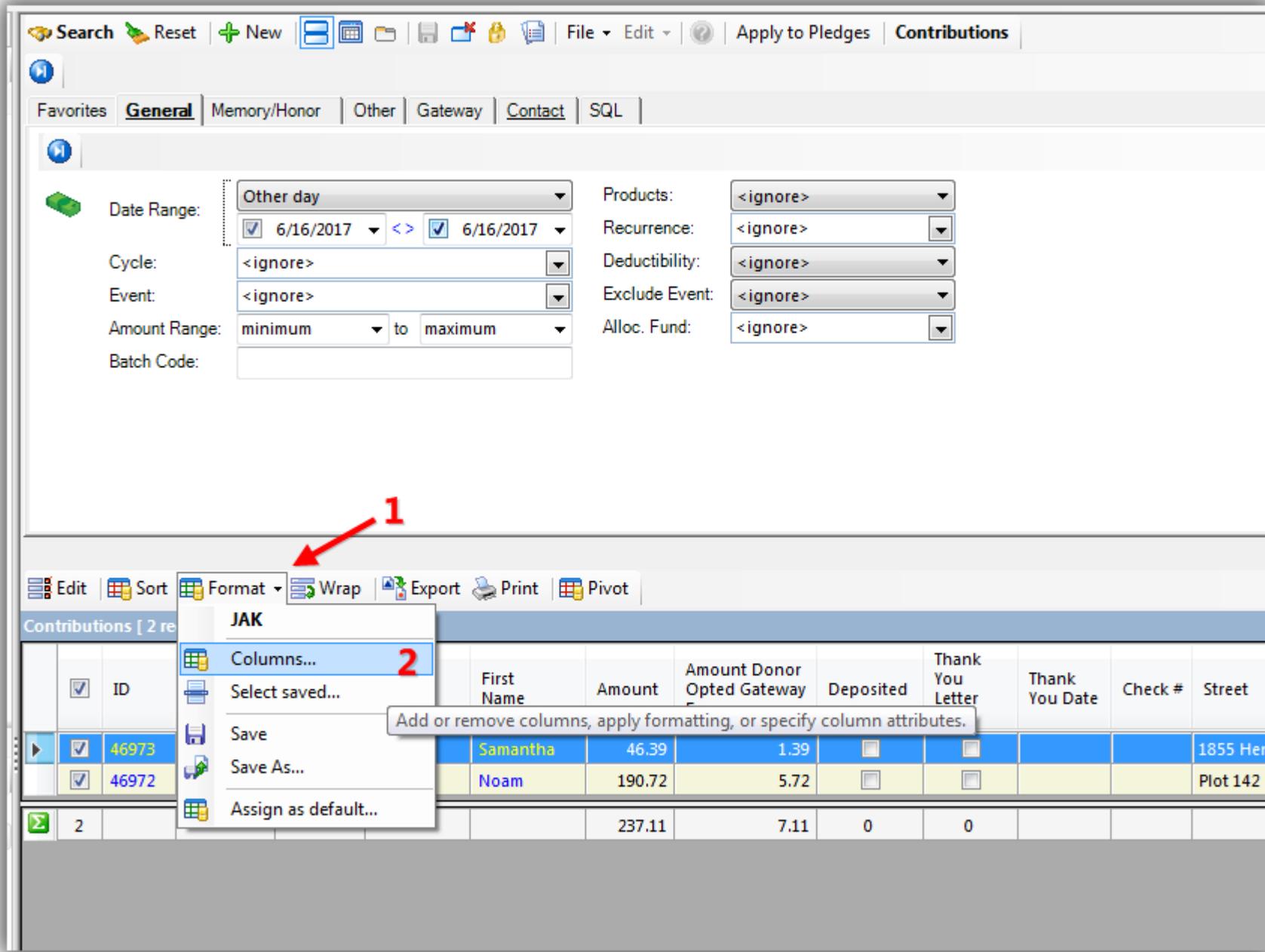
Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee



Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

Click the **[Format]** drop-down and select **Columns...**

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee



The screenshot shows the TrailBlazer software interface. At the top, there is a search bar and navigation tabs: Search, Reset, New, and Contributions. Below this is a sub-menu with tabs: Favorites, General, Memory/Honor, Other, Gateway, Contact, and SQL. The main area contains several form fields for configuring contributions, including Date Range, Cycle, Event, Amount Range, Batch Code, Products, Recurrence, Deductibility, Exclude Event, and Alloc. Fund.

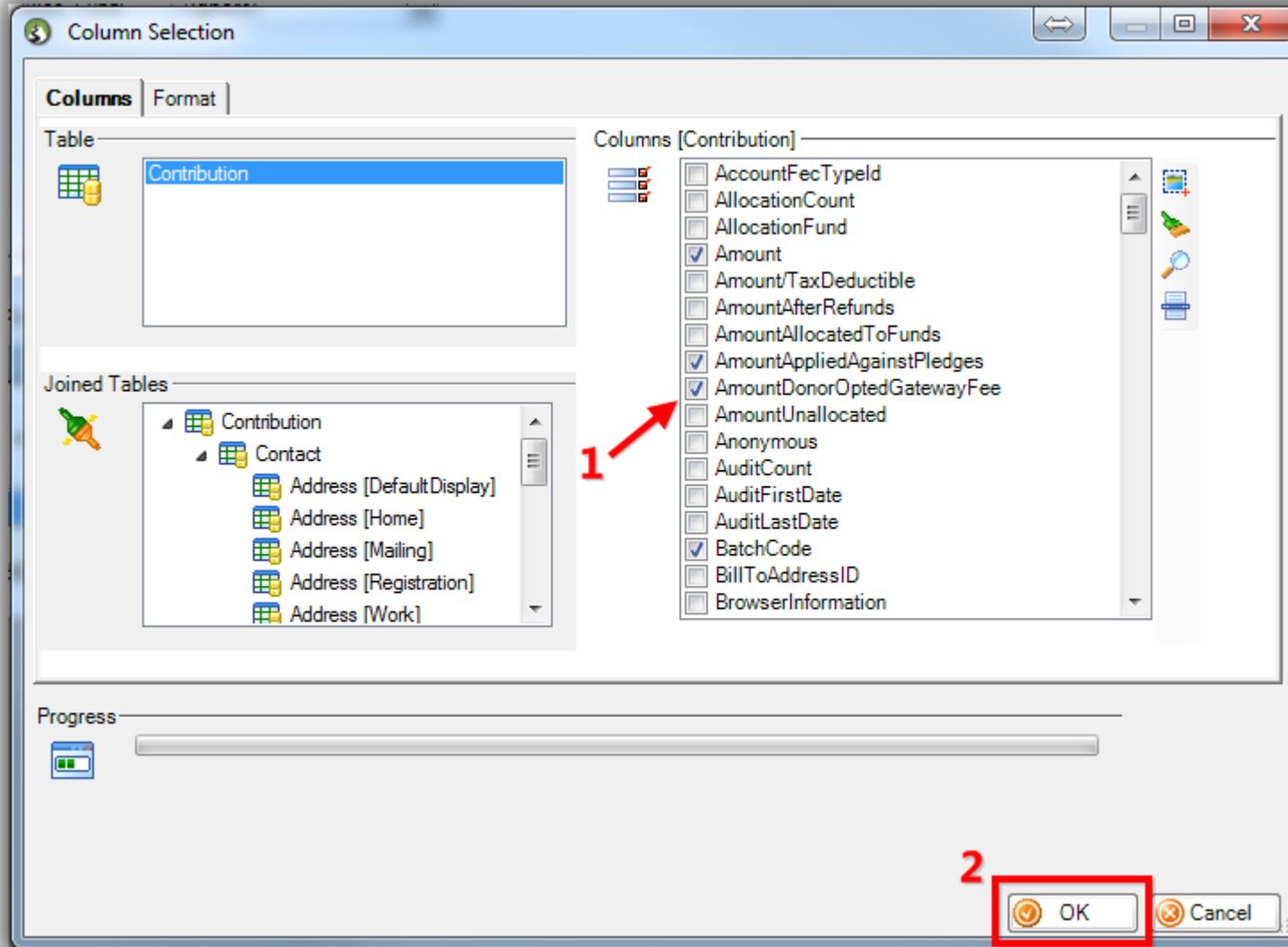
Below the form fields is a table of contributions. A context menu is open over the table, with a red arrow pointing to the 'Format' menu item (labeled '1') and the 'Columns...' option (labeled '2'). A tooltip for the 'Columns...' option reads: "Add or remove columns, apply formatting, or specify column attributes."

ID	First Name	Amount	Amount Donor Opted Gateway	Deposited	Thank You Letter	Thank You Date	Check #	Street
46973	Samantha	46.39	1.39	<input type="checkbox"/>	<input type="checkbox"/>			1855 Hen
46972	Noam	190.72	5.72	<input type="checkbox"/>	<input type="checkbox"/>			Plot 142
2		237.11	7.11	0	0			

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

Check the box for '**AmountDonorOptedGatewayFee**' and click **[OK]**.

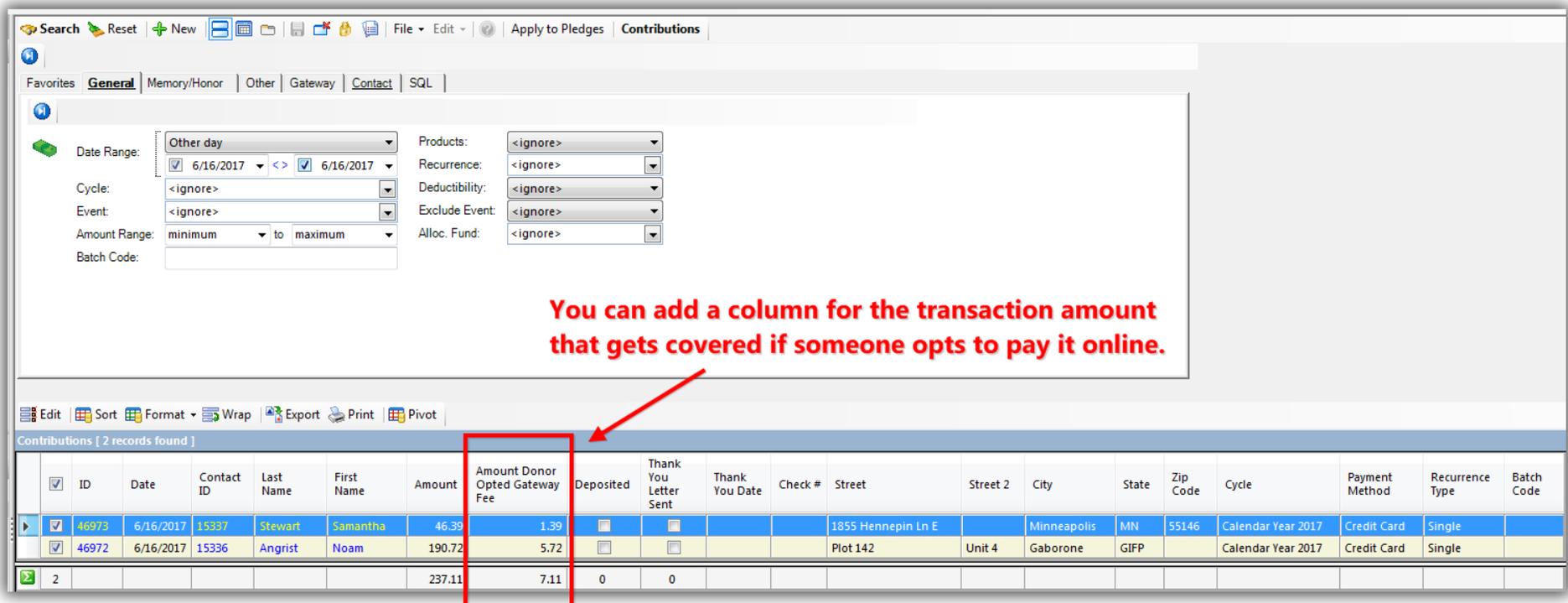
Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee



Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

The **new column** will display in the grid (by default it will be added to the far right).

If the merchant gateway fee was covered for the online transaction it will display in the cell. You can **drag** the columns left-or-right to rearrange them – my example is below.



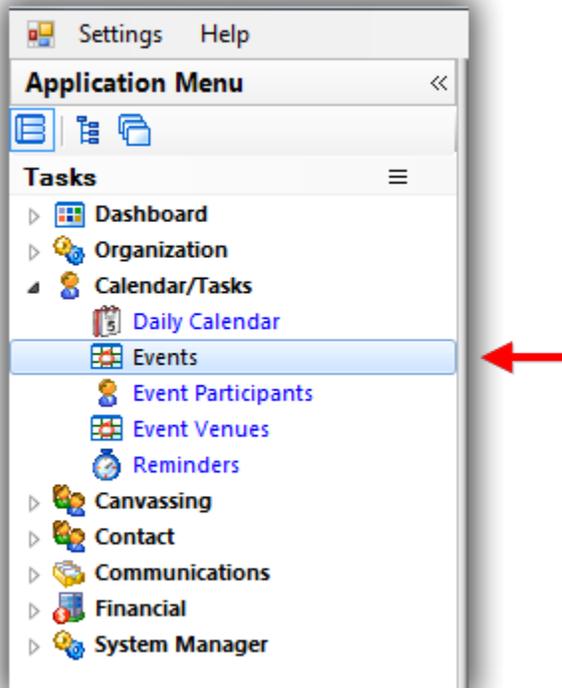
You can add a column for the transaction amount that gets covered if someone opts to pay it online.

ID	Date	Contact ID	Last Name	First Name	Amount	Amount Donor Opted Gateway Fee	Deposited	Thank You Letter Sent	Thank You Date	Check #	Street	Street 2	City	State	Zip Code	Cycle	Payment Method	Recurrence Type	Batch Code	
46973	6/16/2017	15337	Stewart	Samantha	46.39	1.39					1855 Hennepin Ln E		Minneapolis	MN	55146	Calendar Year 2017	Credit Card	Single		
46972	6/16/2017	15336	Angrist	Noam	190.72	5.72					Plot 142	Unit 4	Gaborone	GIFP		Calendar Year 2017	Credit Card	Single		
2					237.11	7.11	0	0												

You can [save this format](#) for future use.

Steps to Add the Option for Event Attendees to Cover the Transaction Fee on an Event

Open the **Events** list.

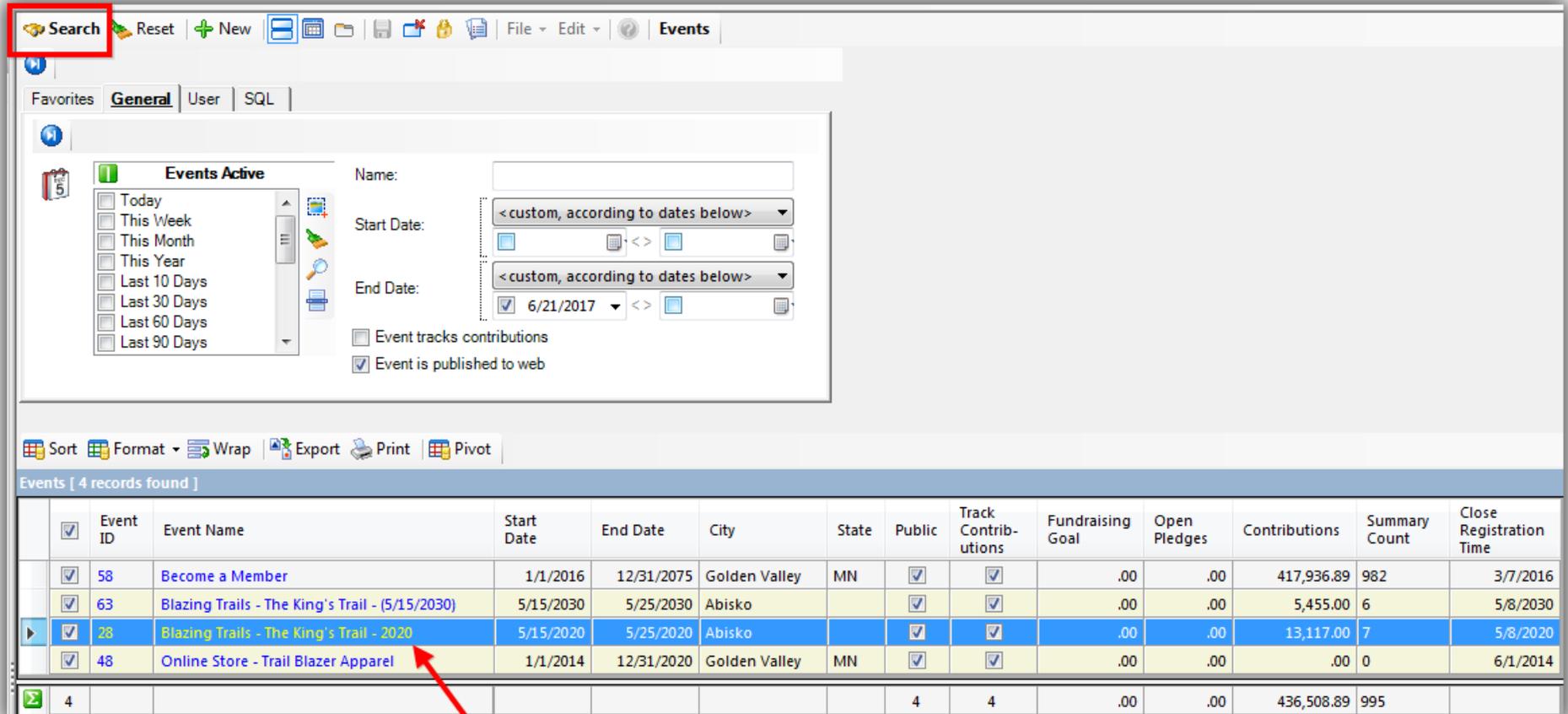


Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

Search for the event and open it.

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

1. Run a search query for the event you want to add the option for.



Search Reset + New [Icons] File Edit ? Events

Favorites General User SQL

Events Active

Name:

Start Date: < custom, according to dates below >

End Date: < custom, according to dates below >

6/21/2017

Event tracks contributions

Event is published to web

Sort Format Wrap Export Print Pivot

Events [4 records found]

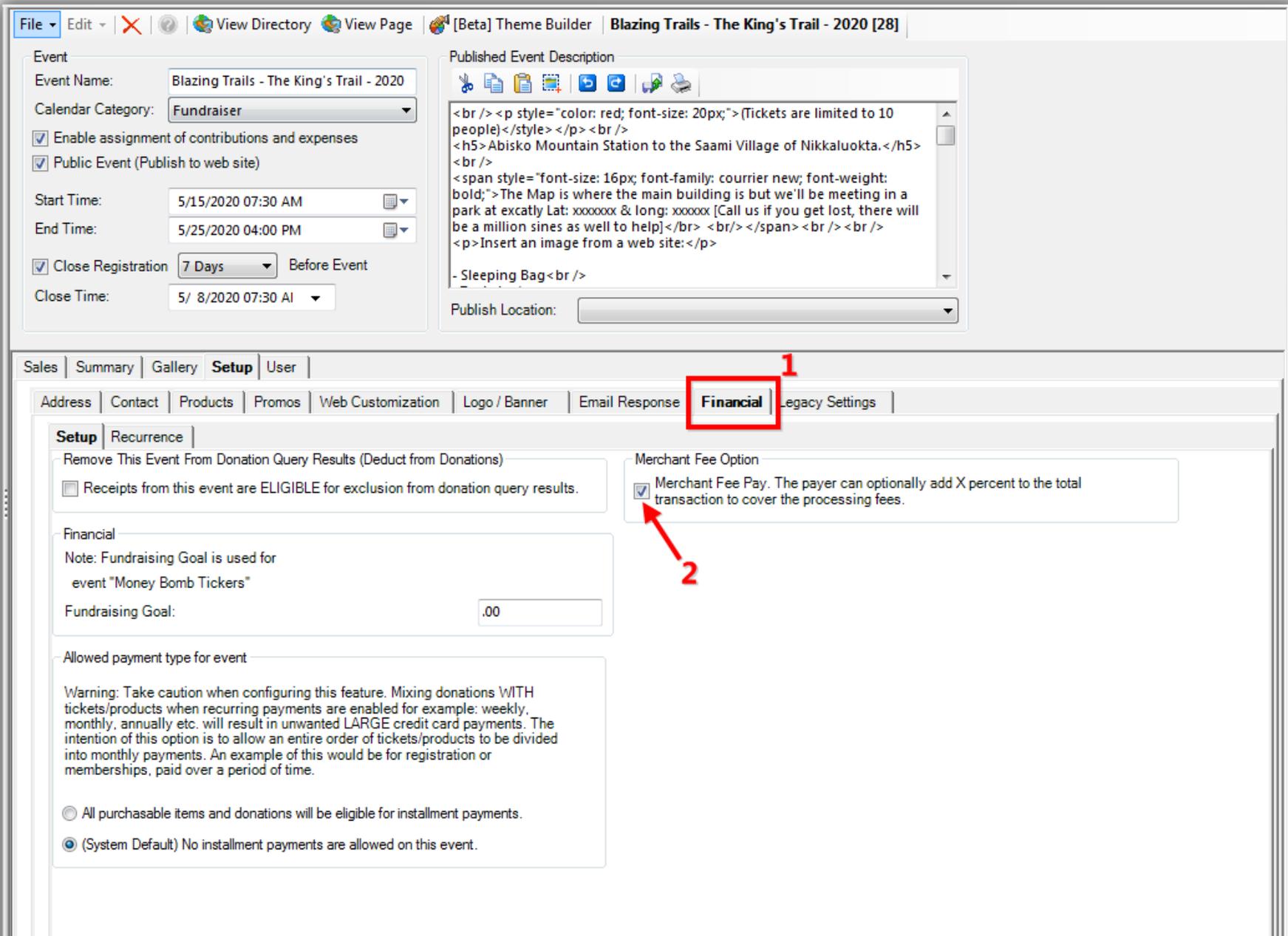
<input checked="" type="checkbox"/>	Event ID	Event Name	Start Date	End Date	City	State	Public	Track Contributions	Fundraising Goal	Open Pledges	Contributions	Summary Count	Close Registration Time
<input checked="" type="checkbox"/>	58	Become a Member	1/1/2016	12/31/2075	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	417,936.89	982	3/7/2016
<input checked="" type="checkbox"/>	63	Blazing Trails - The King's Trail - (5/15/2030)	5/15/2030	5/25/2030	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	5,455.00	6	5/8/2030
<input checked="" type="checkbox"/>	28	Blazing Trails - The King's Trail - 2020	5/15/2020	5/25/2020	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	13,117.00	7	5/8/2020
<input checked="" type="checkbox"/>	48	Online Store - Trail Blazer Apparel	1/1/2014	12/31/2020	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	.00	0	6/1/2014
<input checked="" type="checkbox"/>	4						4	4	.00	.00	436,508.89	995	

2. Open the event record.

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

Navigate to the **Financial** tab, check the box for **'Merchant Fee Pay. The payer can optionally add X percent to the total transaction to cover the processing fees.'**, and then click **[Save]**.

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

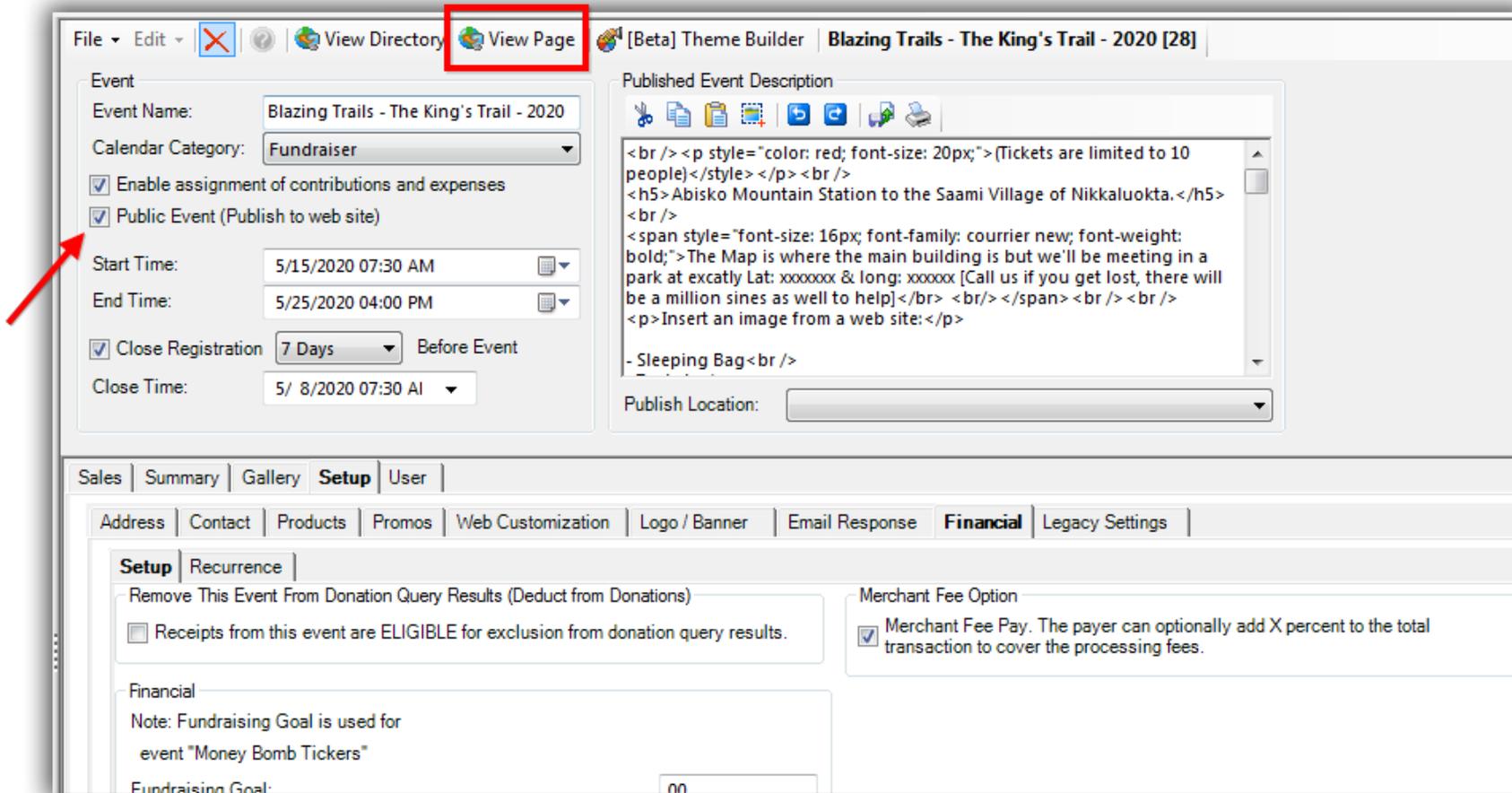


The screenshot shows the TrailBlazer software interface for editing an event. The top navigation bar includes 'File', 'Edit', 'View Directory', 'View Page', and '[Beta] Theme Builder'. The main content area is titled 'Blazing Trails - The King's Trail - 2020 [28]'. On the left, the 'Event' section contains fields for 'Event Name' (Blazing Trails - The King's Trail - 2020), 'Calendar Category' (Fundraiser), and checkboxes for 'Enable assignment of contributions and expenses' and 'Public Event (Publish to web site)'. It also includes 'Start Time' (5/15/2020 07:30 AM), 'End Time' (5/25/2020 04:00 PM), and 'Close Registration' (7 Days Before Event). The right side shows the 'Published Event Description' with HTML code for styling and content. Below the main content, a secondary navigation bar includes 'Sales', 'Summary', 'Gallery', 'Setup', and 'User'. Under 'Setup', there are tabs for 'Address', 'Contact', 'Products', 'Promos', 'Web Customization', 'Logo / Banner', 'Email Response', 'Financial', and 'Legacy Settings'. The 'Financial' tab is highlighted with a red box and a '1' above it. In the 'Financial' section, the 'Merchant Fee Option' is checked, with a red arrow and a '2' pointing to the checkbox. The checkbox is labeled 'Merchant Fee Pay. The payer can optionally add X percent to the total transaction to cover the processing fees.' Other options include 'Remove This Event From Donation Query Results' and 'Fundraising Goal' (set to .00). A warning message is displayed at the bottom regarding recurring payments.

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

If the event is **published** you can click the **[View Page]** at the top to preview the new option.

If the event is published you can view it by clicking the [View Page] button.



The screenshot displays the TrailBlazer event management interface. At the top, the 'View Page' button is highlighted with a red box. A red arrow points to the 'Public Event (Publish to web site)' checkbox, which is checked. The 'Published Event Description' field contains HTML code for the event description. In the 'Financial' section, the 'Merchant Fee Option' checkbox is checked, indicating that the option for donors and event attendees to cover the merchant gateway transaction fee is enabled.

Event Name: Blazing Trails - The King's Trail - 2020
Calendar Category: Fundraiser
 Enable assignment of contributions and expenses
 Public Event (Publish to web site)
Start Time: 5/15/2020 07:30 AM
End Time: 5/25/2020 04:00 PM
 Close Registration 7 Days Before Event
Close Time: 5/ 8/2020 07:30 AM

Published Event Description

 <p style="color: red; font-size: 20px;">(Tickets are limited to 10 people)</p>

<h5>Abisko Mountain Station to the Saami Village of Nikkaluokta.</h5>

The Map is where the main building is but we'll be meeting in a park at excatly Lat: xxxxxx & long: xxxxxx [Call us if you get lost, there will be a million sines as well to help]</br>

<p>Insert an image from a web site:</p>

- Sleeping Bag

Merchant Fee Option
 Merchant Fee Pay. The payer can optionally add X percent to the total transaction to cover the processing fees.

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

Select a ticket or product and proceed to the checkout page.

Powered by 
Share:      

Blazing Trails - The King's Trail - 2020

Friday May 15, 2020 7:30 AM to Monday May 25, 2020 4:00 PM
 Abisko Mountain Station
 Meet at the Trail Head Abisko, 98107

Ticket Information

DESCRIPTION	PRICE	QUANTITY
Single - 7 Day Guided Hike	\$2,500.00	1
Roll of 4 Tickets	\$400.00	0

Product Information

DESCRIPTION	PRICE	QUANTITY
Trail Blazer Hooded Sweatshirt	\$65.00	0

Payment Options








2
Order and Register

Description

(Tickets are limited to 10 people)

When and Where

Abisko Mountain Station
 Meet at the Trail Head
 Abisko, 98107

Fri, 15 May 2020 7:30 AM to
 Mon, 25 May 2020 4:00 PM
 Central Standard Time

[Add to my Calendar](#)

Organizer

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

The new option will display.

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

Share:      

 **TrailBlazer™**
Organize. Leverage. Succeed.

Friday May 15, 2020 7:30 AM to Monday May 25, 2020 4:00 PM
Abisko Mountain Station
Meet at the Trail Head Abisko, 98107

Order Summary

DESCRIPTION	PRICE	QTY	TOTAL
SINGLE - 7 DAY GUIDED HIKE	\$2,500.00	1	\$2,500.00

Promotional Code

Yes, I would like to cover the transaction fees so my entire payment goes to *Demo Nonprofit - Joel*.

TOTAL DUE \$2577.32

Have you registered for a *Demo Nonprofit - Joel* event before? [click here](#) to login.

Registration Information

Buyer Information

* First Name

* Last Name

Phone

* Email

Yes, I want to receive future email updates.

* Employer

* Occupation

* Job Title

When and Where

Abisko Mountain Station
Meet at the Trail Head
Abisko, 98107

Fri, 15 May 2020 7:30 AM to
Mon, 25 May 2020 4:00 PM
Central Standard Time

[Add to my Calendar](#)

Organizer

The new option will display on the checkout page.

Add the Option for Donors and Event Attendees to Cover the Merchant Gateway Transaction Fee

Take a look at the **related resources** below for a wide range of similar articles and videos.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

Related Resources

Article: [How to Enable ACH \(E-Check\) Payments with the Vanco Merchant Gateway on Trail Blazer's Donation Form](#)

Article: [Linking your Website to your Database with Configurable iFrame Forms](#)

Article: [Configure Website \(iFrames\)](#)

Article: [How to Put your Trail Blazer Donation Form on your Facebook Page](#)

Article: [How to Configure Recurring Donation Options for your Trail Blazer Donation Form \(must be using either Vanco Services or Authorize.Net as your Merchant Gateway\)](#)

Article: [Web site signup < iframe >](#)

Article: [Configure Website – Legacy Article](#)

Article: [Custom Donation Amount for Non-Primary Donation Pages – List of All Configurable Donation Page URL Options](#)

Article: [How to Create a Custom Redirect Thank-You Page for your Donation Form\(s\) that Automatically Populates the Donor's First Name and the Donation Amount that they Gave – Advanced Feature](#)

Article: [How to Setup and Activate your Authorize.Net Account with your Trail Blazer Database for Online Payments and for Recurring Transactions](#)

Article: [How to Activate your Anedot Merchant Gateway with Trail Blazer – Configuring API Credentials Correctly](#)

Article: [Modify your Donation Form – Change the Amounts – Add Descriptions – Add & Remove which Amounts Display](#)

Video: [iframes](#)

Video: [Attributes – Add To Donation Page](#)

Video: [Donation Auto Responders with Merge Fields](#)

Website: [List of All Merchant Gateway Options that Integrate with Trail Blazer](#)

Video Playlist: [Events](#)

Trail Blazer Live Support

📞 **Phone:** 1-866-909-8700

✉️ **Email:** support@trailblz.com

📘 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

🐦 **Twitter:** <https://twitter.com/trailblazersoft>

** As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

** After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

** This service is included in your contract.*