Each engagement tool within your campaign gives people a unique way to support your organization.

Since the Shopping Cart allows you to process all of these engagements within a single transaction, we’ve added **Advanced Settings** that allow you to customize **shipping** and **sales tax collection**, add **custom fields**, **waivers**, and **collect individual participant information** at a more granular level.

By configuring these settings, you can make sure that your supporters only see and enter information that is relevant to their particular transaction activity at checkout.

**Where to Find Advanced Settings**

Advanced Settings are available within:

- **One-Time and Recurring Donations & Payments levels**
  
  ![Advanced Settings Interface](image)

- **Registration group types**
### Volunteer position shifts

#### Volunteer Shifts

You must list at least one shift.

<table>
<thead>
<tr>
<th>VOLUNTEER SHIFT 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Volunteer Shift 1 Title (Required)</strong></td>
</tr>
<tr>
<td><strong>Volunteer Shift Description</strong></td>
</tr>
<tr>
<td><strong>Number of Volunteers Needed</strong></td>
</tr>
<tr>
<td><strong>Number of Hours Requested Per Shift</strong></td>
</tr>
</tbody>
</table>

#### Amount Limits Per Order

<table>
<thead>
<tr>
<th>Min. Per Order</th>
<th>Max. Per Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Quantity Display Options

| Show quantity available | |

#### Set date and time constraints for volunteer registration?

| Show [ ] Hide |

---

Would you like to set up Registration Assignments? (i.e. Seating Chart, Race Bibs, etc?)

Note: Advanced registration assignments cannot be changed once tickets of this type are reserved.

| On [ ] Off |

---
Below, you'll find details about each of the Advanced Settings along with the list of tools that use them.

Sales Tax Collection

Within Advanced Settings, you can now automatically calculate and collect Sales Tax for:

- **One-Time** and **Recurring Donation levels**
- **Registration group types**
- **Sponsorship item types**
- and **Online Store item types**
For example, when adding a new item to your Online Store within a campaign, you can configure the amount of Sales Tax that you will collect on each of these item types purchased. By configuring Sales Tax within Advanced Settings, you can make sure that Sales Tax is applied only to the purchase of a particular item type and not to other payments (such as donations or registrations) within a supporters' transaction.

**Shipping**

You can also define and add shipping costs within Advanced Settings for:

- One-Time and Recurring Donation levels
- Registration group types
- Sponsorship item types
- and Online Store item types
Shipping costs can be set as a percentage of the item type price or by entering a dollar amount.

You have the option of setting a single, flat shipping fee or creating multiple levels. Setting more than one shipping option creates a dropdown menu within each item type in your campaign and allows supporters to choose their desired shipping method.

*Keep in mind: If you anticipate people purchasing multiple items, shipping costs can quickly add up. Once you set the individual item type shipping within Advanced Settings, you may also want to put a Maximum Shipping Cost in place using Order Settings.*

**Custom Fields and Waivers**

You can collect specific information from supporters based on the actions they take within your campaign by adding Custom Fields and/or Waivers from within Advanced Settings. These can be applied to:

- One-Time and Recurring Donation levels
- Registration group types
- Sponsorship item types
- Online Store item types
By toggling to "Yes," you can select from the dropdown menus and add custom fields and waivers to an individual item type or donation level. You can also select "Create a New Custom Field" or "Create a New Waiver" from the dropdown menu and create one on the spot. It's possible to add multiple custom fields to each item type, but only one waiver. With the shopping cart activated, these fields will display at the end of the checkout process (after your supporter has entered their personal information and before the transaction is submitted).

Adding Custom Fields and Waivers within Advanced Settings ensures that they only display when a supporter selects that particular item type within your campaign. You can also add Custom Fields and Waivers to an entire order (regardless of supporter activity) under the Order Settings tab.

Note on Information Collection Settings:

In order to add custom fields and waivers to an item type in your online store, you'll have to choose how you want to collect the information.
From the dropdown menu, choose to either:

1. **Collect data for each individual quantity of this item type added by my supporter**
   
   Selecting this option means that your supporter will need to fill out the custom fields you add for each individual quantity of an item type in their purchase.

   For example: your Online Store item type could be a yellow Summer Camp t-shirt. Other item types might be white t-shirts and pink t-shirts. You'll want to add a custom field so that your supporter can enter their t-shirt size during checkout. Choosing this first option will require your supporter to enter the size they need for each individual t-shirt they purchase. If they purchase 2 yellow t-shirts, they will have to enter a size for each single item (each individual quantity of the item type).

2. **Collect information only ONCE per type**
   
   Select this second option if you want to collect responses to custom field questions only once for a particular item type in your Online Store (and not for each individual quantity of that item).

**Individual Participant Information**

In addition to Custom Fields and Waivers, you can also choose to collect Individual Participant Information from within Advanced Settings for:

- Registration group types
From the information collection dropdown menu, selecting **Collect information for each individual quantity of this type** will bring up the toggles for collecting Individual Participant Information. Activating any of these information collection options within Advanced Settings allows you to collect information from multiple participants for multiple shifts/registrations within a single transaction.

For example, if you have multiple people signing up for individual volunteer shifts within a single transaction, you'll want to use these Advanced Settings to collect participant information for each volunteer.