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CAMPAIGN CONTRIBUTION
CampaignContribution.com

Page Template Developer's Guide

Version 2011.08.31

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Confidential

The CampaignContribution.com template option allows you to substitute the default CampaignContribution HTML pages and emails by creating custom pages that can match your website. Once finished, the templates are uploaded to the CampaignContribution server. This document provides you with the required input field names that you will need for your templates.

The template option also provides macros (or placeholders) that will dynamically insert data, images, and messages into the pages. These are particularly useful when building the Receipt page or Email Receipt since the data that was provided by the contributor can be included to create a personal touch. All macros begin and end with # symbols, and are in upper case.

While most macros are optional, some are required so the system can identify the contribution pages and individual transactions. These required macros are located within the hidden form variables and are shown below for each type of page.

Besides the required macros, you may find that several other macros are useful. For example, to have the system insert validation error messages in a page, the #ERROR# macro can be used. This macro builds a list of errors that were encountered and inserts the message into the page at the location the macro is located.

Other useful macros will build Select lists, such as States and Countries. Examples are shown in the sections below.

Templates can be used for the following pages and emails:

- Contributor Information
- Credit Card
- Receipt
- Email Receipt
- Email Notification

An example of each page is shown in the Appendices. These examples demonstrate how the template can be created and can be changed to meet your requirements. For example, the Contributor Information template uses the following input for Home Phone and is displayed a basic text field.

```
<input type="text" name="HomePhone" value="#HOMEPHONE#">
```

By adding a style definition, as shown below, the field can look like:


```
<input type="text" STYLE="color: #FFFFFF; font-family: Verdana; font-weight: bold; font-size: 12px; background-color: #72A4D2;" name="HomePhone" size="14" maxlength="14" value="#HOMEPHONE#">
```

When defining a field, the names and field input types provided in the tables below **must** be used.

The macro used with VALUE in a TEXT field is optional, i.e. **`value="#HOMEPHONE#"`**. However, by including it, the value that the contributor entered will be redisplayed in the field if a validation error is encountered.

If you want the system to display field labels, i.e. **Home Phone:,** differently for valid and invalid data, then the optional label macros can be used. In most cases, the label macro is the same as the value macro, except it begins with an F. For example, for Home Phone, the label macro is #FHOMEPHONE#. The fonts to use for valid and invalid can be set in the Client Manager Page Setup forms for the specific template under the Label Font and Label Error Font fields.

Setting the Template Option

After creating your HTML template or Email text file, it must be uploaded to the CampaignContribution site. This is done by accessing your account in the Client Manager and using the following steps after you have logged in.

1. Select the **Account** option from the left menu.
2. Select the **File Upload** sub-option.
3. Use the **Browse** button to display the files on your computer.
4. Select your new template file.
5. Once the file name is displayed, click on the **Upload File** button; this will copy your file to the CampaignContribution server and be displayed in the list of files that have been uploaded.
6. Select the **Page Setup** option from the left menu.
7. Choose the contribution page you want to use for your template (**Information, Credit Card, Receipt**, etc.)
8. Select the **Template** dropdown list; your new template should be listed.
9. Click on the **Save Page Setup** button located at the bottom of the setup page to save your new configuration.

Depending on the macro options that were included in your template, some of the other settings in **Page Setup** may be available. For example, if the macros to set the fonts for the field labels are in the template, both the **Label Font** and **Label Error Font** settings can be used.

Contributor Information Page

An example of a basic Contributor Information page template is provided in Appendix 1 and a demonstration using the templates in this guide is provided at:

https://www.campaigncontribution.com/donors_info.asp?id=39371BFB-790E-49A0-A707-727B1159EBEF&db=6&layout=3

The form name should be "contribution", the action "info.asp" and the method "post". In addition, the "mid" variable **must be set to 2**.

```
<form name="contribution" action="info.asp" method="post">
<input type="hidden" name="id" value="#SITE_CODE#">
<input type="hidden" name="transactionid" value="#TRANSACTIONID#">
<input type="hidden" name="mid" value="2">
<input type="hidden" name="jid" value="#JID#">
<input type="hidden" name="layout" value="#LAYOUT#">
```

The Client Manager has options for inserting 2 images in the Contributor Information page. If your template requires additional images, or if you prefer to code the source of the images into the template and not use the macro, it is recommended that the images be uploaded to CampaignContribution. This will avoid the message contributors will received if the images are not on an HTTPS server. The following example shows how to specify the source of the images after they are uploaded.

For your images, replace 1000 with your CampaignContribution Account Number.

```
<img src="../../client/1000/sampleImage.jpg">
```

Table 1 - Information Template Hidden Variable Macros

Macro	Required	Notes
#SITE_CODE#	X	This allows the Site Code that was provided when the account was created to be inserted when the page is displayed.
#TRANSACTIONID#	X	This allows the Transaction ID for the current contribution to be inserted dynamically.
#JID#		This is a client defined value that gets passed through for the contribution.
#LAYOUT#		Only needed if multiple layouts are required.

Table 2 - Information and Image Macros

Macro	Notes
#ERROR#	Inserts the list of validation errors in the webpage that occurred with the data the user entered.
#IMAGE1#	The image specified in the Client Manager as Top Image.
#IMAGE2#	The image specified in the Client Manager as Bottom Images.
#MESSAGE1#	The text message specified in the Client Manager as Top Message.
#MESSAGE2#	The text message specified in the Client Manager as Amount Message.
#MESSAGE3#	The text message specified in the Client Manager as Lower Message.
#DISCLAIMER#	Inserts the default Disclaimer that is assigned to the account.

Below is the list for the fields available in the Contributor Information page. Under the main row of each field, are examples of how to use the various macros available for that field.

In addition, an example of how to use the macro to set the font for a field label is provided. This is useful when you want the label to be displayed in different colors/fonts when a validation error occurs for that field, such as leaving a required field blank. The settings for the Label Font and Label Font Error are found in the Client Manager->Account->Page Setup option.

Some fields can use different input types. For example, the Title field can be displayed using a Select element or a Text element. If a field has multiple choices to use, each type is shown.

The examples are for demonstration only. You can customize the input fields and labels. The only requirement is that the specified field name be used.

It is recommended that the Contributor Information page contains the following inputs since some type of accounts have requirements on the information that must be collected.

- First Name
- Last Name
- Home Phone
- Email Address
- Address 1
- Address 2
- City
- State
- Zip/Postal Code
- Employer
- Occupation
- Amount

Table 3 – Information Template Field Macros

Field and Available Macros	Input Name	Max. Length	Type of Field	Notes
Title #TITLE# #TITLE_PL# #FTITLE#	Title	10	Text or Select	Either a Text or Select field can be used for Title. The Select option will generate a list of common titles and insert it into #TITLE_PL#
Text	<input type="text" name="Title" value="#TITLE#">			
Select	<select name="Title">#TITLE_PL#</select>			
Label	#FTITLE#Title</FONT>			
First Name #FIRSTNAME# #FFIRSTNAME#	FirstName	30	Text	
Text	<input type="text" name="FirstName" value="#FIRSTNAME#">			
Label	#FFIRSTNAME#First Name</FONT>			
Middle Name #MIDDLENAME# #FMIDDLENAME#	MiddleName	30	Text	
Text	<input type="text" name="MiddleName" value="#MIDDLENAME#">			
Label	#FMIDDLENAME#Middle Name</FONT>			

Last Name #LASTNAME# #FLASTNAME#	LastName	30	Text	
Text	<input type="text" name="LastName" value="#LASTNAME#">			
Label	#FLASTNAME#Last Name</FONT>			
Suffix #SUFFIX# #FSUFFIX#	Suffix	30	Text	
Text	<input type="text" name="Suffix" value="#SUFFIX#">			
Label	#FSUFFIX#Suffix</FONT>			
Address 1 #ADDRESS1# #FADDRESS1#	Address1	40	Text	
Text	<input type="text" name="Address1" value="#ADDRESS1#">			
Label	#FADDRESS1#Address 1</FONT>			
Address 2 #ADDRESS2# #FADDRESS2#	Address2	40	Text	
Text	<input type="text" name="Address2" value="#ADDRESS2#">			
Label	#FADDRESS2#Address 2</FONT>			
City #CITY# #FCITY#	City	30	Text	
Text	<input type="text" name="City" value="#CITY#">			
Label	#FCITY#City</FONT>			
State #STATE_PL# #FSTATE#	State	2	Select	The Select option will generate a list of states and insert it into #STATE_PL#
Select	<select name="State">#STATE_PL#</select>			
Label	#FSTATE#State</FONT>			
Zip Code #POSTAL# #FPOSTAL#	Postal	10	Text	
Text	<input type="text" name="Postal" value="#POSTAL#">			
Label	#FPOSTAL#Postal/Zip Code</FONT>			
Country #COUNTRY_PL# #FCOUNTRY#	Country	2	Select	The Select option will generate a list of countries and insert it into #COUNTRY_PL#
Select	<select name="Country">#COUNTRY_PL#</select>			

Label	#FCOUNTRY#Country</FONT>			
Email Address #EMAIL# #FEMAIL#	Email	40	Text	
Text	<input type="text" name="Email" value="#EMAIL#">			
Label	#FEMAIL#Email Address</FONT>			
Email List #EMAILLIST_CHK#	EmailList	1	Checkbox	Value must be set to Y for the Email List checkbox.
Checkbox	<input type="checkbox" name="EmailList" value="Y" #EMAILLIST_CHK#>			
Home Phone #HOMEPHONE# #FHOMEPHONE#	HomePhone	14	Text	
Text	<input type="text" name="HomePhone" value="#HOMEPHONE#">			
Label	#FHOMEPHONE#Home Phone</FONT>			
Employer #EMPLOYER# #FEMPLOYER#	Employer	40	Text	
Text	<input type="text" name="Employer" value="#EMPLOYER#">			
Label	#FEMPLOYER#Employer</FONT>			
Occupation #OCCUPATION# #FOCCUPATION#	Occupation	40	Text	
Text	<input type="text" name="Occupation" value="#OCCUPATION#">			
Label	#FOCCUPATION#Occupation</FONT>			
Work Phone #WORKPHONE# #FWORKPHONE#	WorkPhone	14	Text	
Text	<input type="text" name="WorkPhone" value="#WORKPHONE#">			
Label	#FWORKPHONE#Work Phone</FONT>			
Amount #AMOUNT# #FAMOUNT#	Amount	10	Text	
Text	<input type="text" name="Amount" value="#AMOUNT#">			
Label	#FAMOUNT#Contribution Amount</FONT>			

Recurring Frequency #RECURFREQUENCY_O_CHK# #RECURFREQUENCY_M_CHK# #FRECURFREQUENCY#	RecurFrequency	1	Radio	The values O and M must be used for the radio input. If this field is omitted from the Contributor Information page, the system will default the contribution to a one time transaction.
Radio	<input type="radio" name="RecurFrequency" value="O" #RECURFREQUENCY_O_CHK#> Once <input type="radio" name="RecurFrequency" value="M" #RECURFREQUENCY_M_CHK#> #Monthly			
Label	#FRECURFREQUENCY#Frequency</FONT>			
Recurring Expiration Month #RECUREXPIRATIONMONTH_PL# #FRECUREXPIRATIONDATE#	RecurExpirationMonth	2	Select	If the Recurring Frequency field is provided, both the Recurring Expiration Month and Recurring Expiration Year fields must be provided. If the Recurring Frequency field is not used, then the Month and Year fields should not be displayed either. The Select option will generate a numeric list of months and insert it into #RECUREXPIRATIONMONTH_PL#. Frequency Month and Year both use the same Label macro, #FRECUREXPIRATIONDATE#, since these two fields are usually placed side by side as shown in the Appendix 1 example.
Select	<select name="RecurExpirationMonth">#RECUREXPIRATIONMONTH_PL#</select>			
Label	#FRECUREXPIRATIONDATE#Until</FONT>			
Recurring Expiration Year #RECUREXPIRATIONYEAR_PL# #FRECUREXPIRATIONDATE#	RecurExpirationYear	4	Select	If the Recurring Frequency field is provided, both the Recurring Expiration Month and Recurring Expiration Year fields must be provided. If the Recurring Frequency field is not used, then the Month and Year fields should not be displayed either. The Select option will generate a numeric list for the years and insert it into #RECUREXPIRATIONYEAR_PL#. Frequency Month and Year both use the same Label macro, #FRECUREXPIRATIONDATE#, since these two fields are usually placed side by side as shown in the Appendix 1 example.

Select	<select name="RecurExpirationYear">#RECUREXPIRATIONYEAR_PL#</select>			
Label	#FRECUREXPIRATIONDATE#Until</FONT>			
Client Disclaimer #CLIENTDISCLAIMER_CHK#	ClientDisclaimer	1	Checkbox	This is an optional field that allows the client to insert a disclaimer with a checkbox that indicates the contributor has read the text. Value must be set to Y for the Client Disclaimer checkbox. If selected, the system will replace #CLIENTDISCLAIMER_CHK# with "checked" if the box has been selected.
Checkbox	<input type="checkbox" name="ClientDisclaimer" value="Y" #CLIENTDISCLAIMER_CHK#>			
Comment #COMMENT# #FCOMMENT#	Comment		TextArea	
TextArea	<textarea name="comment">#COMMENT#</textarea>			
Label	#FCOMMENT#Comment</FONT>			

Credit Card Page

An example of a basic Credit Card page template is provided in Appendix 2 and a demonstration using the templates in this guide is provided at:

https://www.campaigncontribution.com/donors_info.asp?id=39371BFB-790E-49A0-A707-727B1159EBEF&db=6&layout=3.

All fields shown in Table 6, with the exception of the five agreements, are required to be on the page. If the account type is Federal, then the five agreements are also required.

The form name should be "card", the action "card.asp" and the method "post". In addition, the "mid" variable **must be set to 2**.

```
<form name="card" action="card.asp" method="post">
<input type="hidden" name="id" value="#SITE_CODE#">
<input type="hidden" name="transactionid" value="#TRANSACTIONID#">
<input type="hidden" name="mid" value="2">
<input type="hidden" name="layout" value="#LAYOUT#">
```

To include an option back to the Contributor Information page for editing, it must contain the following data and macros.

```
Program:          Info.asp
ID:               #SITE_CODE#
TransactionID:    #TRANSACTIONID#
Layout:           #LAYOUT#
```

Here is an example for a link back to the Contributor Information page from the Credit Card page:

```
<a href="info.asp?id=#SITE_CODE#&TransactionID=#TRANSACTIONID#&layout=#LAYOUT#">Edit
Contributor Information</a>
```

If the template includes the source of any images, please see the information about images in the Contributor Information Page section.

Table 4 - Card Template Hidden Variable Macros

Macro	Required	Notes
#SITE_CODE#	X	This allows the Site Code that was provided when the account was created to be inserted when the page is displayed.
#TRANSACTIONID#	X	This allows the Transaction ID for the current contribution to be inserted dynamically.
#LAYOUT#		Only needed if multiple layouts are required.

Table 5 – Card Template Information and Image Macros

Macro	Notes
#ERROR#	Inserts the list of validation errors in the webpage that occurred with the data the user entered.
#IMAGE1#	The image specified in the Client Manager as Top Image.
#IMAGE2#	The image specified in the Client Manager as Bottom Images.
#MESSAGE1#	The text message specified in the Client Manager as Top Message.
#MESSAGE2#	The text message specified in the Client Manager as Lower Message.

Table 6 – Card Template Field Macros

Field and Available Macros	Input Name	Max. Length	Type of Field	Notes
Amount #AMOUNT# #AMOUNTRECUR#			Display Only	This is not used for input. It only displays the amount that the contributor entered in the Information page. It is recommended that this be included on the Credit Card page so that the contributor can verify the amount that was entered. There are two options available as described below.
Display	#AMOUNT# Only the entered amount will be shown, for both recurring and non-recurring contributions. No reference to recurring will be included. $12.00			
Display	#AMOUNTRECUR# If the transaction is recurring, the total amount over the selected period will be displayed; similar to the following: $84.00 ($12.00/month through 2/2012) If the transaction is not recurring, just the amount will be shown, similar to the following: $12.00			
Credit Card Number #CARDNUMBER# #FCARDNUMBER#	CardNumber	21	Text	
Text	<input type="text" name="CardNumber" value="#CARDNUMBER#">			
Label	#FCARDNUMBER#Credit Card Number</FONT>			
Card Validation Code #CARDCVV# #FCARDCVV#	CardCVV	4	Text	
Text	<input type="text" name="CardCVV" value="#CARDCVV#">			
Label	#FCARDCVV#Card Validation Code</FONT>			
Card Expiration Month #CARDEXPIRATIONMONTH_PL# #FCARDEXPIRATION#	CardExpirationMonth	2	Select	
Select	<select name="CardExpirationMonth">#CARDEXPIRATIONMONTH_PL#</select>			
Label	#FCARDEXPIRATION#Expiration Date</FONT>			

Card Expiration Year #CARDEXPIRATIONYEAR_PL# #FCARDEXPIRATION#	CardExpirationYear	4	Select	
Select	<select name="CardExpirationYear">#CARDEXPIRATIONYEAR_PL#</select>			
Label	#FCARDEXPIRATION#Expiration Date</FONT>			
Name on Card #CARDNAME# #FCARDNAME#	CardName	60	Text	
Text	<input type="text" name="CardName" value="#CARDNAME#">			
Label	#FCARDNAME#Name on Card</FONT>			
Card Address 1 #CARDADDRESS1# #FCARDADDRESS1#	CardAddress1	60	Text	
Text	<input type="text" name="CardAddress1" value="#CARDADDRESS1#">			
Label	#FCARDADDRESS1#Address</FONT>			
Card City #CARDCITY# #FCARDCITY#	CardCity	60	Text	
Text	<input type="text" name="CardCity" value="#CARDCITY#">			
Label	#FCARDCITY#City</FONT>			
Card State #CARDSTATE_PL# #FCARDSTATE#	CardState	2	Select	The Select option will generate a list of states and insert it into #CARDSTATE_PL#
Select	<select name="CardState">#CARDSTATE_PL#</select>			
Label	#FCARDSTATE#State</FONT>			
Card Postal / Zip Code #CARDPOSTAL# #FCARDPOSTAL#	CardPostal	10	Text	
Text	<input type="text" name="CardPostal" value="#CARDPOSTAL#">			
Label	#FCARDPOSTAL#Zip Code</FONT>			
Card Country #CARDCOUNTRY_PL# #FCARDCOUNTRY#	CardCountry	2	Select	The Select option will generate a list of countries and insert it into #CARDCOUNTRY_PL#
Select	<select name="CardCountry">#CARDCOUNTRY_PL#</select>			
Label	#FCARDCOUNTRY#Country</FONT>			

Agreement 1 #AGREE1_CHK#	Agree1	2	Checkbox	If you account is Federal, this field must be included, along with the text shown for the label. The system will replace #AGREE1_CHK# with “checked” if the box has been selected.
Checkbox	<input type="checkbox" name="Agree1" value="ON" #AGREE1_CHK#>			
Label	#FAGREE1#This contribution is made knowingly and voluntarily from my own funds, not those of another and the contribution is not controlled by another individual or made from the proceeds of a gift given to provide funds to be contributed.</FONT>			
Agreement 2 #AGREE2_CHK#	Agree2	2	Checkbox	If you account is Federal, this field must be included, along with the text shown for the label. The system will replace #AGREE2_CHK# with “checked” if the box has been selected.
Checkbox	<input type="checkbox" name="Agree2" value="ON" #AGREE2_CHK#>			
Label	#FAGREE2#This contribution is not made from the general treasury funds of a corporation, labor organization, or national bank.</FONT>			
Agreement 3 #AGREE3_CHK#	Agree3	2	Checkbox	If you account is Federal, this field must be included, along with the text shown for the label. The system will replace #AGREE3_CHK# with “checked” if the box has been selected.
Checkbox	<input type="checkbox" name="Agree3" value="ON" #AGREE3_CHK#>			
Label	#FAGREE3#I am not a foreign national who lacks permanent resident status in the U.S., nor do I personally contract with the federal government for personal services or the sale of goods, land, or buildings.</FONT>			
Agreement 4 #AGREE4_CHK#	Agree4	2	Checkbox	If you account is Federal, this field must be included, along with the text shown for the label. The system will replace #AGREE4_CHK# with “checked” if the box has been selected.
Checkbox	<input type="checkbox" name="Agree4" value="ON" #AGREE4_CHK#>			
Label	#FAGREE4#I affirm that this contribution is made on a personal credit card for which I have the legal obligation to pay, and not through a corporate or business entity card or the card of another.</FONT>			

Agreement 5 #AGREE5_CHK#	Agree5	2	Checkbox	If you account is Federal, this field must be included, along with the text shown for the label. The system will replace **#AGREE5_CHK#** with “checked” if the box has been selected.
Checkbox	`<input type="checkbox" name="Agree5" value="ON" #AGREE5_CHK#>`			
Label	`#FAGREE5#I affirm that I am over the age of 18 years of age.</FONT>`			

Receipt Page and Emails

Template examples for a basic Receipt page, Receipt Email, and Notification Email are provided in Appendices 3, 4, and 5, and a demonstration using the templates in this guide is provided at:

https://www.campaigncontribution.com/donors_info.asp?id=39371BFB-790E-49A0-A707-727B1159EBEF&db=6&layout=3.

These 3 pages do not contain forms; they only display information that the contributor has entered.

It is recommended that the following information be displayed on the Receipt page and included in the Receipt Email to the contributor:

- Transaction No.
- Organization that the contribution was to
- Contribution Date
- Amount
- Full Name of the Contributor
- Statement Name that will appear on the contributor's credit card statement
- A contact email address in case the contributor has any questions.

The following table lists the data that can be included in each type of template.

Note: Emails are sent as text.

If the Receipt page template includes the source of any images, please see the information about images in the Contributor Information Page section.

Table 7 – Receipt Template Information and Image Macros

Macro	Receipt Page	Receipt Email	Notification Email	Notes
#IMAGE1#	X			The image specified in the Client Manager as Top Image.
#IMAGE2#	X			The image specified in the Client Manager as Bottom Images.
#MESSAGE1#	X	X		The text message specified in the Client Manager as Top Message.
#MESSAGE2#	X	X		The text message specified in the Client Manager as Lower Message.
#ORGANIZATION#	X	X	X	The name of the Campaign.
#STATEMENTNAME#	X	X	X	The name that will appear on the Contributor's credit card statement.
#SUPPORTEMAIL#	X	X	X	The email address that Contributors can contact with questions about the transaction.
#TRANSACTIONNO#	X	X	X	The unique Transaction Number assigned to the contribution.
#CONTRIBUTIONDATE#	X	X	X	The date of the contribution.
#EMAILLIST#	X	X	X	Yes - if the contributor opted to join the email list. No - if the contributor did not join the email list.

#JID#	X	X	X	The value that the account submitted when calling the contribution pages.
#AMOUNT#	X	X	X	The amount of the contribution.
#AMOUNTRECUR#	X	X	X	If the contribution is recurring, the total amount of the recurring time period will be shown. If the contribution is non-recurring, the only the amount will be shown (similar to #AMOUNT#)
#RECUREXPIRATIONDATE#	X	X	X	For recurring transactions, this is the last date that the automatic recurring will end.
#RECURFREQUENCY#	X	X	X	Displays Once or Monthly, depending on the Frequency the contributor selected.
#FULLNAME#	X	X	X	The full name of the contributor in the format of Title First Middle Last Suffix, i.e. Mr. John L. Smith Jr.
#TITLE#	X	X	X	The title of the contributor.
#FIRSTNAME#	X	X	X	The first name of the contributor.
#MIDDLENAME#	X	X	X	The middle name of the contributor.
#LASTNAME#	X	X	X	The last name of the contributor.
#SUFFIX#	X	X	X	The suffix of the contributor.
#ADDRESS1#	X	X	X	The address 1 information that was entered on the Contributor Information page.
#ADDRESS2#	X	X	X	The address 2 information that was entered on the Contributor Information page.
#CITY#	X	X	X	The city that was entered on the Contributor Information page.
#STATECODE#	X	X	X	The state that was entered on the Contributor Information page.
#POSTAL#	X	X	X	The zip/postal code that was entered on the Contributor Information page.
#EMPLOYER#	X	X	X	The employer of the contributor.
#OCCUPATION#	X	X	X	The occupation of the contributor.
#HOMEPHONE#	X	X	X	The home phone number of the contributor.
#WORKPHONE#	X	X	X	The work phone number of the contributor.
#EMAIL#	X	X	X	The email address of the contributor.
#COMMENT#	X	X	X	The comment provided by the contributor.

Appendix 1 – Sample Information Page Template

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">
<html>
<head>
<META HTTP-EQUIV="Pragma" CONTENT="no-cache">
<META HTTP-EQUIV="Cache-Control" content="no-cache">
<title>Contributor Information</title>
</head>

<body>
<center>

<!-- START -->

<form name="contribution" action="info.asp" method="post">
<input type="hidden" name="id" value="#SITE_CODE#">
<input type="hidden" name="transactionid" value="#TRANSACTIONID#">
<input type="hidden" name="mid" value="2">
<input type="hidden" name="jid" value="#JID#">
<input type="hidden" name="layout" value="#LAYOUT#">

<table width="640" cellpadding="2" cellspacing="0" border="0">

<tr><td colspan="2" align="center">#IMAGE1#</td></tr>

<tr><td colspan="2">#MESSAGE1##DISCLAIMER#</td></tr>

<tr><td colspan="2" align="center">#ERROR#</td></tr>

<tr>
        <td align="right">#FTITLE#Title</FONT></td>
        <td><select name="Title">#TITLE_PL#</select></td>
</tr>

<tr>
        <td align="right">#FFIRSTNAME#First Name</FONT></td>
        <td><input type="text" name="FirstName" value="#FIRSTNAME#"></td>
</tr>

<tr>
        <td align="right">#FMIDDLENAME#Middle Name</FONT></td>
        <td><input type="text" name="MiddleName" value="#MIDDLENAME#"></td>
</tr>

<tr>
        <td align="right">#FLASTNAME#Last Name</FONT></td>
        <td><input type="text" name="LastName" value="#LASTNAME#"></td>
</tr>

<tr>
        <td align="right">#FSUFFIX#Suffix</FONT></td>
        <td><input type="text" name="Suffix" value="#SUFFIX#"></td>
</tr>

<tr>
        <td align="right">#FADDRESS1#Address 1</FONT></td>
        <td><input type="text" name="Address1" value="#ADDRESS1#"></td>
</tr>

<tr>
        <td align="right">#FADDRESS2#Address 2</FONT></td>
        <td><input type="text" name="Address2" value="#ADDRESS2#"></td>
</tr>

<tr>
        <td align="right">#FCITY#City</FONT></td>
        <td><input type="text" name="City" value="#CITY#"></td>
</tr>
```

```
<tr>
	<td align="right">#FSTATE#State</FONT></td>
	<td><select name="State">#STATE_PL#</select></td>
</tr>

<tr>
	<td align="right">#FPOSTAL#Postal/Zip Code</FONT></td>
	<td><input type="text" name="Postal" value="#POSTAL#"></td>
</tr>

<tr>
	<td align="right">#FCOUNTRY#Country</FONT></td>
	<td><select name="Country">#COUNTRY_PL#</select></td>
</tr>

<tr>
	<td align="right">#FEMAIL#Email Address</FONT></td>
	<td><input type="text" name="Email" value="#EMAIL#"></td>
</tr>

<tr>
	<td align="right"> </td>
	<td><input type="checkbox" name="EmailList" value="Y" #EMAILLIST_CHK#>#FLABEL#Do you want
to join the email list?</FONT></td>
</tr>

<tr>
	<td align="right">#FHOMEPHONE#Home Phone</FONT></td>
	<td><input type="text" name="HomePhone" value="#HOMEPHONE#"></td>
</tr>

<tr>
	<td align="right">#FEMPLOYER#Employer</FONT></td>
	<td><input type="text" name="Employer" value="#EMPLOYER#"></td>
</tr>

<tr>
	<td align="right">#FOCCUPATION#Occupation</FONT></td>
	<td><input type="text" name="Occupation" value="#OCCUPATION#"></td>
</tr>

<tr>
	<td align="right">#FWORKPHONE#Work Phone</FONT></td>
	<td><input type="text" name="WorkPhone" value="#WORKPHONE#"></td>
</tr>

<tr><td colspan="2" align="center">#MESSAGE2#</td></tr>

<tr>
	<td align="right">#FAMOUNT#Contribution Amount</font></td>
	<td><input type="text" name="Amount" value="#AMOUNT#"></td>
</tr>

<tr>
	<td align="right">#FRECURFREQUENCY#Frequency</FONT></td>
	<td>
		<input type="radio" name="RecurFrequency" value="O" #RECURFREQUENCY_O_CHK#>
#FLABEL#Once</FONT>
		<input type="radio" name="RecurFrequency" value="M" #RECURFREQUENCY_M_CHK#>
#FLABEL#Monthly</FONT>
	</td>
</tr>

<tr>
	<td align="right">#FRECUREXPIRATIONDATE#Until</FONT></td>
	<td>
		<select name="RecurExpirationMonth">#RECUREXPIRATIONMONTH_PL#</select>
		<select name="RecurExpirationYear">#RECUREXPIRATIONYEAR_PL#</select>
	</td>
</tr>
```

```
<tr>
	<td align="right" valign="top">#FCOMMENT#Comment</FONT></td>
	<td valign="top"><textarea name="comment">#COMMENT#</textarea></td>
</tr>

<tr><td colspan="2"> </td></td>

<tr>
	<td align="right" valign="top"><input type="checkbox" name="ClientDisclaimer" value="Y"
#CLIENTDISCLAIMER_CHK#></td>
	<td valign="top">#FLABEL#This is an option disclaimer with checkbox validation that can
be added to the page.</FONT></td>
</tr>

<tr><td colspan="2"> </td></td>

<tr><td colspan="2" align=center><input type="submit" value="Enter Payment
Information"></td></tr>

<tr><td colspan="2" align="center">#MESSAGE3#</td></tr>

<tr><td colspan="2" align="center">#IMAGE2#</td></tr>

</table>
</form>

<!-- END -->

</center>
</body>
</html>
```

Appendix 2 – Sample Credit Card Page Template

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">
<html>
<head>
<META HTTP-EQUIV="Pragma" CONTENT="no-cache">
<META HTTP-EQUIV="Cache-Control" content="no-cache">
<title>Credit Card Information</title>
</head>

<body>
<center>

<!-- START -->

<form name="card" action="card.asp" method="post">
<input type="hidden" name="id" value="#SITE_CODE#">
<input type="hidden" name="transactionid" value="#TRANSACTIONID#">
<input type="hidden" name="mid" value="2">
<input type="hidden" name="layout" value="#LAYOUT#">

<table width="640" cellpadding="2" cellspacing="0" border="0">

<tr><td colspan="2" align="center">#IMAGE1#</td></tr>

<tr><td colspan="2">#MESSAGE1#</td></tr>

<tr><td colspan="2" align="center">#ERROR#</td></tr>

<tr>
	<td align="right">#FLABEL#Contribution Amount</FONT></td>
	<td>#AMOUNTRECUR#</td>
</tr>

<tr>
	<td align="right">#FCARDNUMBER#Credit Card Number</FONT></td>
	<td><input type="text" name="CardNumber" value="#CARDNUMBER#"></td>
</tr>

<tr>
	<td align="right">#FCARDCVV#Card Validation Code</FONT></td>
	<td><input type="text" name="CardCVV" value="#CARDCVV#"></td>
</tr>

<tr>
	<td align="right">#FCARDEXPIRATION#Expiration Date</FONT></td>
	<td>
		<select name="CardExpirationMonth">#CARDEXPIRATIONMONTH_PL#</select>
		<select name="CardExpirationYear">#CARDEXPIRATIONYEAR_PL#</select>
	</td>
</tr>

<tr>
	<td align="right">#FCARDNAME#Name on Card</FONT></td>
	<td><input type="text" name="CardName" value="#CARDNAME#"></td>
</tr>

<tr>
	<td align="right">#FCARDADDRESS1#Address</FONT></td>
	<td><input type="text" name="CardAddress1" value="#CARDADDRESS1#"></td>
</tr>

<tr>
	<td align="right">#FCARDCITY#City</FONT></td>
	<td><input type="text" name="CardCity" value="#CARDCITY#"></td>
</tr>

<tr>
	<td align="right">#FCARDSTATE#State</FONT></td>
	<td><select name="CardState">#CARDSTATE_PL#</select></td>
```

```
</tr>

<tr>
	<td align="right">#FCARDPOSTAL#Zip Code</FONT></td>
	<td><input type="text" name="CardPostal" value="#CARDPOSTAL#"></td>
</tr>

<tr>
	<td align="right">#FCARDCOUNTRY#Country</FONT></td>
	<td><select name="CardCountry">#CARDCOUNTRY_PL#</select></td>
</tr>

<tr>
	<td align="right" valign="top">1. <input type="checkbox" name="Agree1" value="ON"
#AGREE1_CHK#></td>
	<td valign="top">#FAGREE1#This contribution is made knowingly and voluntarily from my own
funds, not those of another and the contribution is not controlled by another individual or made
from the proceeds of a gift given to provide funds to be contributed.</FONT></td>
</tr>

<tr>
	<td align="right" valign="top">2. <input type="checkbox" name="Agree2" value="ON"
#AGREE2_CHK#></td>
	<td valign="top">#FAGREE2#This contribution is not made from the general treasury funds
of a corporation, labor organization, or national bank.</FONT></td>
</tr>

<tr>
	<td align="right" valign="top">3. <input type="checkbox" name="Agree3" value="ON"
#AGREE3_CHK#></td>
	<td valign="top">#FAGREE3#I am not a foreign national who lacks permanent resident status
in the U.S., nor do I personally contract with the federal government for personal services or
the sale of goods, land, or buildings.</FONT></td>
</tr>

<tr>
	<td align="right" valign="top">4. <input type="checkbox" name="Agree4" value="ON"
#AGREE4_CHK#></td>
	<td valign="top">#FAGREE4#I affirm that this contribution is made on a personal credit
card for which I have the legal obligation to pay, and not through a corporate or business entity
card or the card of another.</FONT></td>
</tr>

<tr>
	<td align="right" valign="top">5. <input type="checkbox" name="Agree5" value="ON"
#AGREE5_CHK#></td>
	<td valign="top">#FAGREE5#I affirm that I am over the age of 18 years of age.</FONT></td>
</tr>

<tr>
	<td colspan="2" align=center><input type="submit" value="I Authorize This
Transaction"></td>
</tr>

<tr><td colspan="2"> </td></tr>


<tr><td colspan="2" align="center"><a
href="info.asp?id=#SITE_CODE#&transactionID=#TRANSACTIONID#&layout=#LAYOUT#">Edit Contributor
Information</a></td></tr>

<tr>
	<td colspan="2">#MESSAGE2# </td>
</tr>

<tr>
	<td colspan="2" align="center">#IMAGE2#</td>
</tr>

</table>
</form>
```

```
<!-- END -->

</center>
</body>
</html>
```

Appendix 3 – Sample Receipt Page Template

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">
<html>
<head>
<META HTTP-EQUIV="Pragma" CONTENT="no-cache">
<META HTTP-EQUIV="Cache-Control" content="no-cache">
<title>Contribution Receipt</title>
</head>

<body>
<center>

<table width="640" cellpadding="2" cellspacing="0" border="0">

<tr><td colspan="2" align="center">#IMAGE1#</td></tr>

<tr><td colspan="2"> </td></tr>

<tr><td colspan="2"><hr></td></tr>

<tr><td colspan="2">#TEST##MESSAGE1#</tr>

<tr><td colspan="2"> </td></tr>

<tr>
        <td align="right"><b>Transaction No.:</b></td>
        <td>#TRANSACTIONNO#</td>
</tr>

<tr>
        <td align="right"><b>Contribution To:</b></td>
        <td>#ORGANIZATION#</td>
</tr>

<tr>
        <td align="right"><b>Contribution Date:</b></td>
        <td>#CONTRIBUTIONDATE#</td>
</tr>

<tr>
        <td align="right"><b>Amount:</b></td>
        <td>#AMOUNTRECUR#</td>
</tr>

<tr>
        <td align="right"><b>Name of Contributor:</b></td>
        <td>#FULLNAME#</td>
</tr>

<tr><td colspan="2"> </td></tr>

<tr>
        <td colspan="2">
                Please print this receipt for your records as acknowledgement of your
                credit card transaction.

                <p>In addition to this receipt, a confirmation email was sent to #EMAIL#.
                For further information or help with your contribution, send an email to
                the <a href="mailto:#SUPPORTEMAIL#">Contribution Administrator</a></p>

                <p>Your contribution will appear as a charge to #STATEMENTNAME# if your
                credit card issuer supports this feature.   If not, it will appear as a
                charge to ARISTOTLE or AII.  Please contact the campaign if you have any
                questions.</p>

                #MESSAGE2#
        </td>
</tr>
```

```
<tr><td colspan="2" align="center"><hr></td></tr>

<tr><td colspan="2" align="center">#IMAGE2#</td></tr>
</table>

</center>
</body>
</html>
```

Appendix 4 – Sample Email Receipt Template

```
#TEST##MESSAGE1#

Transaction No.:       #TRANSACTIONNO#
Contribution To:       #ORGANIZATION#
Contribution Date:     #CONTRIBUTIONDATE#
Amount:                #AMOUNTRECUR#
Name of Contributor:   #FULLNAME#

Please print this receipt as acknowledgement of your contribution.

If you have any questions regarding your contribution, or for further information, please send an
email to the Contribution Administrator at #SUPPORTEMAIL#.

Your contribution will appear as a charge to #STATEMENTNAME# if your credit card issuer supports
this feature.  If not, it will appear as a charge to ARISTOTLE or AII.  Please contact the
campaign if you have any questions.

#MESSAGE2#
```

Appendix 5 – Sample Notification Template

```
#TEST#A contribution of #AMOUNT# was received from #FULLNAME# on #CONTRIBUTIONDATE#.

Amount:                 #AMOUNT#
Account No:             #ACCOUNTNO#
Legal Name:             #ORGANIZATION#
Transaction No.:        #TRANSACTIONNO#
Contribution Date:      #CONTRIBUTIONDATE#

Recur Frequency:        #RECURFREQUENCY#
Recur Expiration Date:  #RECUREXPIRATIONDATE#

Title:                  #TITLE#
First Name:             #FIRSTNAME#
Middle Name:            #MIDDLENAME#
Last Name:              #LASTNAME#
Suffix:                 #SUFFIX#

Address 1:              #ADDRESS1#
Address 2:              #ADDRESS2#
Address 3:              #ADDRESS3#
City:                   #CITY#
State:                  #STATECODE#
Zip Code:               #POSTAL#

Home Phone:             #HOMEPHONE#
Email:                  #EMAIL#
Email List:             #EMAILLIST#
Employer:               #EMPLOYER#
Occupation:             #OCCUPATION#
Work Phone:             #WORKPHONE#

JID:                    #JID#

Comment:
#COMMENT#
```

Document Updates

Date	Change
August 31, 2011	Added link to demonstration pages.