



## How to Stop a Recurring Gift in WidgetMakr

Monthly recurring donations can be stopped directly in WidgetMakr. In order to successfully stop a recurring gift in WidgetMakr, you need to stop the original recurring contribution that was submitted by the donor and not one of the subsequent monthly donations.

### Stopping a Recurring Gift in WidgetMakr

1. Once logged into your WidgetMakr account, select the **Conversions** tab.
2. To find the recurring donor and the corresponding original recurring donation, select the **Advanced** search.
3. You'll want to enter the donor's name, email, donation's date range, and/or check the "Recurring Only" checkbox.

Narrow Your Results

First Name

Last Name



Email

All Source Codes

Recurring Only

Date Range

Clear Search

4. Once you've found the original recurring donation you'd like to stop, click the **Details** link under the donor's name.
5. There, you'll be taken to the donation's details and under the **Payment Information** section, you'll see a  button in the **Recurring Donation** field.
6. When you press the  button, you'll be asked "Are you sure you want to stop the recurring donation? This action cannot be undone". Click **OK**.
7. Once the recurring donation has been successfully stopped, the **Recurring Donation** field will no longer have a **Stop** button, but instead will have the language "Stopped". Then in the **Conversions** list, under the amount, it will say "Recurring (stopped)" in red instead of "Recurring" in orange.

\*\*If you have any trouble stopping a recurring donation, please contact [Feedback@WidgetMakr.com](mailto:Feedback@WidgetMakr.com).