

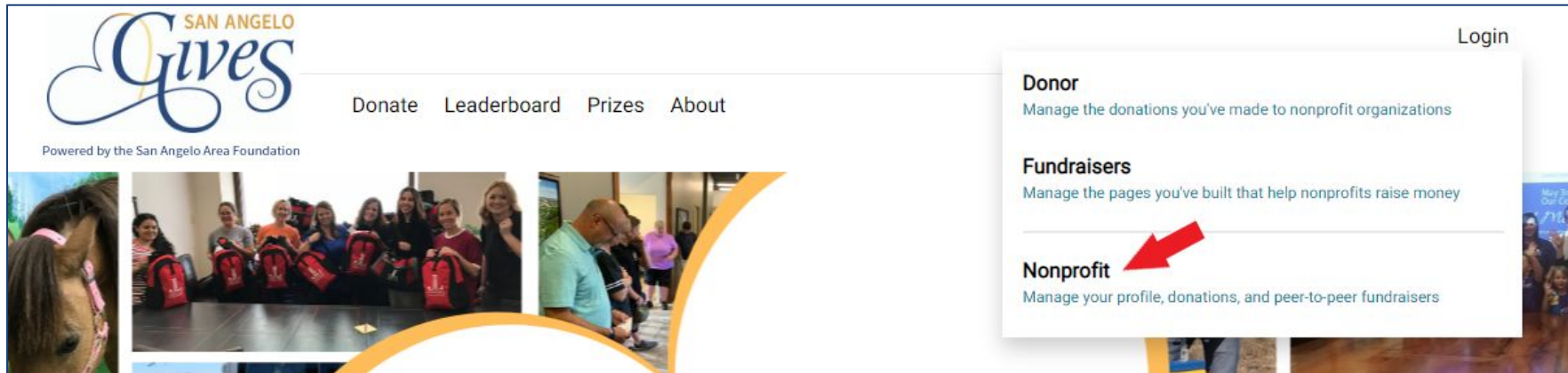


Powered by the San Angelo Area Foundation

**NONPROFIT REGISTRATION & ONBOARDING**  
**MAXIMIZE YOUR PROFILE!**



# NONPROFIT REGISTRATION STEPS



- Navigate to [sanangelogives.org](https://sanangelogives.org)
- Hover over "Login" in the top right-hand corner of the site and select "Nonprofit".
- If you're new, "[Apply as a new organization](#)".
- If you've participated in previous years, "[Log in as a returning organization](#)".
  - You can reset your password here if needed!

# NEW ORGANIZATIONS

## Register for

Nonprofit Registration opens on \_\_\_\_\_

Apply as a new organization to see if you're eligible to participate in the Giving Day. If eligible, you will receive a confirmation email with the next steps to complete registration.

Log into your Nonprofit account to complete registration & maximize your public profile.

[Log in as a returning organization](#)

Haven't participated yet? [Apply as a new organization](#)

## Step 1

As a new participant in San Angelo Gives, "Apply as a new organization" to submit your eligibility form. Once submitted, the team will review your inquiry to determine your eligibility.

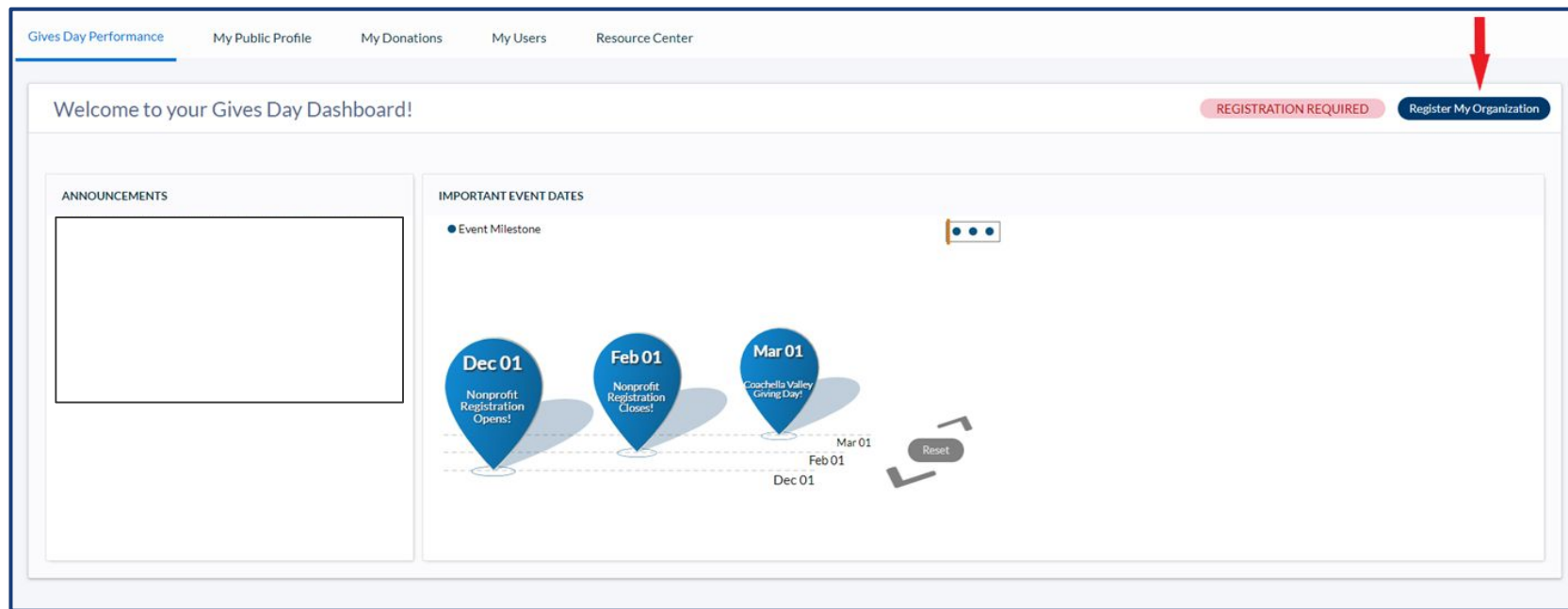
## Step 2

Once reviewed, you will receive a confirmation email update regarding your status. Look out for an additional email to create your password!

## Step 3

Once approved, "Log in as a returning organization" and submit your registration for approval.

# LOGGING IN AS A “RETURNING ORGANIZATION”



- Once logged in, confirm your organization, then select the "Register My Organization" to get started.
  - If needed, you can navigate back to your Gives Day Performance dashboard to locate your registration button.

# NONPROFIT REGISTRATION STEPS



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- Click "Register My Organization" to begin your registration process
- Your profile is prefilled with either last year's data, or the information you submitted with your eligibility form. This is the time for any updates!
- Once your registration is complete, click "Save Changes and Submit for Approval".

# SET YOUR EVENT GOALS

### Overall Event Goals

Event Goal ?	Your Total Last Event ?
\$ <input type="text"/>	\$0.00
Event Goal - Number of Donations ?	Your Count of Donations Last Event ?
<input type="text"/>	0
Matching Fund Goal ?	
\$ <input type="text"/>	
Have you secured any matching funds yet?	
<input type="radio"/> Yes <input type="radio"/> No	

### Early Giving Donations Goals

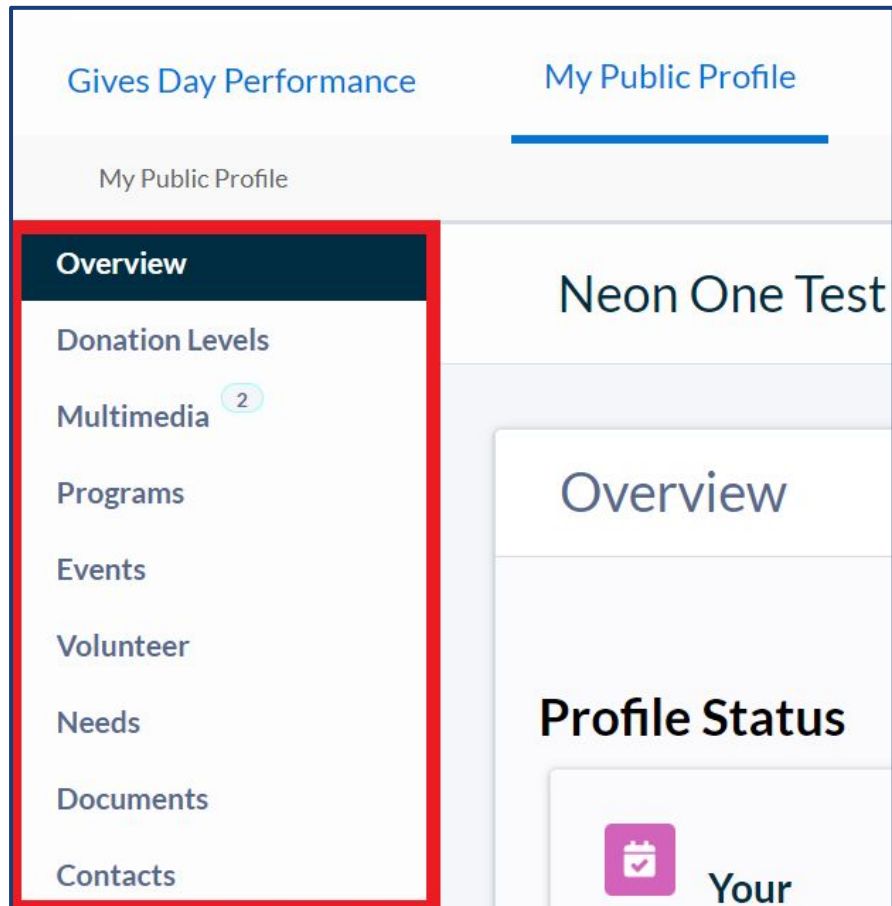
Early Giving Goal ?	Your Early Giving Total Last Event ?
\$ <input type="text"/>	\$0.00
Early Giving Goal - Number of Donations ?	Your Count of Early Giving Donations Last Event ?
<input type="text"/>	2

### Peer-to-Peer Goals

Fundraising Page Goal ?	Your Fundraising Page Total Last Event ?
\$ <input type="text"/>	\$0.00
Fundraising Page Goal - Number of Approved Pages ?	Your Count of Fundraising Pages Last Event ?
<input type="text"/>	0

- A goal progress wheel will be public on your San Angelo Gives profile during the event.
- Not sure of your goals yet?
  - Select "No thanks, I'll do it later"
  - You can update your goals on your Gives Day Performance dashboard at any time!

# MY PUBLIC PROFILE: OVERVIEW



- Under the “My Public Profile” tab, there is a side navigation bar that offers the ability to maximize our profile!
- The “Overview” tab allows you to preview your profile information, make edits, and view your status and to do list.

# MY PUBLIC PROFILE: DONATION LEVELS

Donation Levels

Add a Donation Level

Tell your story! Enter Donation Levels below to tie a monetary value to a specific good or service your Organization provides. These options will populate as pre-set donation amounts in the donor cart during the checkout process.

Items per page: 25 | 1 - 6 of 6 items

1 of 1 pages

Amount	Label	
\$10.00	Buy school supplies for 1 child	<div>HideShow</div>
\$25.00	anything helps	<div>HideShow</div>
\$50.00	supports one project	<div>HideShow</div>
\$100.00	trail maintenance	<div>HideShow</div>
\$200.00	build a new trail	<div>HideShow</div>
\$250.00	Provides a child with an Ipad for school	<div>HideShow</div>

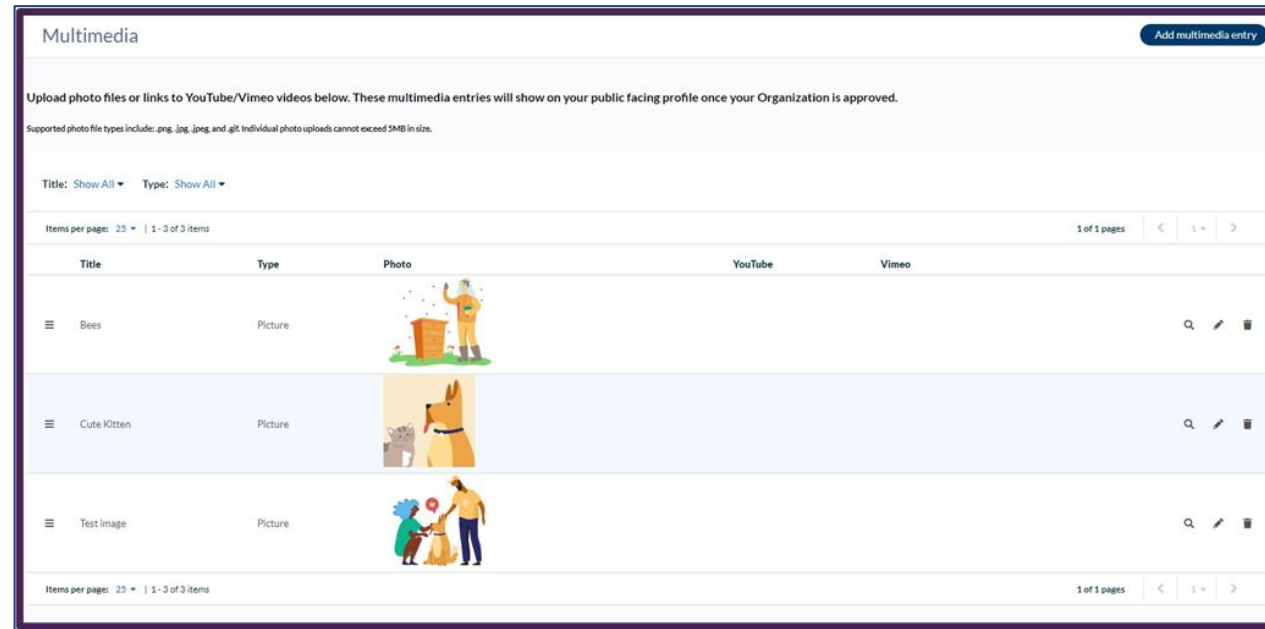
Items per page: 25 | 1 - 6 of 6 items

1 of 1 pages

- “Donation Levels” tie monetary value to a specific good or service your organization provides.
- This helps donors get an idea of what to donate and what the donation is going towards.
- These options will populate as a pre-set donation amount in the donation cart during the checkout process.



# MY PUBLIC PROFILE: MULTIMEDIA



- The “Multimedia” tab allows you the opportunity to add photos and videos to your public profile!
- Photos cannot exceed 5MB. PNG and JPG images are preferred.
- YouTube and Vimeo videos must be PUBLIC on your YouTube/Vimeo account.

# MY PUBLIC PROFILE: PROGRAMS

The screenshot shows a web form titled "Programs". At the top, there is a section for "Active" status, a "Program Name" field with the placeholder "Example", and a "Budget" field with the value "\$ 5,000". Below this is a "Program Description" text area. The main section is "Beneficiaries", which contains a grid of checkboxes for various groups. The "Adults" checkbox is checked. Other visible options include "African Americans", "Children birth to age 3", "Deaf and Hearing Impaired", "Ethnic/Racial Minorities - General", "Female Children (5 - 14 years)", "Female Youth/Adolescents (14 - 19 years)", "General Public/Unspecified", "Infants/Babies (under age 5)", "Male Children and Youth (infants - 19 years)", "Males - all ages or age unspecified", "Native Americans/American Indians", "Outdoor Recreationists", "Single Parents", "Youth/Adolescents only (14 - 19 years)", "Aging/Elderly/Senior Citizens", "Blind and Vision Impaired", "Children Only (5 - 14 years)", "Disabled", "Families", "Female Children and Youth (infants - 19 years)", "Females", "Hispanics", "Male Adults", "Male Infants/Babies (under age 5)", "Mentally/Emotionally Disabled", "Offenders/Ex-offenders", "People With AIDS (pwAs)", "Substance Abusers (Drug/Alcohol Abusers)", "Animals", "Children ages 5 to 21", "Crime/Abuse Victims", "Disabled - General or Disability unspecified", "Female Adults", "Female Infants/Babies (under age 5)", "Females - all ages or age unspecified", "Homeless", "Male Aging/Elderly/Senior Citizens", "Male Youth/Adolescents (14 - 19 years)", "Migrant Workers", "Other Minorities", "Physically Disabled", "Wildlife Enthusiasts", "Asian/Pacific Islander", "Children and Youth (infants - 19 years)", "Crime/Abuse Victims", "Ethnic/Racial Minorities - Other Specified Group", "Female Aging/Elderly/Senior Citizens", "Female Young Adults (20 - 25 years)", "Gays/Lesbians", "Immigrants/Newcomers/Refugees", "Male Children (5 - 14 years)", "Males", "Military/Veterans", "Other Named Groups", "Poor/Economically Disadvantaged/Indigent", and "Young Adults (20-25 years)". At the bottom, there is a "Define Long Term Success" link.

Programs

☒ Active

\* Program Name: Example

Budget: \$ 5,000

Program Description

Beneficiaries

☒ Adults

☐ African Americans

☐ Children birth to age 3

☐ Deaf and Hearing Impaired

☐ Ethnic/Racial Minorities - General

☐ Female Children (5 - 14 years)

☐ Female Youth/Adolescents (14 - 19 years)

☐ General Public/Unspecified

☐ Infants/Babies (under age 5)

☐ Male Children and Youth (infants - 19 years)

☐ Males - all ages or age unspecified

☐ Native Americans/American Indians

☐ Outdoor Recreationists

☐ Single Parents

☐ Youth/Adolescents only (14 - 19 years)

☐ Aging/Elderly/Senior Citizens

☐ Blind and Vision Impaired

☐ Children Only (5 - 14 years)

☐ Disabled

☒ Families

☐ Female Children and Youth (infants - 19 years)

☐ Females

☐ Hispanics

☐ Male Adults

☐ Male Infants/Babies (under age 5)

☐ Mentally/Emotionally Disabled

☐ Offenders/Ex-offenders

☐ People With AIDS (pwAs)

☐ Substance Abusers (Drug/Alcohol Abusers)

☐ Animals

☐ Children ages 5 to 21

☐ Crime/Abuse Victims

☐ Disabled - General or Disability unspecified

☐ Female Adults

☐ Female Infants/Babies (under age 5)

☐ Females - all ages or age unspecified

☐ Homeless

☐ Male Aging/Elderly/Senior Citizens

☐ Male Youth/Adolescents (14 - 19 years)

☐ Migrant Workers

☐ Other Minorities

☒ Physically Disabled

☐ Wildlife Enthusiasts

☐ Asian/Pacific Islander

☐ Children and Youth (infants - 19 years)

☐ Crime/Abuse Victims

☐ Ethnic/Racial Minorities - Other Specified Group

☐ Female Aging/Elderly/Senior Citizens

☐ Female Young Adults (20 - 25 years)

☐ Gays/Lesbians

☐ Immigrants/Newcomers/Refugees

☐ Male Children (5 - 14 years)

☐ Males

☐ Military/Veterans

☐ Other Named Groups

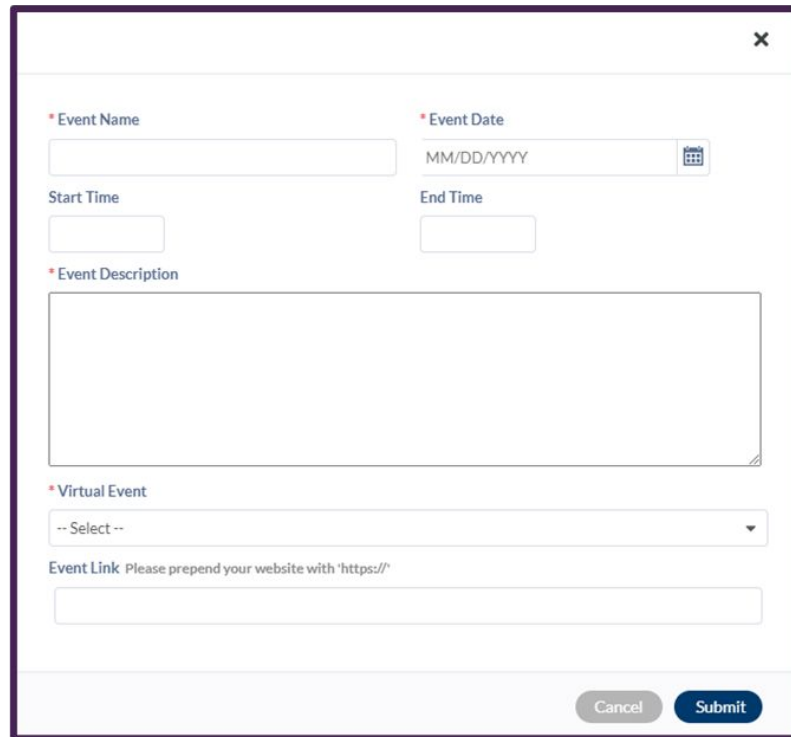
☐ Poor/Economically Disadvantaged/Indigent

☐ Young Adults (20-25 years)

Define Long Term Success: ?

- Use the “Programs” tab to highlight important programs within your organization!
- “Active” programs will populate on your public profile and help demonstrate the scope of your work.

# MY PUBLIC PROFILE: EVENTS



A screenshot of a web form titled "Events" with a close button (X) in the top right corner. The form contains the following fields:

- \* Event Name**: A text input field.
- \* Event Date**: A date input field with a calendar icon, showing the format MM/DD/YYYY.
- Start Time**: A text input field.
- End Time**: A text input field.
- \* Event Description**: A large text area for a detailed description.
- \* Virtual Event**: A dropdown menu with the text "-- Select --".
- Event Link**: A text input field with a placeholder text "Please prepend your website with 'https://'".

At the bottom right of the form are two buttons: "Cancel" and "Submit".

- The “Events” tab allows you to promote any upcoming events your organization will be hosting.
- This can draw more attention to your event, help gain awareness and intrigue donors to attend.

# MY FUNDRAISERS

The screenshot shows the 'My Fundraisers' page with a navigation bar at the top containing 'Gives Day Performance', 'My Public Profile', 'My Fundraisers' (active), 'My Donations', 'My Users', and 'Resource Center'. Below the navigation bar, the 'My Fundraisers' section has a 'Create Fundraiser' button in the top right corner, indicated by a red arrow. Below this, there are filter options: 'Title: Show All', 'Fundraiser Status: Published' (indicated by a red arrow), 'Creator Name: Show All', and 'Creator Email: Show All'. Below the filters, there is a table with 10 columns: Title, Creator Name, Creator Email, Number of Donations, Amount Raised, Fundraiser Status, Start Date, End Date, URL, and Donor. The table shows two rows of 'Test' fundraisers, both with 0 donations and \$0 raised, published on 03/11/2022. Each row has a 'View Public Page' button and a 3-dot menu icon. The table also includes pagination controls showing '1 of 1 pages'.

Title	Creator Name	Creator Email	Number of Donations	Amount Raised	Fundraiser Status	Start Date	End Date	URL	Donor
Test	---	---	0	\$0	Published	03/11/2022	---	<a href="#">View Public Page</a>	...
Test	---	---	0	\$0	Published	03/11/2022	---	<a href="#">View Public Page</a>	...

- Want to create a P2P Fundraiser for a specific program or need?
  - Click the “My Fundraisers” tab, then click the blue “Create Fundraiser” button.
- Current “Published” Fundraisers will populate on your list.
  - You can view last year’s P2P Fundraiser by adjusting the “Fundraiser Status” filter to “Show All”.
- Use the 3 dots option copy an old Fundraiser, edit a published Fundraiser, or view donations to a specific Fundraiser.

# MY DONATIONS

The screenshot displays the 'My Donations' section of a web application. At the top, a navigation bar includes links for 'Gives Day Performance', 'My Public Profile', 'My Fundraisers', 'My Donations' (which is highlighted), 'My Users', and 'Resource Center'. Below this, a sidebar on the left shows 'My Donations' and 'Processed Donations' (which is selected). The main content area is titled 'Processed Donations' and features two buttons: 'Donation Export - Date Range' and 'Donation Export - Past Event(s)'. Below these buttons, there are filter options: 'Transaction Date Time: All Time', 'Full Name: Show All', 'Amount: Show All', and 'Gives Day: Show All'. A table of donations is displayed below the filters. The table has columns for 'Gives Day', 'Transaction Date Time', 'Amount', 'First Name', 'Last Name', 'Recognize Donor As', 'Email', 'Phone Number', 'Address1', 'Address2', 'City', 'State', and 'Zip Code'. Two rows of data are visible, both for 'Brazos Valley Gives 2021' on '10/14/2021 02:00:00 PM' with an amount of '\$0.00'. The first row lists 'Maelynn Test' with email 'maelvnn@civiscare.com' and phone '3034770900'. The second row lists 'Maelynn Test' with the same email and phone. To the right of the table, there is an 'Export' button and a link that says 'Click here to display additional donor and donation data'. Red arrows point to the 'Transaction Date Time' filter, the 'Gives Day' filter, the 'Export' button, and the 'Click here to display additional donor and donation data' link.

Gives Day	Transaction Date Time	Amount	First Name	Last Name	Recognize Donor As	Email	Phone Number	Address1	Address2	City	State	Zip Code
Brazos Valley Gives 2021	10/14/2021 02:00:00 PM	\$0.00	Maelynn	Test	---	maelvnn@civiscare.com	3034770900	4545 N. Ravenswood Ave	---	Chicago	Illin	640
Brazos Valley Gives 2021	10/14/2021 02:00:00 PM	\$0.00	Maelynn	Test	---	maelvnn@civiscare.com	3034770900	4545 N. Ravenswood Ave	---	Chicago	Illin	640

- The “My Donations” tab provides a list of ALL your donation data.
- Filter for data by the “Gives Day” or "Transaction Date Time" filter or, use the "additional donor and donation data" option to include other donation fields such as volunteer interests.
- You can export this data to your desktop via Excel or CSV.

# MY USERS

The screenshot shows a 'Manage User' dialog box with a close button (X) in the top right corner. It is divided into two main sections: 'User Info' and 'User Settings'.

**User Info**

- Edit** button (top right)
- Updated 04/20/2022 by Maelynn Test*
- First Name:** Maelynn
- Last Name:** Test
- Email:**

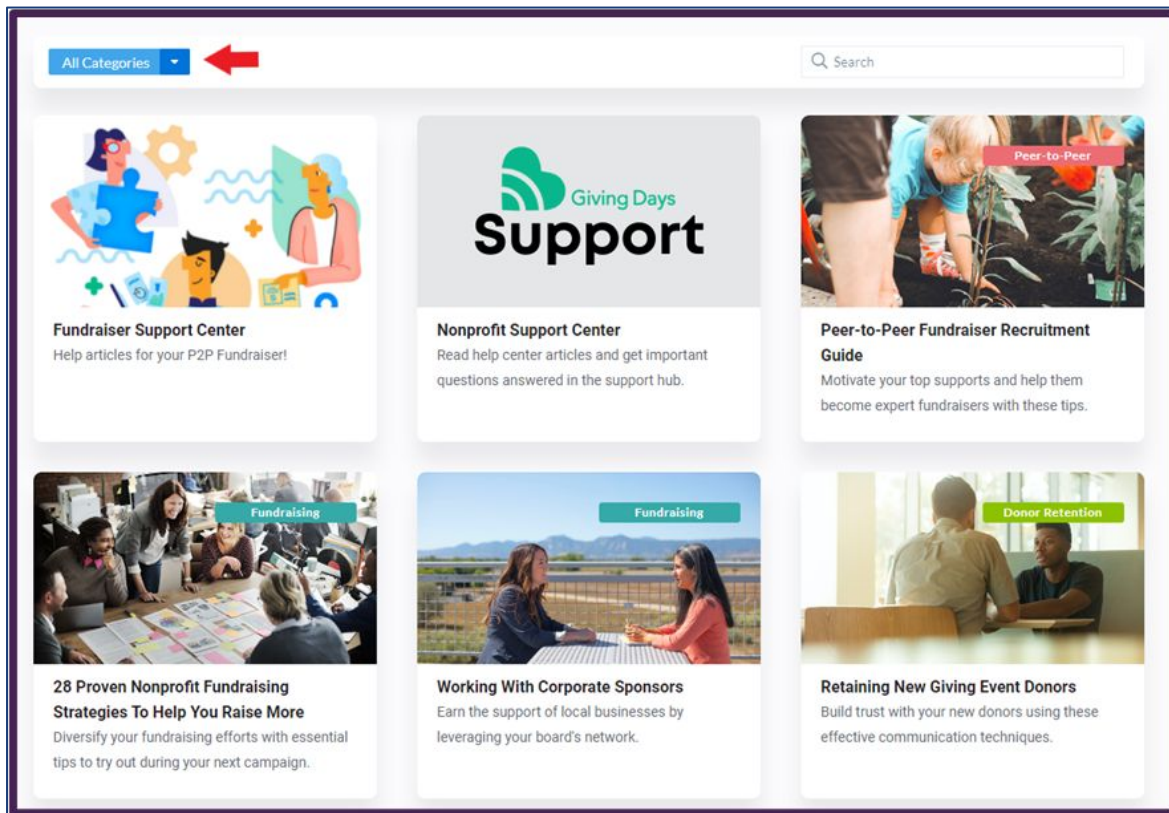
**User Settings**

- Neon Giving Days:** **Remove**
- Email Notifications:** **Remove**

**Close** button (bottom right)

- The “My Users” tab allows you to add new organization users, inactivate old ones, and adjust user email settings.
- Once you add a user, the user will receive a password email to their email address.
- To inactivate or adjust a user’s email notifications, click the “Manage Settings” button.
  - Click “Remove” next to “Neon Giving Days” to remove the user from the database.
  - Click “Remove” next to “Email Notifications” to stop the user from receiving email notifications when donations are made to your organization.

# RESOURCE CENTER



- Check out the Resource Center for helpful guides, articles, and more!
  - Filter by "category" to narrow down your search.

# QUESTIONS?



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- Reach out to one of our giving day team members at [sanangelogives@saafound.org](mailto:sanangelogives@saafound.org)
- Or give our office a call at 325-947-7071