Give Hastings Day

live here. give here.

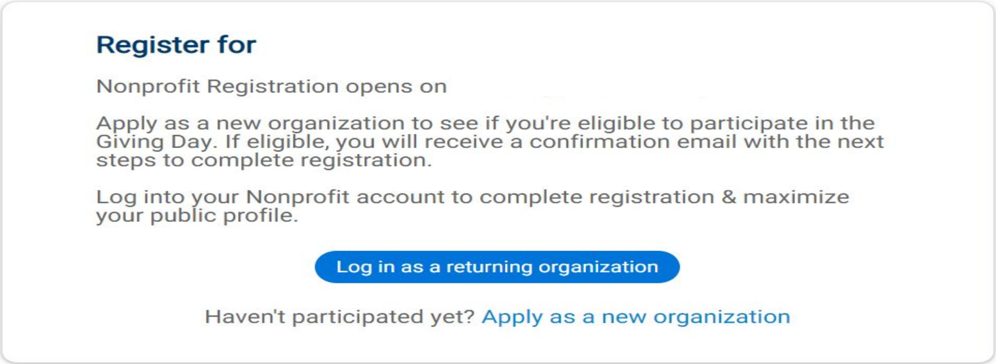
# NONPROFIT REGISTRATION & ONBOARDING

## MAXIMIZE YOUR PROFILE!

# NONPROFIT REGISTRATION STEPS


- Navigate to givehastingsday.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




**Step 1**

As a new participant in Give Hastings Day, "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.

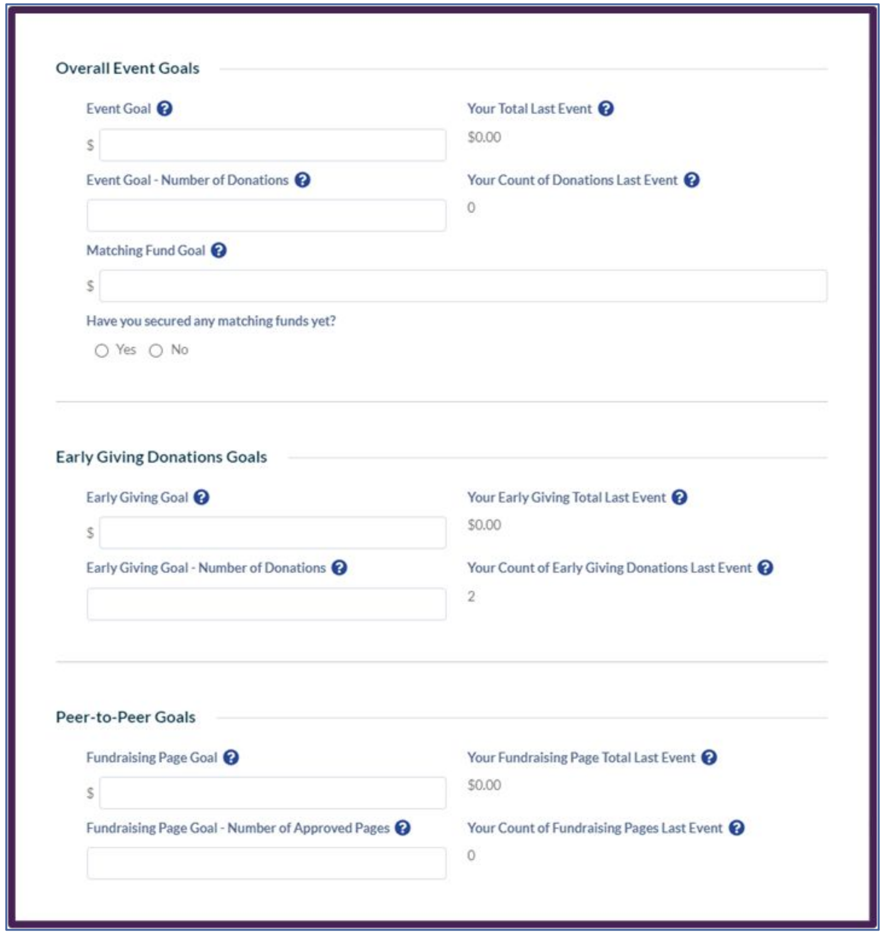
# LOGGING IN AS A "RETURNING ORGANIZATION"


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

# NONPROFIT REGISTRATION STEPS

- 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

$0.00

Event Goal - Number of Donations

Your Count of Donations Last Event

0

Matching Fund Goal

$

Have you secured any matching funds yet?

Yes No

Early Giving Donations Goals

Early Giving Goal

$

Your Early Giving Total Last Event

$0.00

Early Giving Goal - Number of Donations

Your Count of Early Giving Donations Last Event

2

Peer-to-Peer Goals

Fundraising Page Goal

$

Your Fundraising Page Total Last Event

$0.00

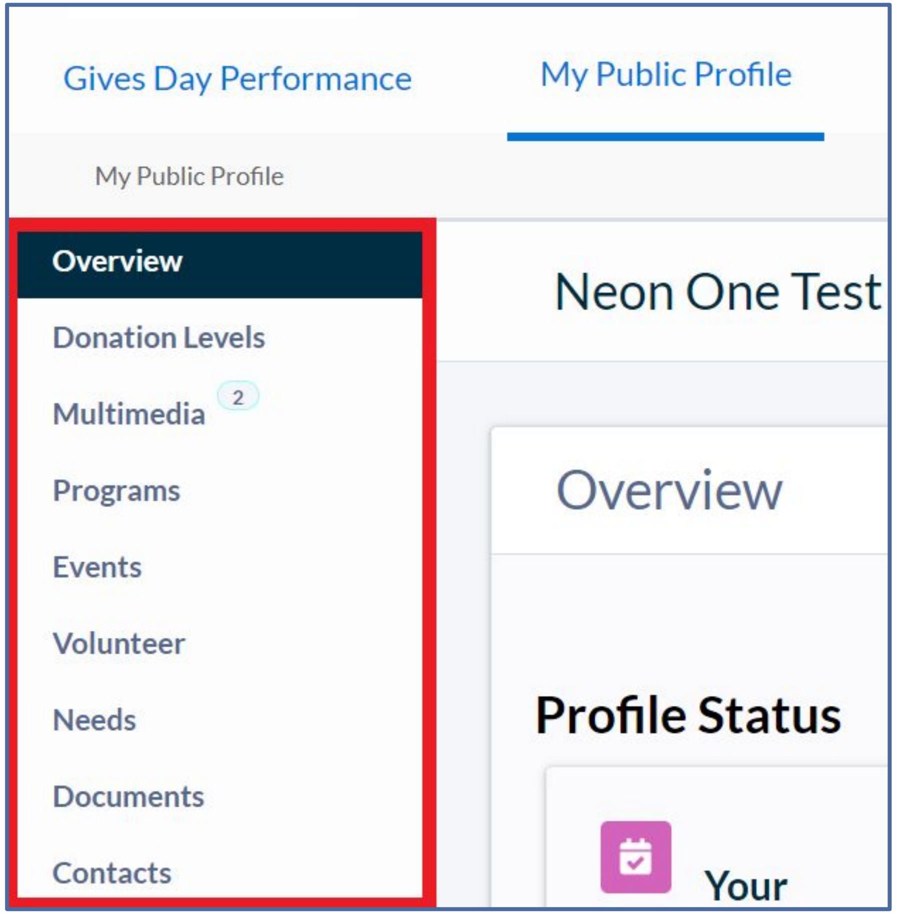
Fundraising Page Goal - Number of Approved Pages

Your Count of Fundraising Pages Last Event

0

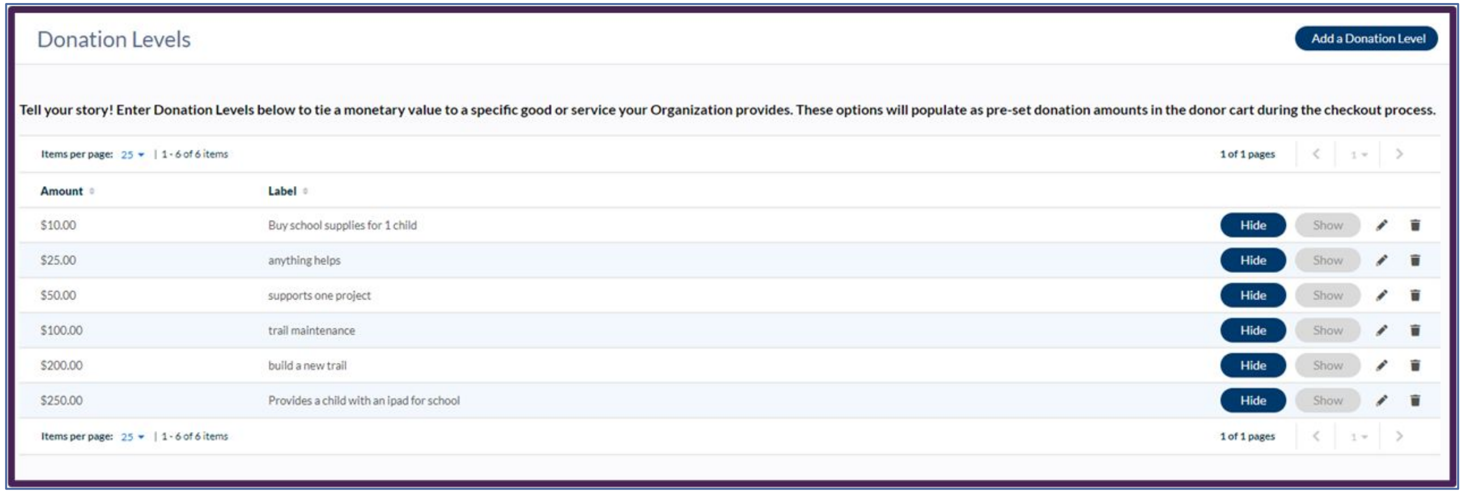
- A goal progress wheel will be public on your Give Hastings Day profile during the event.
- Not sure of your goals yet?
  - Select "No thanks, I'll do it later"
  - You can update your goals on your Gives Day Performance dashboard at any time!

# MY PUBLIC PROFILE: OVERVIEW



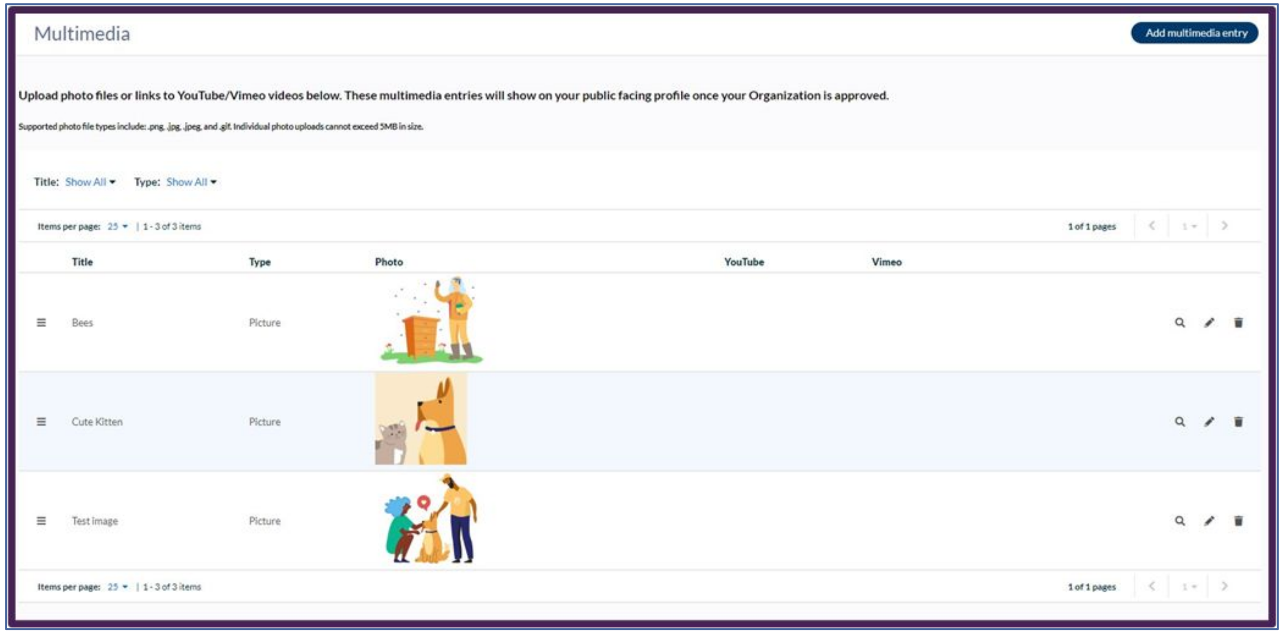

- Under the “My Public Profile” tab, there is a side navigation bar that offers the ability to maximize our profile!
- The “Overview” tab allows you to preview your profile information, make edits, and view your status and to do list.

# MY PUBLIC PROFILE: DONATION LEVELS



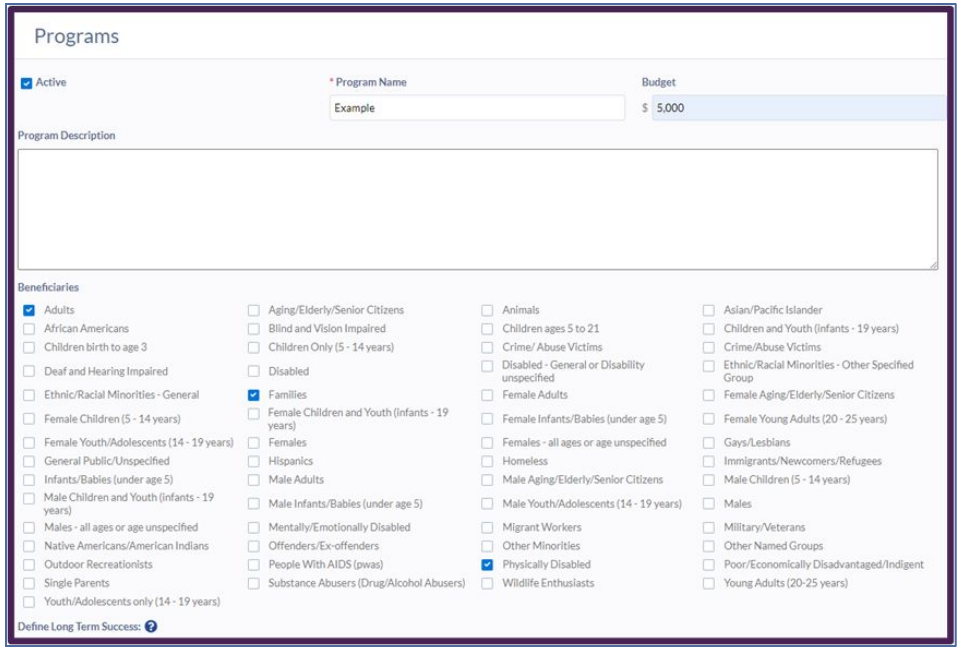

- “Donation Levels” tie monetary value to a specific good or service your organization provides.
- This helps donors get an idea of what to donate and what the donation is going towards.
- These options will populate as a pre-set donation amount in the donation cart during the checkout process.

# MY PUBLIC PROFILE: MULTIMEDIA



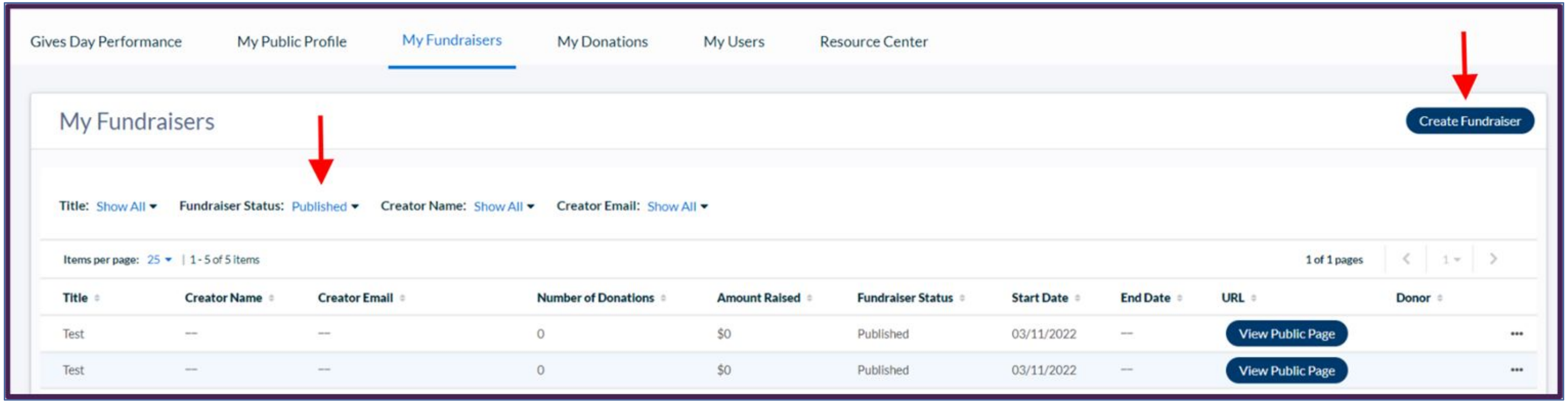

- The “Multimedia” tab allows you the opportunity to add photos and videos to your public profile!
- Photos cannot exceed 5MB. PNG and JPG images are preferred.
- YouTube and Vimeo videos must be PUBLIC on your YouTube/Vimeo account.

# MY PUBLIC PROFILE: PROGRAMS



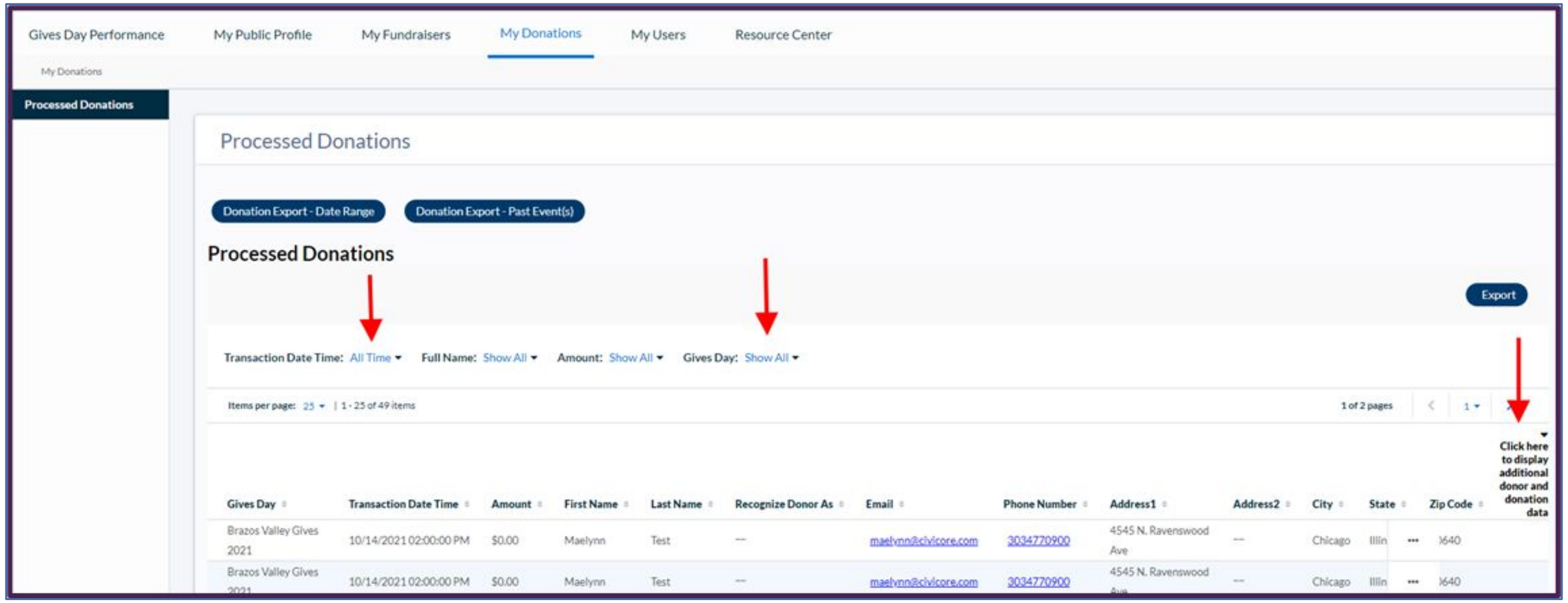

- Use the “Programs” tab to highlight the important programs within your organization!
- “Active” programs will populate on your public profile and help demonstrate the scope of your work.

# MY FUNDRAISERS



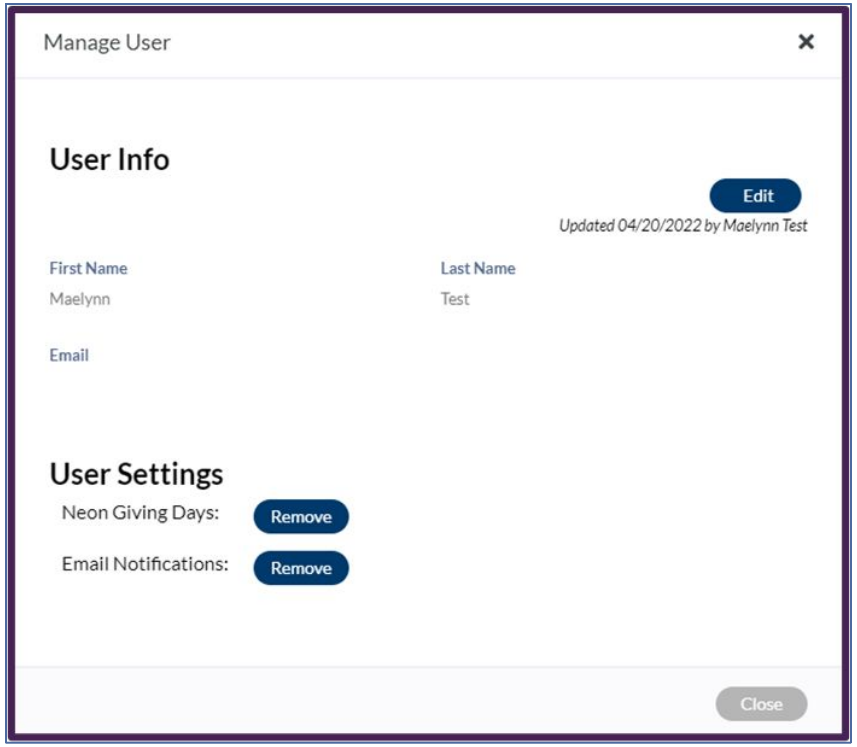

- Want to create a P2P Fundraiser for a specific program or need?
  - Click the "My Fundraisers tab, then click the blue "Create Fundraiser" button.
- Current "Published" Fundraisers will populate on your list.
  - You can view last year's P2P Fundraiser by adjusting the "Fundraiser Status" filter to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

# MY DONATIONS



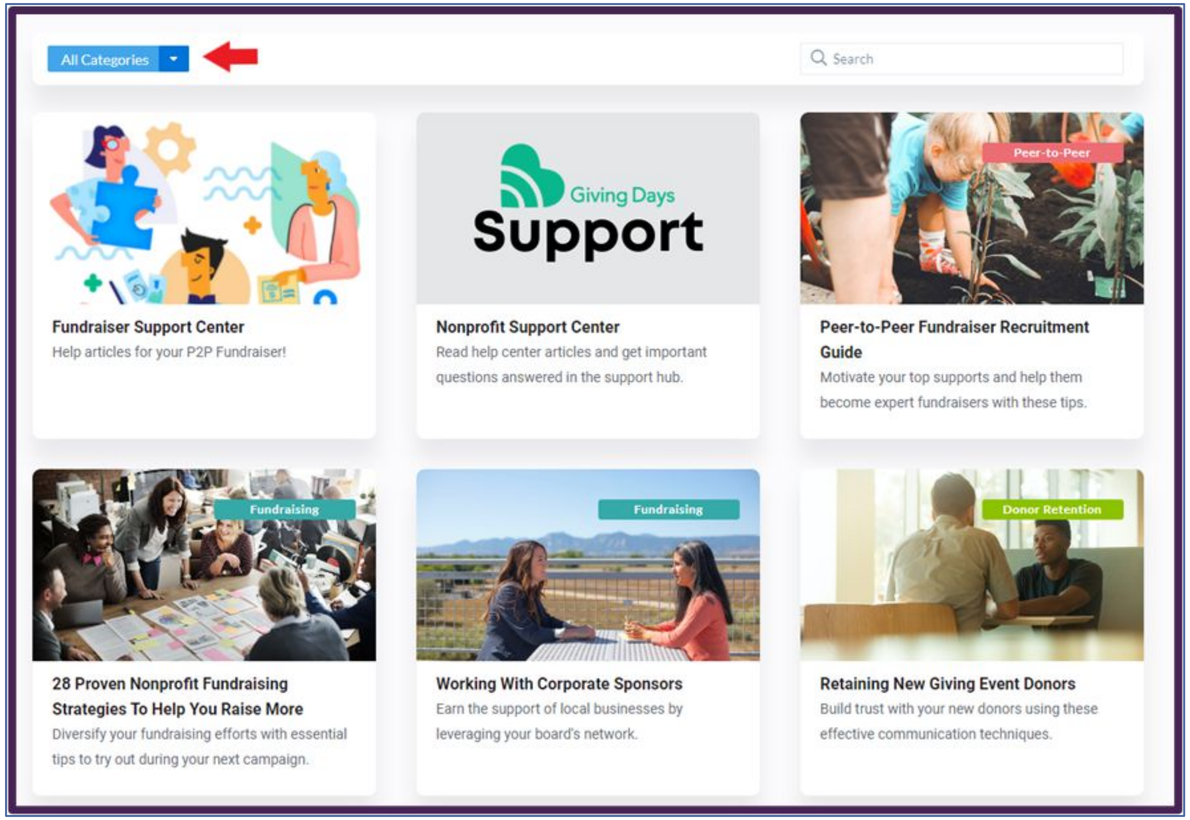

- The “My Donations tab” provides a list of ALL your donation data.
- Filter for data by the “Gives Day” or "Transaction Date Time" filter or, use the "additional donor and donation data" option to include other donation fields such as volunteer interests.
- You can export this data to your desktop via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

# MY USERS




- The “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?

- Reach out via the blue Support button located in the bottom right-hand corner of the screen.
- Our technology partners at Neon One are here to assist you!