



NONPROFIT REGISTRATION & PROFILE TIPS

NONPROFIT REGISTRATION STEPS



- Navigate to givewhereyoulive.net
- Hover over **Login** in the top right-hand corner of the site and select ***I am an organization.***
 - If you're new to Give Where You Live, ***Apply as a new organization.***
 - If you've ever participated, even if you didn't participate last year, ***Log in as a returning organization.***
 - If unsure if your organization is new or returning, email kacf@kearneyfoundation.org
 - You can reset your password here if needed!

NEW ORGANIZATIONS

If you're a new organization to Give Where You Live, click "***Apply as a new organization***" to submit your eligibility form. Once submitted, the team will review your inquiry to determine your eligibility.



Once reviewed, you will receive an email update regarding your status. If approved, look out for an additional email to create your password!



Once approved, go back to the login page, and this time click "***Log in as a returning organization***" and submit your registration for approval.


LOGGING IN AS A “RETURNING ORGANIZATION”



- Once logged in, confirm your organization by looking at the top of the page, then select the “**Register My Organization**” button to get started.
- If needed, you can navigate back to your Gives Day Performance dashboard to locate your registration button.

MAKE SURE TO FOLLOW THESE IMPORTANT STEPS TO REGISTER

Click “**Register My Organization**” to begin your Give Where You Live registration process.
NOTE: You must register your organization even if you participated last year.



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!



Carefully read the terms and conditions to participate before you agree to them. Once your registration is complete, click “**Save Changes and Submit for Approval**”. Your page will become public once your registration is approved. Now, maximize your profile.

SET YOUR EVENT GOALS

Our Goal

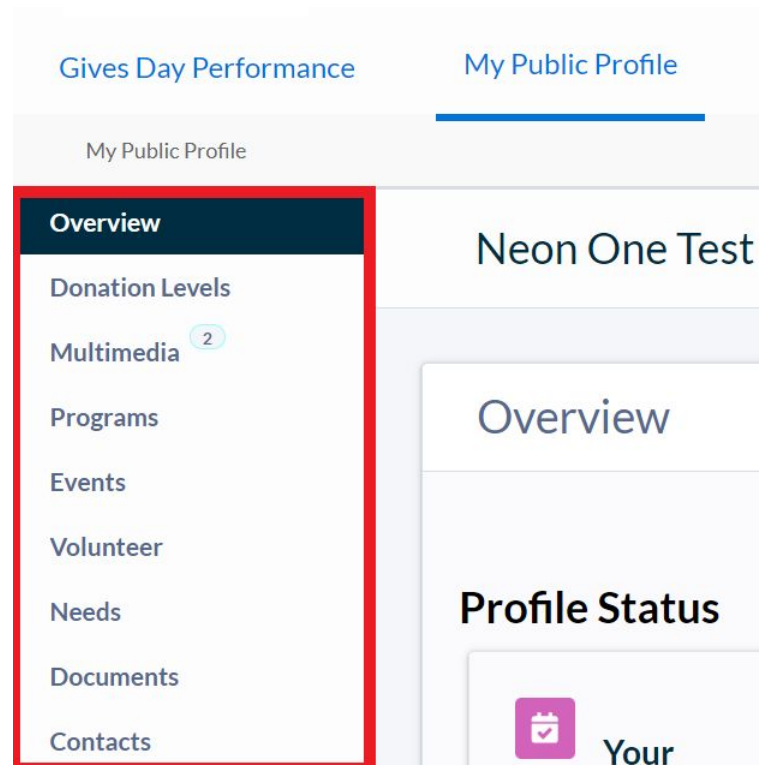


 MATCH MET!

\$30,000 / \$30,000

- A goal progress wheel will be public on your public profile during the giving day.
- The goal widget will display your overall event goal, how much you've raised, and number of donations.
- 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! [Click here for instructions on how to do it.](#)

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 such as Mission Statement, About, Contact Info and more. You can make edits and view your registration status and to do list.
- Each tab is explained in more detail in the following slides.

Once your profile page is approved, you can find your sharable profile URL under profile status. Share this URL in all promotional items.

OVERVIEW: TIPS & TRICKS

More Information on This Organization

Overview Volunteer

Organization Information

ORGANIZATION NAME

Neon One Test Organization

BUDGET

\$100,000

PHONE NUMBER

555-555-5555

ADDRESS

4545 N. Ravenswood Ave Chicago IL 60640

EMAIL

example@neonone.com

WEBSITE

<https://www.neonone.com>

SOCIAL MEDIA



What will we do with the money?

We'll be utilizing our funds to support the houseless youth of Chicago.

Mission Statement

Nonprofit Software Designed for Growth and Built for Good. Neon One, Neon Giving Days, is the platform provider for Give Where You Live!

Testimonials

Neon One powers the future of philanthropy. Combined, our platforms have helped organizations raise more than \$16 Billion. And we're just getting started.

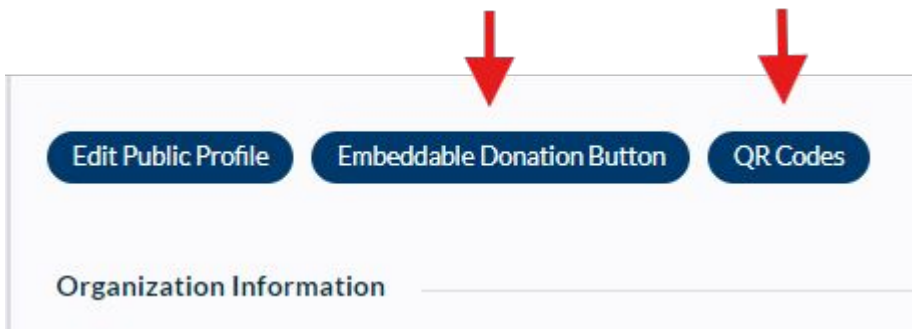
Be sure to review your public profile to ensure your information is precise and displays correctly.

Below are some tips to help your profile look tidy:

- **About Us:** Max 1,200 characters.
- **What will we do with the money?:** Max 700 characters.
- **Mission Statement:** Max 700 characters.
- **Testimonials:** Best with 1-2 small quotes. Max 700 characters.

OVERVIEW: EMBEDDABLE DONATION BUTTON AND QR CODES

Above the organization information, you will find the buttons to use these features.















- **Embeddable Donation Button:** It allows nonprofits to embed a button on their website to drive donor traffic back to their donation page on GWYL. Find detailed instructions in the [Nonprofit Resources](#) on how to set it up.
- **QR Code:** A Organization can set up a QR code for their organization's GWYL profile page and/or for their donation page. Find detailed instructions in the [Nonprofit Resources](#) to understand the different pages and how to setup.

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	Hide Show  
\$25.00	anything helps	Hide Show  
\$50.00	supports one project	Hide Show  
\$100.00	trail maintenance	Hide Show  
\$200.00	build a new trail	Hide Show  
\$250.00	Provides a child with an ipad for school	Hide Show  

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.
- The levels will display on your public profile with a donate button once early giving begins.

DONATION LEVELS: TIPS & TRICKS

How Your Donation Helps

The image displays three white rectangular cards with rounded corners, each representing a different donation level. Each card features a large dollar amount at the top, a description of what the donation can purchase in the middle, and a blue 'Donate' button at the bottom. The first card is for \$20 (Lunch), the second for \$40 (New Backpack), and the third for \$60 (School Supplies).

Amount	Item	Button
\$20	Lunch	Donate
\$40	New Backpack	Donate
\$60	School Supplies	Donate

- Be sure to review your profile's **Donation Levels** section to ensure your information is precise and displays correctly.
- The donate button won't display until early giving begins.
 - Donors can click donate for the donation level to be added to their cart.

MY PUBLIC PROFILE: MULTIMEDIA




Multimedia [Add multimedia entry](#)

Upload photo files or links to YouTube/Vimeo videos below. These multimedia entries will show on your public facing profile once your Organization is approved.

Supported photo file types include: .png, .jpg, .jpeg, and .gif. Individual photo uploads cannot exceed 5MB in size.

Title: [Show All](#) Type: [Show All](#)

Items per page: 25 | 1 - 3 of 3 items 1 of 1 pages

Title	Type	Photo	YouTube	Vimeo
Bees	Picture			
Cute Kitten	Picture			
Test Image	Picture			

Items per page: 25 | 1 - 3 of 3 items 1 of 1 pages

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. The suggested photo size is 630 pixels by 472 pixels.
- YouTube and Vimeo videos must be **PUBLIC** on your YouTube/Vimeo account.

MULTIMEDIA: TIPS & TRICKS

Multimedia



[View All](#)


- Be sure to review your profile's **Multimedia** section to ensure your photos and videos are displaying appropriately.
- Please note that updates/edits can take up to two hours to appear on your public profile.

MY PUBLIC PROFILE: **EVENTS**

×

* Event Name

* Event Date



Start Time

End Time

* Event Description

* Virtual Event

-- Select --

Event Link

Please prepend your website with 'https://'

Cancel

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.
- The events on your profile will have an easy “Add to Calendar” button, also.

EVENTS: TIPS & TRICKS

More Information on This Organization

Overview Volunteer Events

Example Event 1

📅 Thu, August 8 | 8:30 AM

📍 555 Main St.

Add To Calendar

Example Event 2

📅 Tue, September 10 | 8:30 AM

📍 555 Main St.

Add To Calendar

- Be sure to review your profile's **Events** tab to ensure your programs display appropriately.

MY PUBLIC PROFILE: VOLUNTEERS

×

* Volunteer Opportunity Name

* Volunteer Opportunity Description

Location

Start Date

MM/DD/YYYY

End Date

MM/DD/YYYY

Start Time

End Time

* Do you want to publish contact information about this volunteer opportunity?

-- Select --

Cancel

Submit

- Do you need a helping hand?
 - Add your volunteer needs under the **Volunteer** tab!
 - Donors can read about Volunteer Opportunities, when they are and who to contact right from your profile.
 - Donors can also donation their TIME by the new volunteer widget.
 - Export the contact information under the Volunteer Interests section.

VOLUNTEERS: TIPS & TRICKS

More Information on This Organization

Overview Volunteer

Volunteer for Feed the Community!



More Ways to Give

At Neon One Test Organization, we believe that giving isn't limited to financial contributions. Your time and skills are equally valuable in making a difference. This Gives Day, you can double the impact of your support by pledging your hours as a volunteer.

Volunteer Your Time

First Name* Last Name*

Email Address*

Phone Number

How many hours would you like to volunteer over the next twelve months?*

☐ I agree to receive communication via email or SMS from this organization*

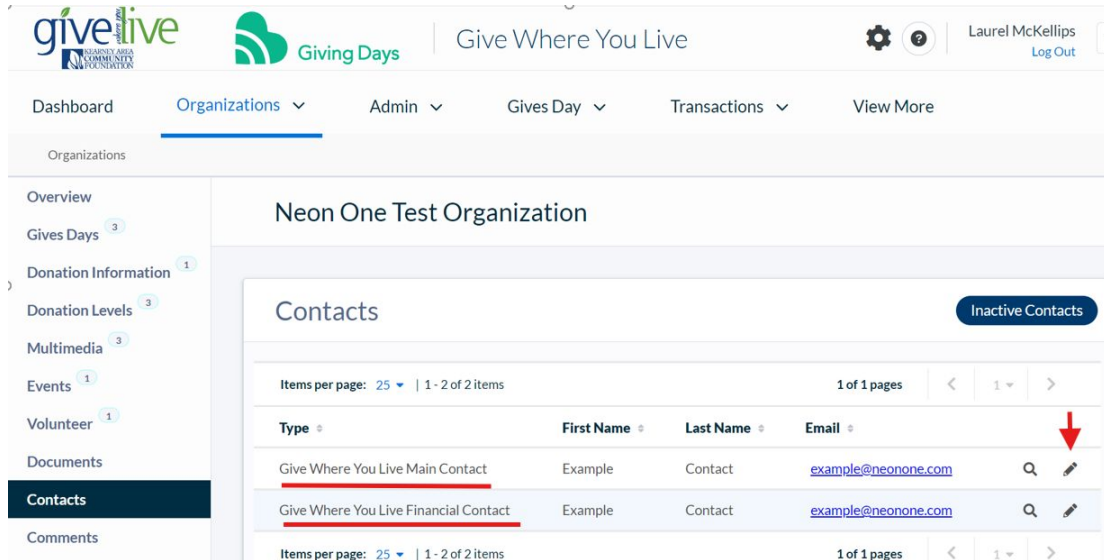
Pledge Volunteer Hours

Be sure to review your profile's **Volunteers** tab to ensure your volunteer needs display appropriately.





- Volunteer needs display in an accordion style on your profile. The expansion icon provides more information about the volunteer opportunity

The new volunteer widget allows people to donate their time at any point! Check your volunteer tab for these submissions.

CONTACTS: TIPS & TRICKS



The screenshot shows the GiveLive interface for the 'Neon One Test Organization'. The 'Contacts' section is active, displaying a table with two contacts. The first contact is 'Give Where You Live Main Contact' with email 'example@neonone.com'. The second contact is 'Give Where You Live Financial Contact' with email 'example@neonone.com'. A red arrow points to the edit icon (pencil) in the 'Email' column of the 'Main Contact' row.

Type	First Name	Last Name	Email	
Give Where You Live Main Contact	Example	Contact	example@neonone.com	 
Give Where You Live Financial Contact	Example	Contact	example@neonone.com	 

Be sure to review your Contacts so the Kearney Area Community Foundation has up-to-date contact information. Update your Main Contact and Financial Contact. This information is not shared publicly.

- **GWYL Main Contact:** The best person from your organization for KACF to get a hold of for any questions/opportunities concerning GWYL. KACF sends out a lot of information leading up to GWYL, so make sure this person can check their emails regularly.
- **GWYL Financial Contact:** The person to whom KACF will send the GWYL proceed check and/or payout letter after GWYL is over. Note: If KACF is your fiscal sponsor, you will receive a payout letter, not a check after GWYL as your funds will be deposited directly into your account at KACF. Your financial contact is whom the payout letter will be addressed.

MY DONATIONS

The My Donations tab provides a list of ALL your Give Where You Live donation data.

The screenshot shows the 'My Donations' tab in a web application. The navigation bar includes 'Gives Day Performance', 'My Public Profile', 'My Fundraisers', 'My Donations' (selected), 'My Users', and 'Resource Center'. Below the navigation bar, the 'Processed Donations' section is active. It features two export buttons: 'Donation Export - Date Range' and 'Donation Export - Past Event(s)'. The main area displays a list of donations with filters for 'Transaction Date Time', 'Full Name', 'Amount', and 'Gives Day'. A table of donations is shown below, with 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 red arrows point to the 'Transaction Date Time' and 'Gives Day' filters. Another red arrow points to the 'Export' button. A small link 'Click here to display additional donor and donation data' is also visible.

Processed Donations

Donation Export - Date Range Donation Export - Past Event(s)

Processed Donations

Transaction Date Time: All Time Full Name: Show All Amount: Show All Gives Day: Show All

Items per page: 25 1 - 25 of 49 items 1 of 2 pages

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	---	maelynn@civicore.com	3034770900	4545 N. Ravenswood Ave	---	Chicago	Illin	640
Brazos Valley Gives 2021	10/14/2021 02:00:00 PM	\$0.00	Maelynn	Test	---	maelynn@civicore.com	3034770900	4545 N. Ravenswood Ave	---	Chicago	Illin	640

Click here to display additional donor and donation data

- Filter for data by the “Gives Day” or “Transaction Date Time” filter.
- Use the “additional donor and donation data” option to include other donation data fields into your list, such as volunteer interests.
- You can export this data to your desktop via Excel or CSV.

MY USERS

Manage User

User Info

Updated 04/20/2022 by Maelynn Test

Edit

First Name

Maelynn

Last Name

Test

Email

User Settings

Neon Giving Days:

Remove

Email Notifications:

Remove

Close

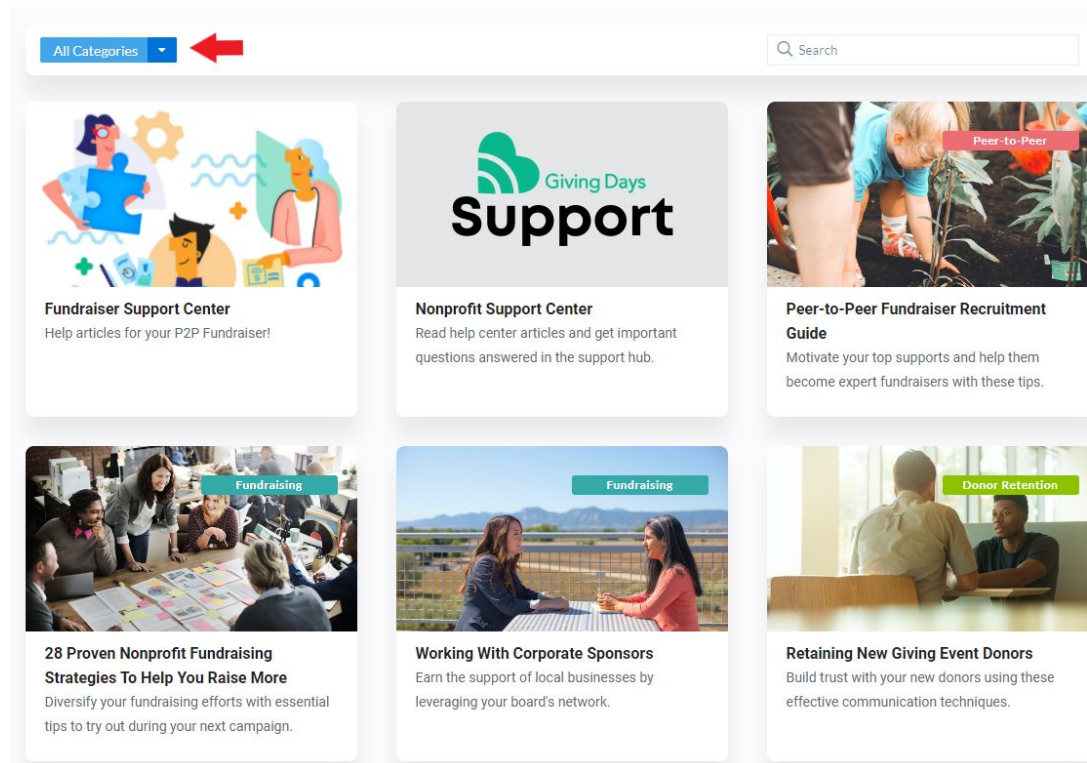
The **My User** tab allows you to add new organization users, inactivate old users, and adjust user email settings.

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.

Note: If you want someone added to email communications, please contact our office at kacf@kearneyfoundation.org

RESOURCE CENTER



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

GIVE WHERE YOU LIVE RESOURCES

Nonprofit Resources

Nonprofit Resources

This page provides essential information nonprofits will need to make *Give Where You Live* successful for your organization. Here you will find event logos and other resources to help you spread the word and raise more money on Thursday, December 5, 2024. Follow the steps below:

1: Register	2: Prepare for Success	3: Spread the Word	4: Gather Donations	5: Finish Strong
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Register your Organization

Give Where You Live 2024 registration opens in September! Stay tuned.

- [Nonprofit Registration & Profile Tips](#)
- Nonprofit Terms and Participation Guidelines

[Register Nonprofit](#)

Check out the [Nonprofit Resources!](#)

This page includes:

- Registration resources
- Details on info sessions and trainings
- Key dates
- Marketing materials
- and more!

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!
- Or, email kacf@kearneyfoundation.org