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

$69,750

RAISED OF $100,000

82 DONATIONS

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
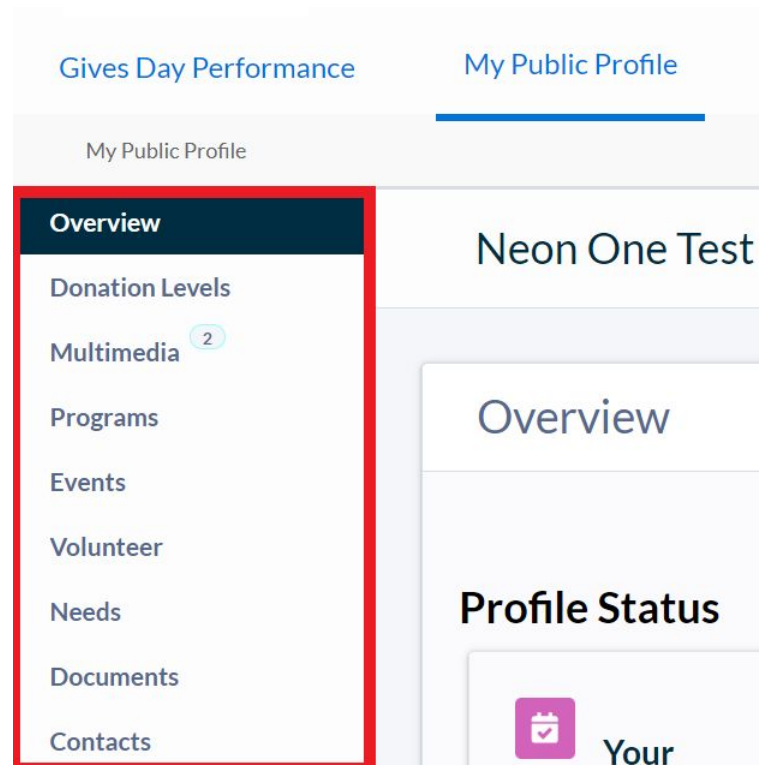
- Under the **My Public Profile** tab, there is a side navigation bar that offers the ability to maximize our profile!

- 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

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.

Edit Public Profile   Embeddable Donation Button   QR Codes

Organization Information
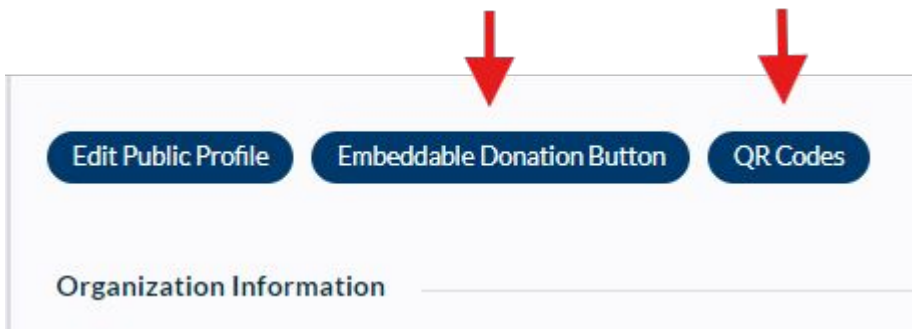
- **Embeddable Donation Button**: It allows nonprofits to embed a button on their website to drive donor traffic back to their donation page on GWYL. Find detailed instructions in the Nonprofit Resources on how to set it up.

- **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 ‹ 1 ▾ ›

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 ‹ 1 ▾ ›

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

$20	$40	$60
Lunch	New Backpack	School Supplies
Donate	Donate	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

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

- 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

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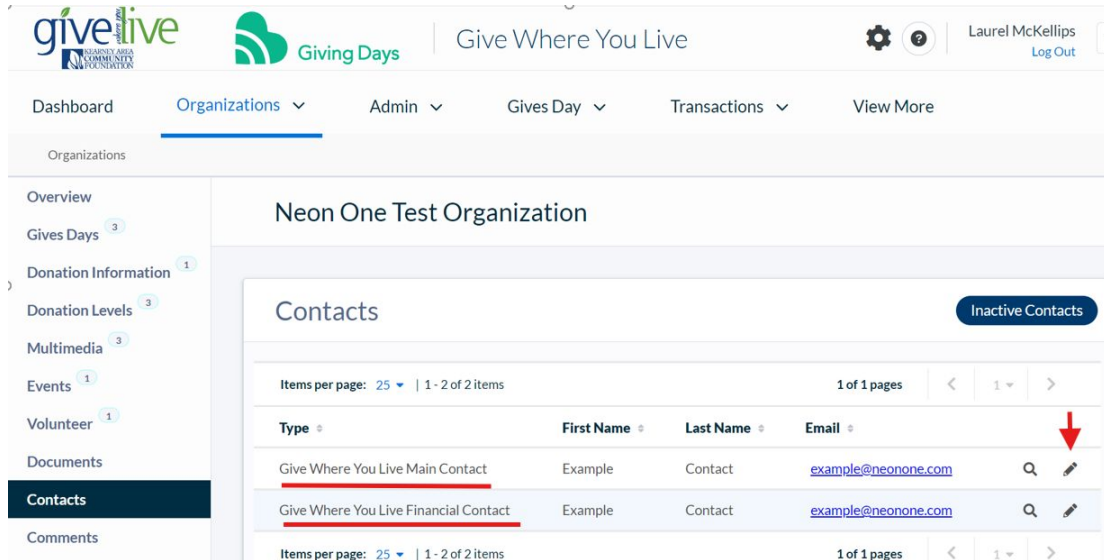
Be sure to review your profile's ***Volunteers*** tab to ensure your volunteer needs display appropriately.

■ 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

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.

- 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

Edit
Updated 04/20/2022 by Maelynn Test

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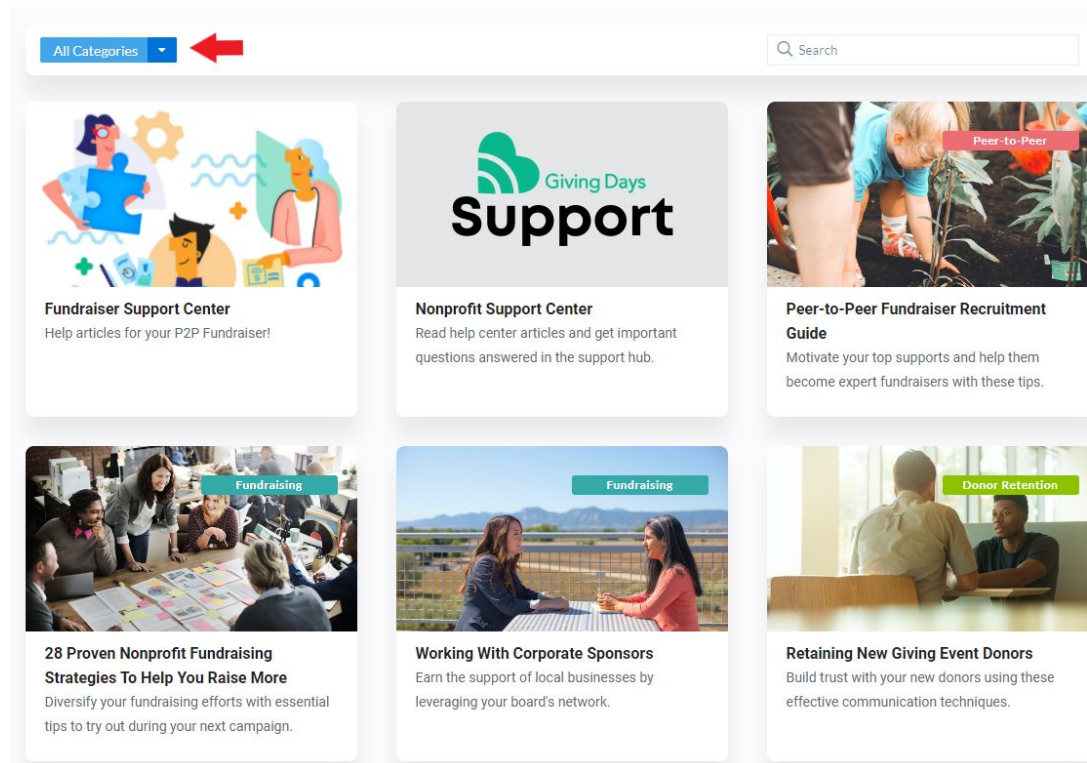
- Check out the **Resource Center** for helpful guides, articles, and more!
  - Filter by "category" to narrow down your search.

GIVE WHERE YOU LIVE RESOURCES

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**