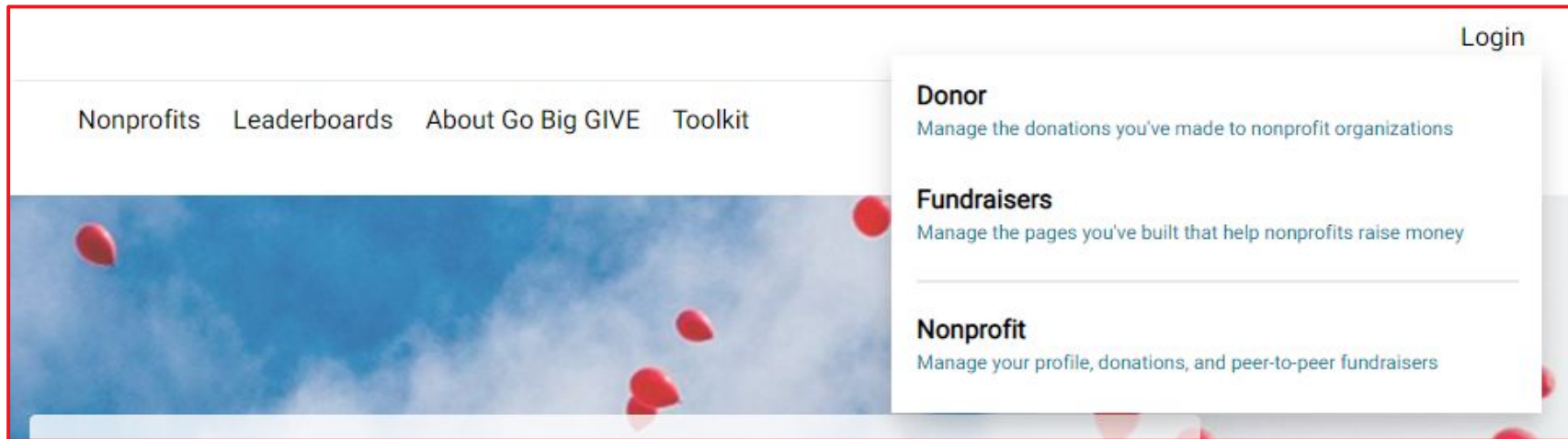




NONPROFIT REGISTRATION & ONBOARDING
MAXIMIZE YOUR PROFILE!

NONPROFIT REGISTRATION STEPS



- Navigate to gobiggive.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 Go Big GIVE, "Apply as a new organization" to submit your eligibility form. Once submitted, the team will review your inquiry to determine your eligibility.

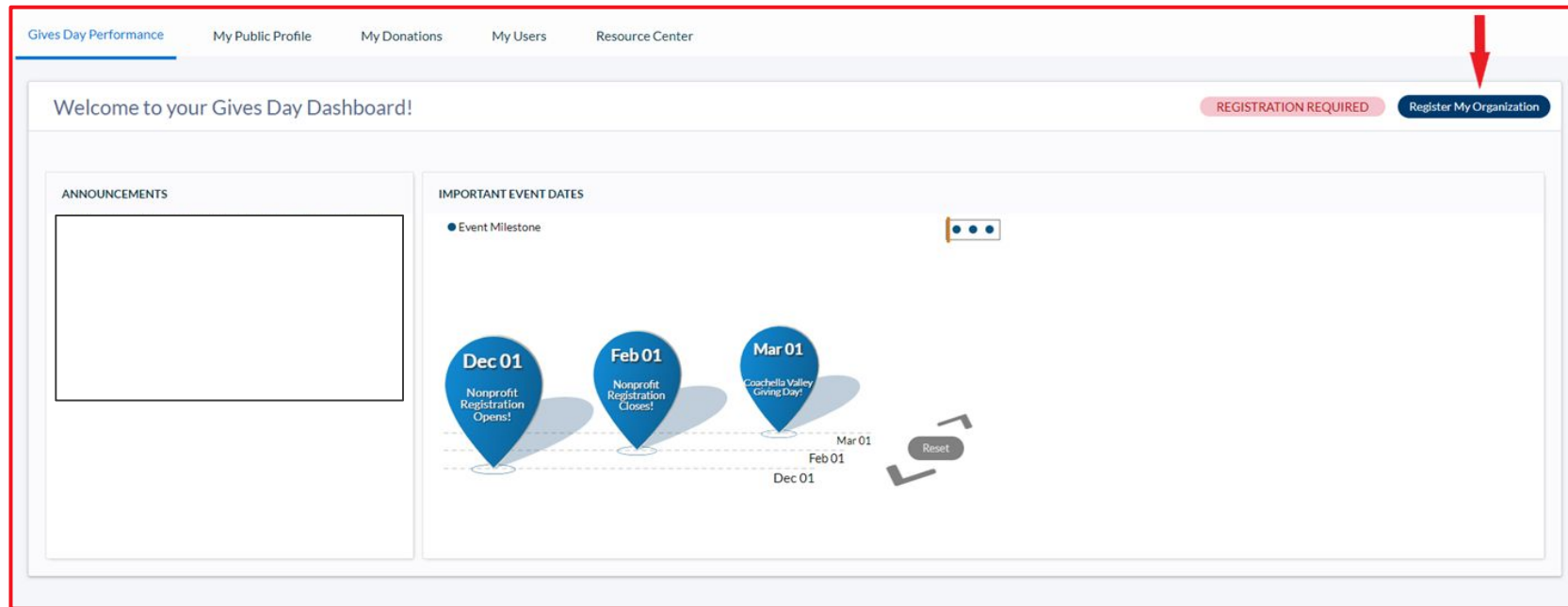
Step 2

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



- 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

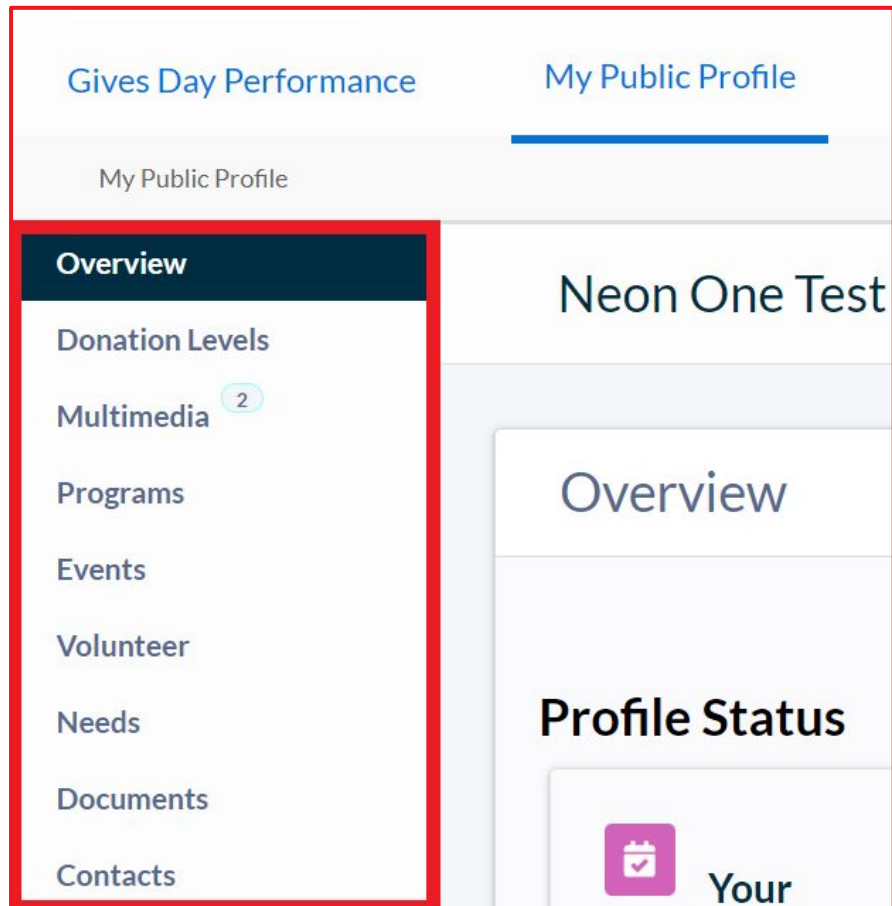
Early Giving Goal ?	Your Early Giving Total Last Event ?
\$ <input type="text"/>	\$0.00
Early Giving Goal - Number of Donations ?	Your Count of Early Giving Donations Last Event ?
<input type="text"/>	2

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 Go Big GIVE 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

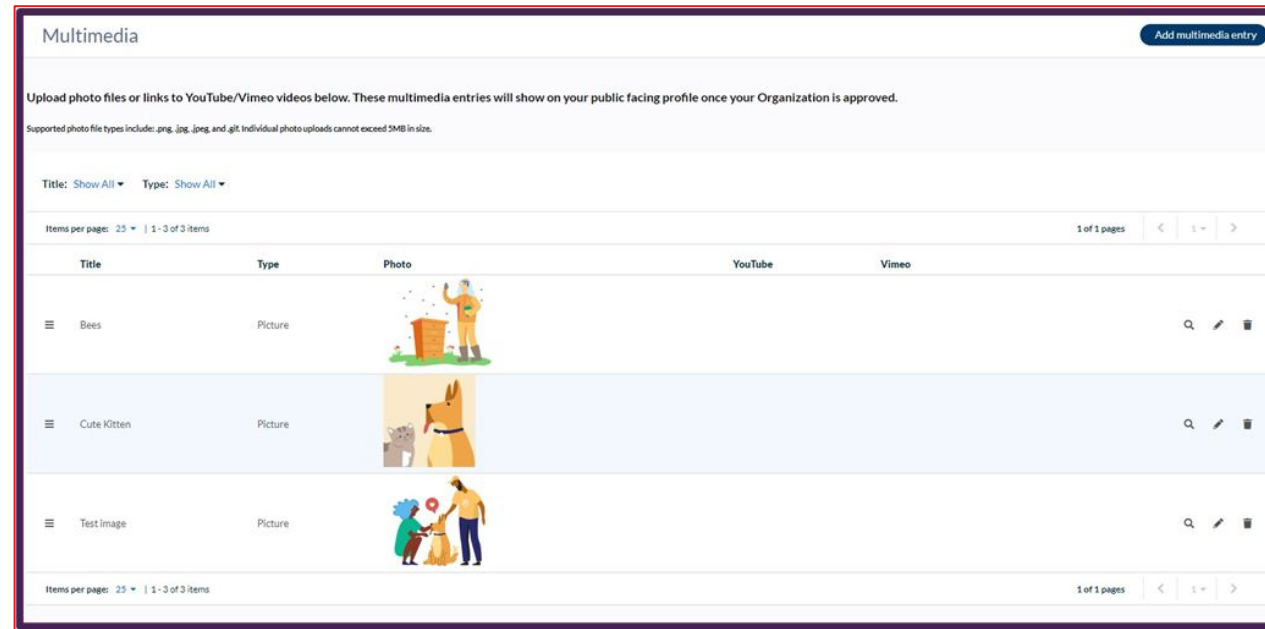
Amount	Label	
\$10.00	Buy school supplies for 1 child	<div>HideShowEditDelete</div>
\$25.00	anything helps	<div>HideShowEditDelete</div>
\$50.00	supports one project	<div>HideShowEditDelete</div>
\$100.00	trail maintenance	<div>HideShowEditDelete</div>
\$200.00	build a new trail	<div>HideShowEditDelete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

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

1 of 1 pages

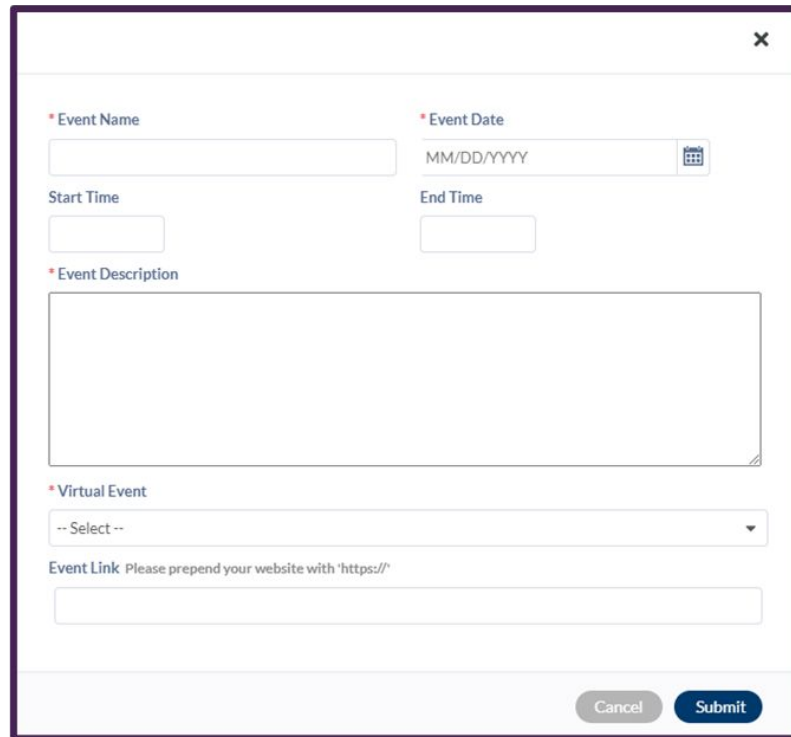
- “Donation Levels” tie monetary value to a specific good or service your organization provides.
- This helps donors get an idea of what to donate and what the donation is going towards.
- These options will populate as a pre-set donation amount in the donation cart during the checkout process.

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: EVENTS



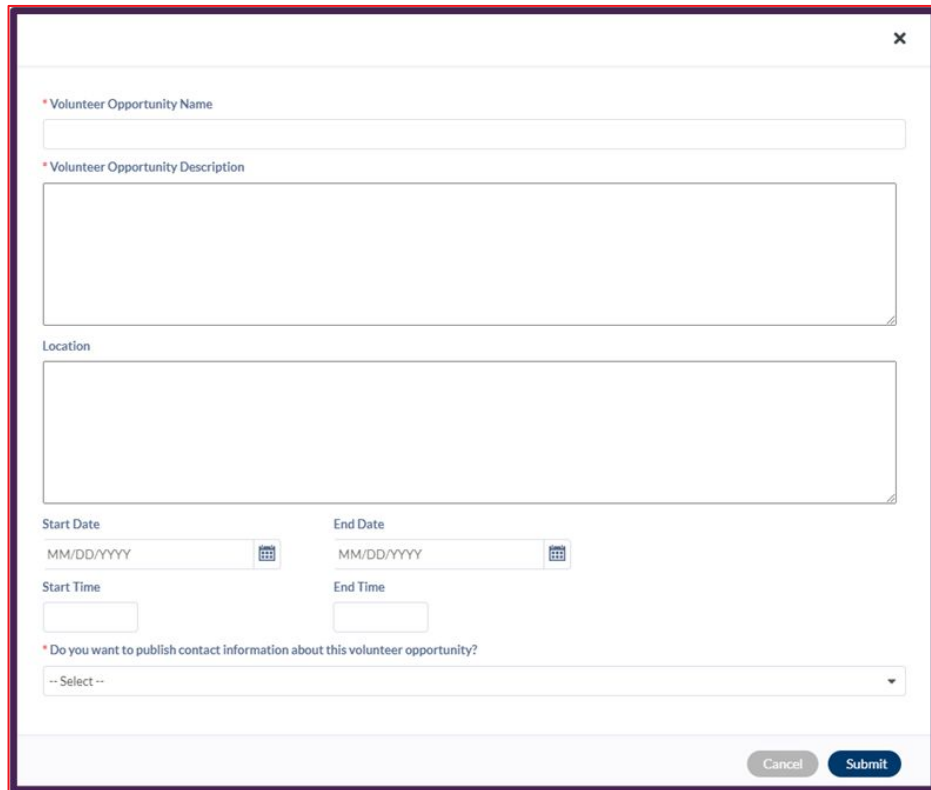
A screenshot of a web form titled "Events" with a close button (X) in the top right corner. The form contains the following fields:

- * 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 placeholder text "-- Select --".
- Event Link**: A text input field with a note: "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 PUBLIC PROFILE: VOLUNTEERS



A screenshot of a web form for creating a volunteer opportunity. The form is enclosed in a light gray border with a close button (X) in the top right corner. It contains several input fields and a dropdown menu. The fields are labeled as follows:

- * Volunteer Opportunity Name (text input)
- * Volunteer Opportunity Description (large text area)
- Location (text input)
- Start Date (date picker, MM/DD/YYYY)
- End Date (date picker, MM/DD/YYYY)
- Start Time (time input)
- End Time (time input)
- * Do you want to publish contact information about this volunteer opportunity? (dropdown menu with "-- Select --")

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

- Do you need a helping hand?
- Add your volunteer needs under the “Volunteer” tab!
- Donors can also donation their TIME and would love to help you.

MY FUNDRAISERS

The screenshot shows the 'My Fundraisers' dashboard. At the top, there is a navigation bar with links: 'Gives Day Performance', 'My Public Profile', 'My Fundraisers' (which is underlined), 'My Donations', 'My Users', and 'Resource Center'. Below the navigation bar, the main heading is 'My Fundraisers'. To the right of this heading is a blue button labeled 'Create Fundraiser'. Below the heading, there are filter options: 'Title: Show All', 'Fundraiser Status: Published', 'Creator Name: Show All', and 'Creator Email: Show All'. Below the filters, there is a table with columns: 'Title', 'Creator Name', 'Creator Email', 'Number of Donations', 'Amount Raised', 'Fundraiser Status', 'Start Date', 'End Date', 'URL', and 'Donor'. The table contains two rows of data, both with 'Test' as the title and 'Published' as the status. Each row has a 'View Public Page' button and a three-dot menu icon. Red arrows point to the 'Create Fundraiser' button and the 'Fundraiser Status' filter dropdown.

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	---	View Public Page	...
Test	---	---	0	\$0	Published	03/11/2022	---	View Public Page	...

- 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, 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'. The table shows two entries for 'Brazos Valley Gives 2021'. 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.

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

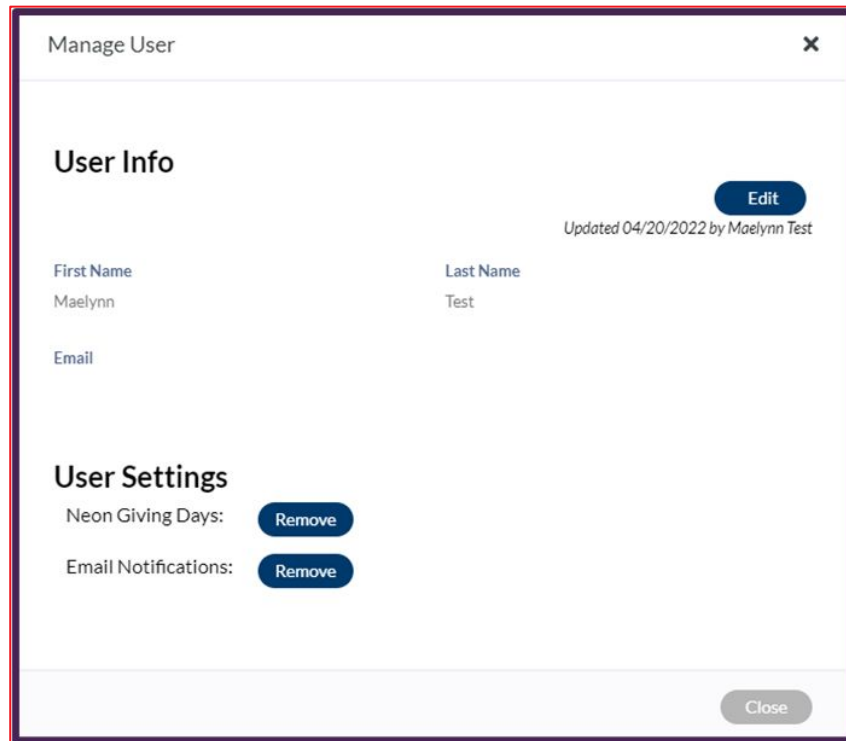
Export

Click here to display additional donor and donation data

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@civiscore.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@civiscore.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**: (field is empty)

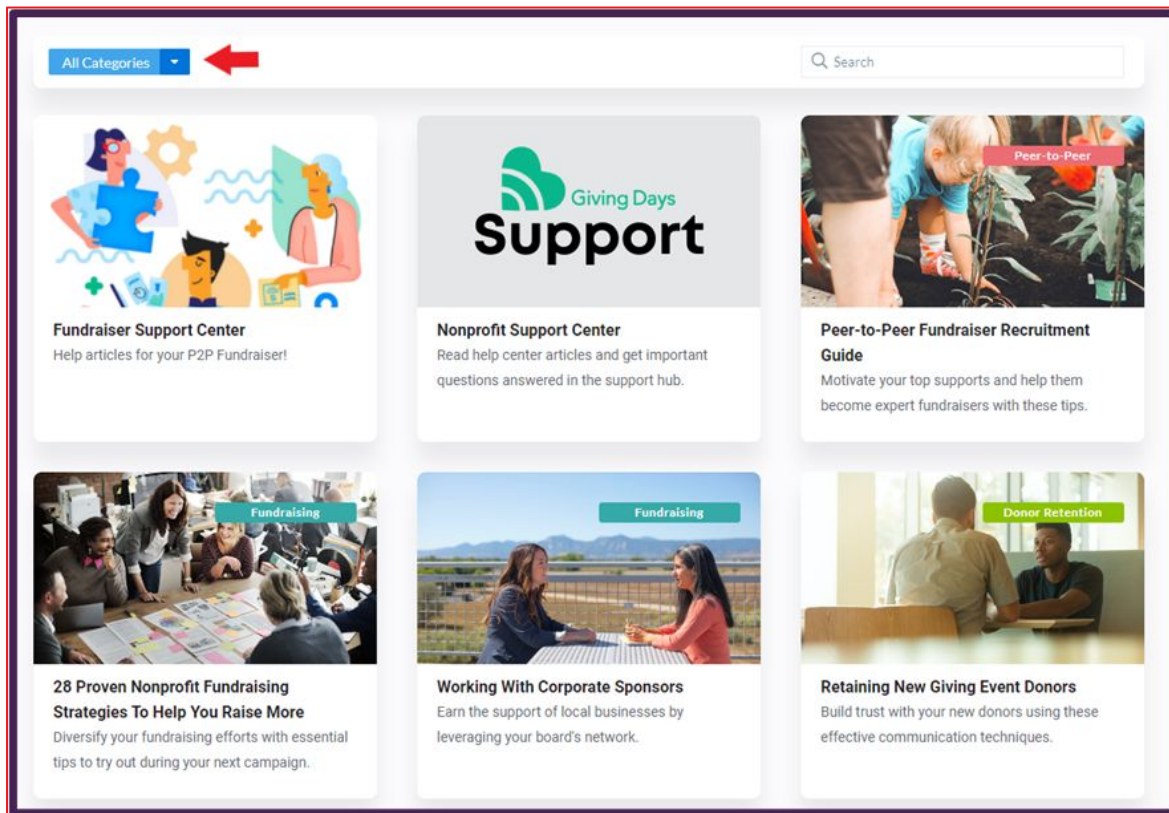
User Settings

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

Close button (bottom right)

- The “My Users” tab allows you to add new organization users, deactivate old ones, and adjust user email settings.
- Once you add a user, the user will receive a password email to their email address.
- To deactivate 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



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!

 **Support**