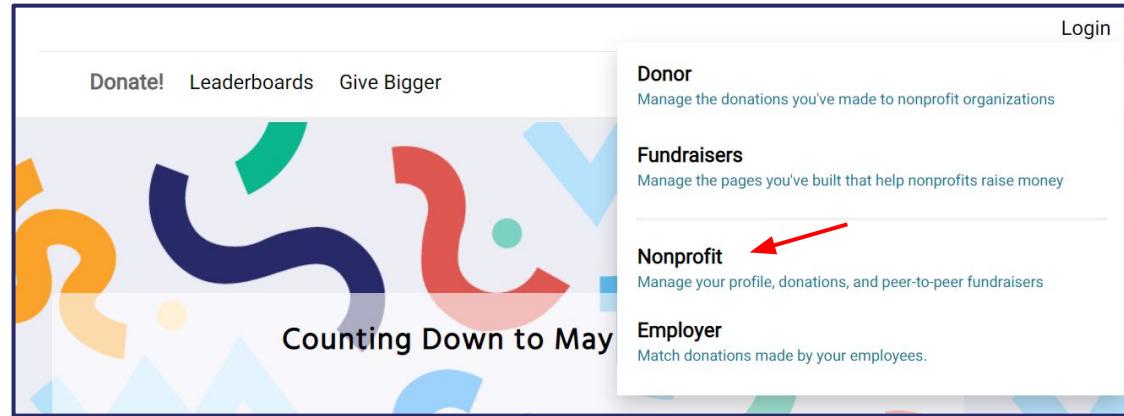




NONPROFIT REGISTRATION & ONBOARDING
MAXIMIZE YOUR PROFILE!

NONPROFIT REGISTRATION STEPS



- Navigate to givingday.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

Step 2

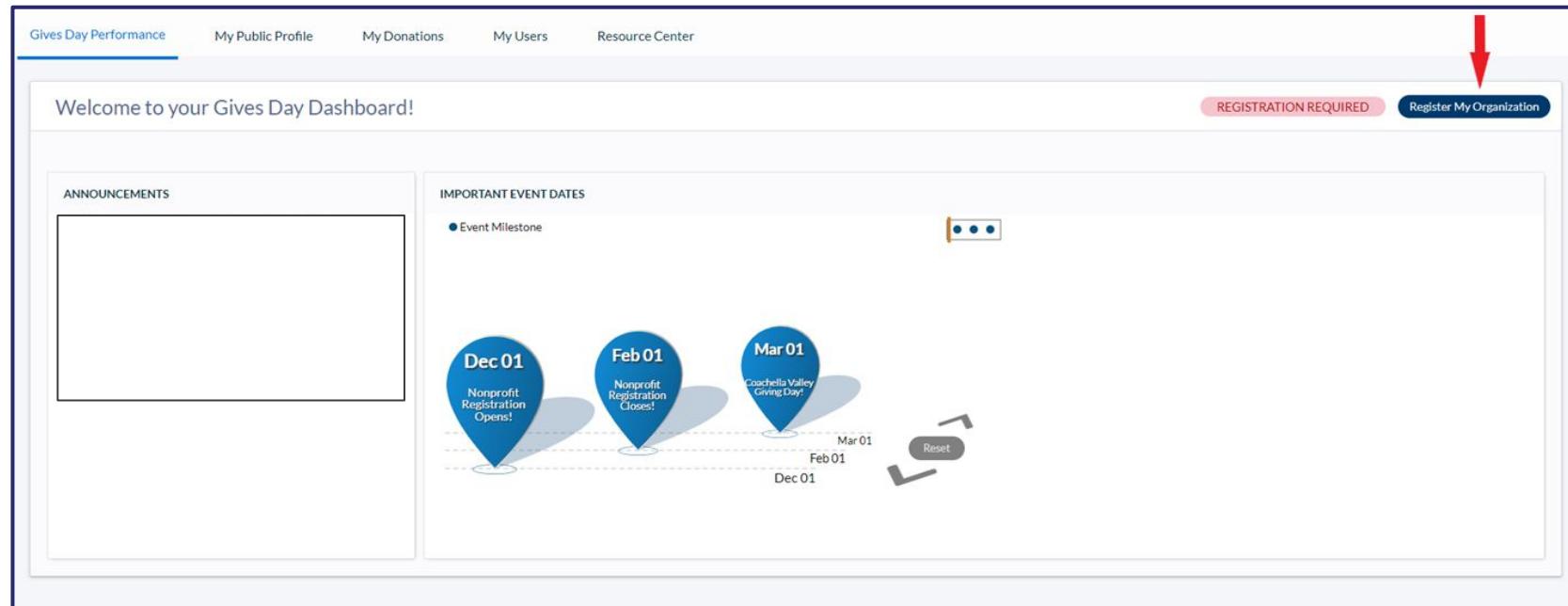
Step 3

As a new participant in the Giving Day, “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 a confirmation email update regarding your status. Look out for an additional email to create your password!

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 Giving 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

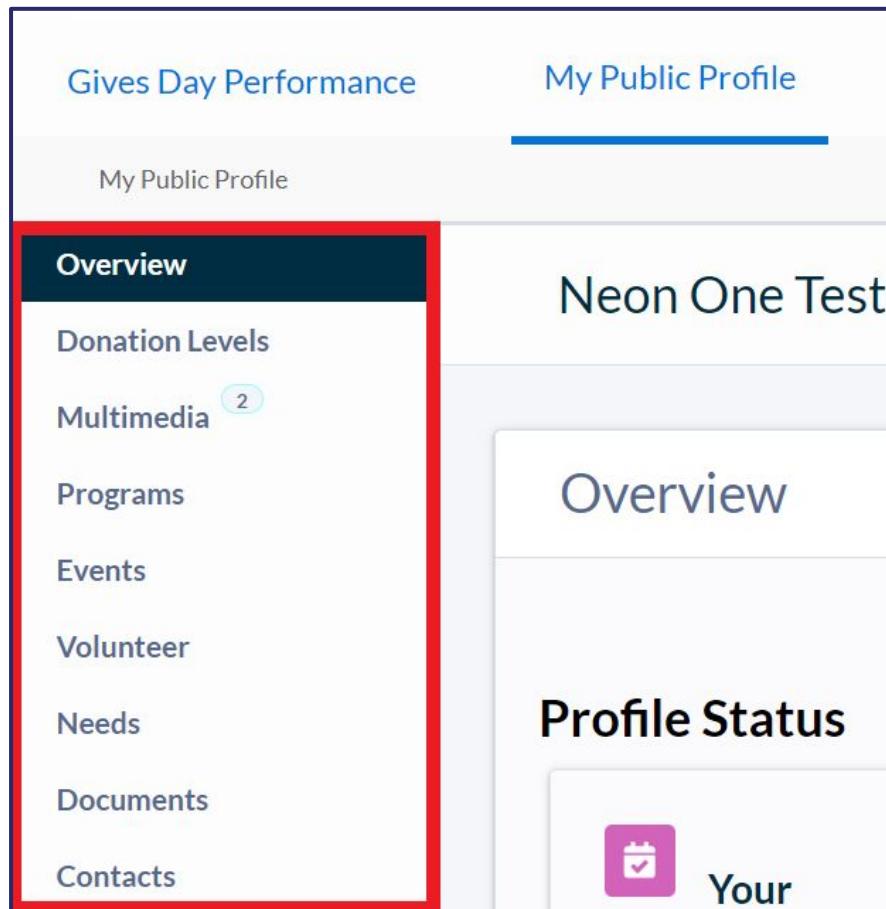
Peer-to-Peer Goals

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

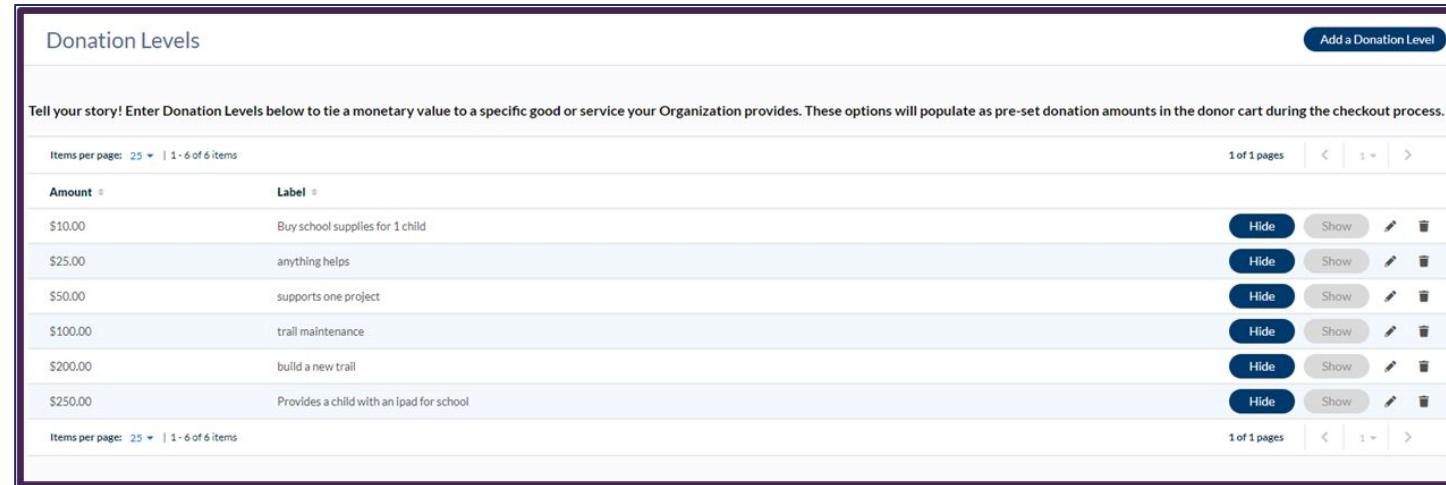
- A goal progress wheel will be public on your Giving Day profile during the event.
- Not sure of your goals yet?
- Select "No thanks, I'll do it later"
- You can update your goals on your Giving Day Performance Dashboard at any time!

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 section allows you to preview your profile information, make edits, and view your status and to do list.

MY PUBLIC PROFILE: DONATION LEVELS



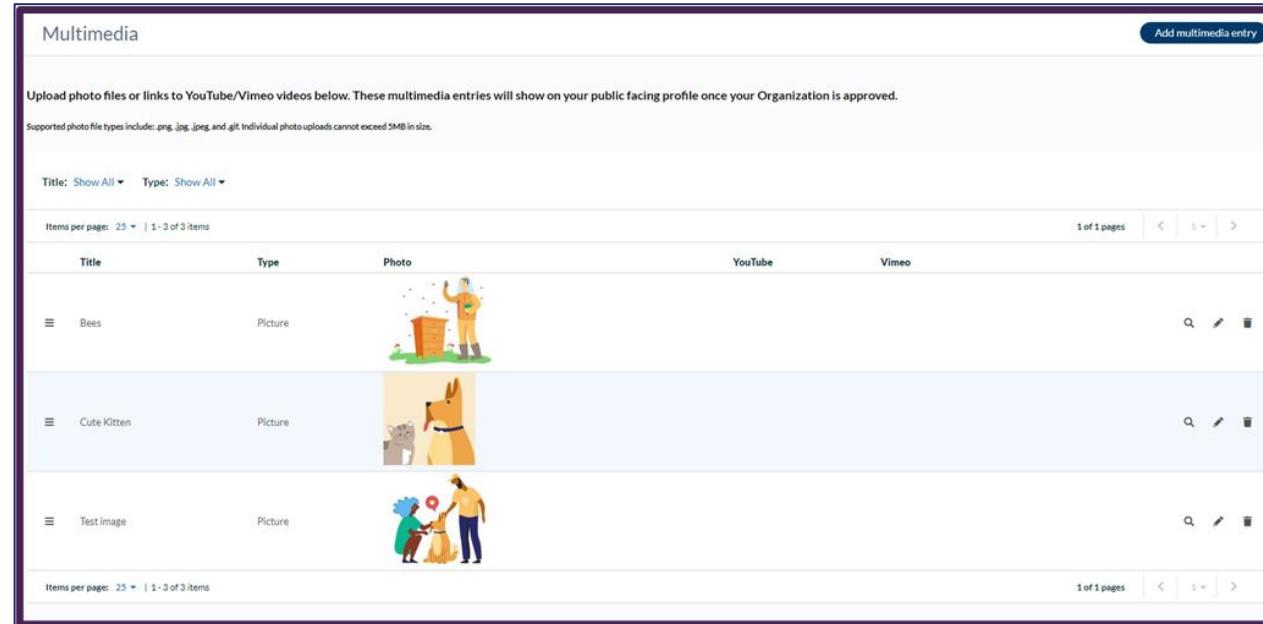
The screenshot shows a table titled 'Donation Levels' with the following data:

Amount	Label	Action Buttons
\$10.00	Buy school supplies for 1 child	Hide Show Edit Delete
\$25.00	anything helps	Hide Show Edit Delete
\$50.00	supports one project	Hide Show Edit Delete
\$100.00	trail maintenance	Hide Show Edit Delete
\$200.00	build a new trail	Hide Show Edit Delete
\$250.00	Provides a child with an ipad for school	Hide Show Edit Delete

At the top right of the table, there is a button labeled 'Add a Donation Level'.

- 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 screenshot shows a 'Multimedia' section with a table displaying three items. The items are:

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

At the top right of the interface is a blue button labeled 'Add multimedia entry'.

- The multimedia section 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

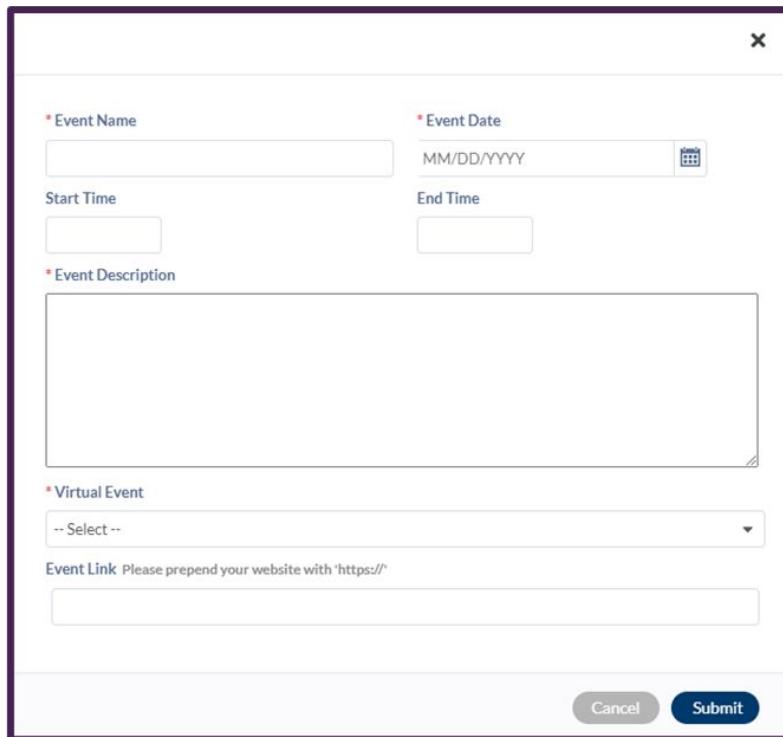
Programs

<input checked="" type="checkbox"/> Active	<input type="text"/> * Program Name	<input type="text"/> Budget	
<input type="text"/> Example <input type="text"/> \$ 5,000			
Program Description			
<input type="text"/>			
Beneficiaries			
<input checked="" type="checkbox"/> Adults	<input type="checkbox"/> Aging/Elderly/Senior Citizens	<input type="checkbox"/> Animals	<input type="checkbox"/> Asian/Pacific Islander
<input type="checkbox"/> African Americans	<input type="checkbox"/> Blind and Vision Impaired	<input type="checkbox"/> Children ages 5 to 21	<input type="checkbox"/> Children and Youth (Infants - 19 years)
<input type="checkbox"/> Children birth to age 3	<input type="checkbox"/> Children Only (5 - 14 years)	<input type="checkbox"/> Crime/ Abuse Victims	<input type="checkbox"/> Crime/Abuse Victims
<input type="checkbox"/> Deaf and Hearing Impaired	<input type="checkbox"/> Disabled	<input type="checkbox"/> Disabled - General or Disability unspecified	<input type="checkbox"/> Ethnic/Racial Minorities - Other Specified Group
<input type="checkbox"/> Ethnic/Racial Minorities - General	<input checked="" type="checkbox"/> Families	<input type="checkbox"/> Female Adults	<input type="checkbox"/> Female Aging/Elderly/Senior Citizens
<input type="checkbox"/> Female Children (5 - 14 years)	<input type="checkbox"/> Female Children and Youth (Infants - 19 years)	<input type="checkbox"/> Female Infants/Babies (under age 5)	<input type="checkbox"/> Female Young Adults (20 - 25 years)
<input type="checkbox"/> Female Youth/Adolescents (14 - 19 years)	<input type="checkbox"/> Females	<input type="checkbox"/> Females - all ages or age unspecified	<input type="checkbox"/> Gays/Lesbians
<input type="checkbox"/> General Public/Unspecified	<input type="checkbox"/> Hispanics	<input type="checkbox"/> Homeless	<input type="checkbox"/> Immigrants/Newcomers/Refugees
<input type="checkbox"/> Infants/Babies (under age 5)	<input type="checkbox"/> Male Adults	<input type="checkbox"/> Male Aging/Elderly/Senior Citizens	<input type="checkbox"/> Male Children (5 - 14 years)
<input type="checkbox"/> Male Children and Youth (Infants - 19 years)	<input type="checkbox"/> Male Infants/Babies (under age 5)	<input type="checkbox"/> Male Youth/Adolescents (14 - 19 years)	<input type="checkbox"/> Males
<input type="checkbox"/> Males - all ages or age unspecified	<input type="checkbox"/> Mentally/Emotionally Disabled	<input type="checkbox"/> Migrant Workers	<input type="checkbox"/> Military/Veterans
<input type="checkbox"/> Native Americans/American Indians	<input type="checkbox"/> Offenders/Ex-offenders	<input type="checkbox"/> Other Minorities	<input type="checkbox"/> Other Named Groups
<input type="checkbox"/> Outdoor Recreationists	<input type="checkbox"/> People With AIDS (pwas)	<input checked="" type="checkbox"/> Physically Disabled	<input type="checkbox"/> Poor/Economically Disadvantaged/Indigent
<input type="checkbox"/> Single Parents	<input type="checkbox"/> Substance Abusers (Drug/Alcohol Abusers)	<input type="checkbox"/> Wildlife Enthusiasts	<input type="checkbox"/> Young Adults (20-25 years)

Define Long Term Success: [?](#)

- Highlight the 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



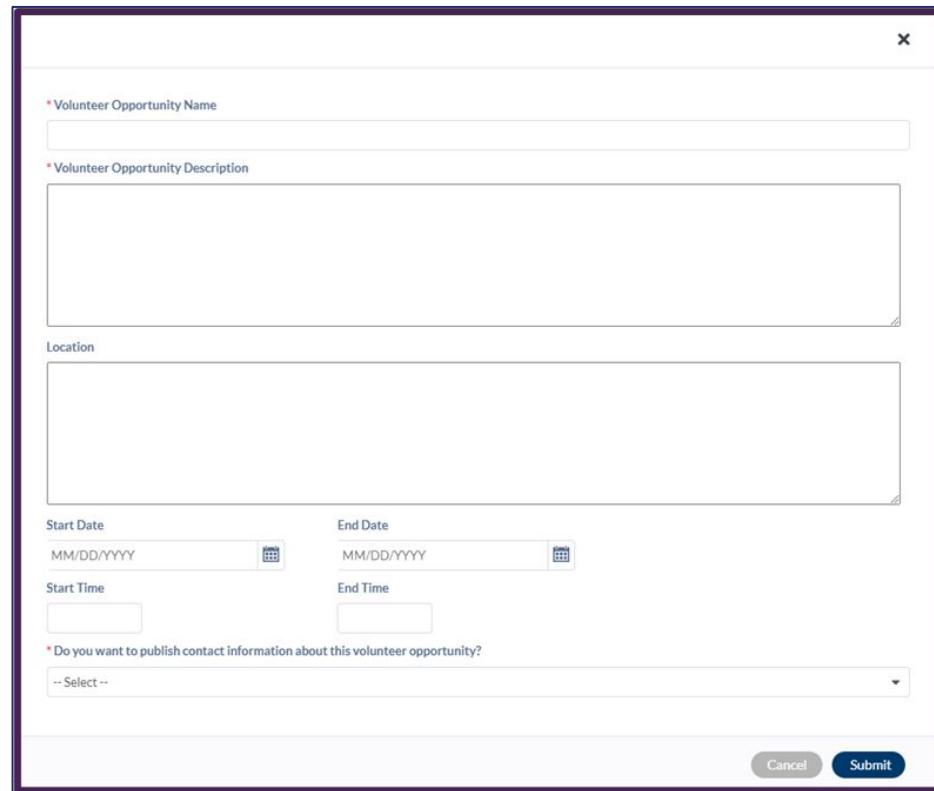
The form consists of the following fields:

- Event Name: Text input field
- Event Date: Text input field (MM/DD/YYYY) with a calendar icon
- Start Time: Text input field
- End Time: Text input field
- Event Description: Text area
- Virtual Event: Dropdown menu with option "...Select..."
- Event Link: Text input field with placeholder "Please prepend your website with 'https://'"

At the bottom are "Cancel" and "Submit" buttons.

- 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



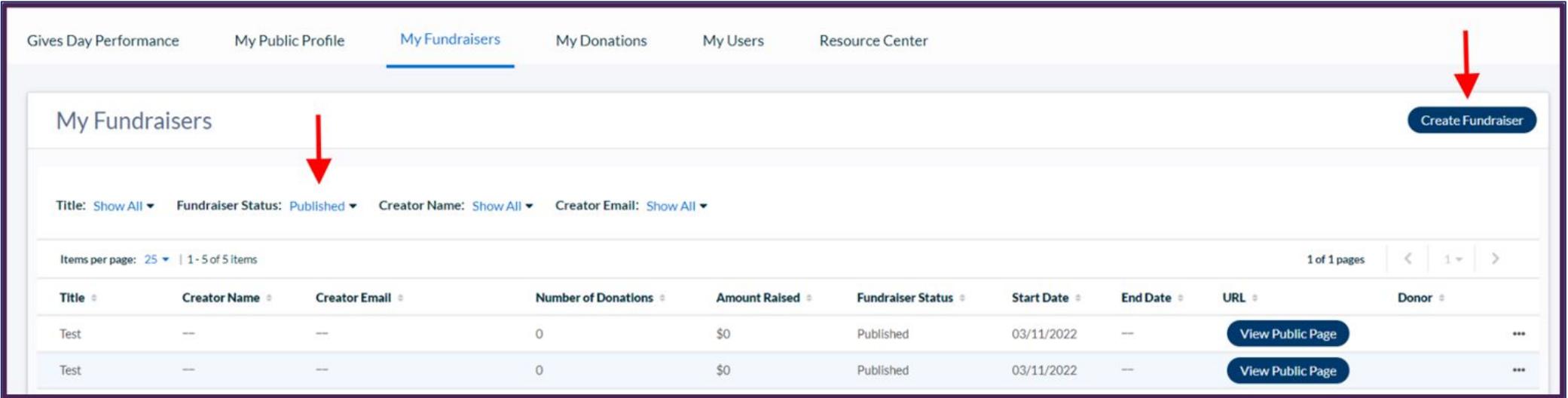
A screenshot of a web-based form for posting a volunteer opportunity. The form is contained within a modal window with a dark purple border. At the top right is a white 'X' button. The fields include:

- * Volunteer Opportunity Name:** A text input field.
- * Volunteer Opportunity Description:** A large text area for a detailed description.
- Location:** A text input field.
- Start Date:** A date input field with a calendar icon.
- End Date:** A date input field with a calendar icon.
- Start Time:** A time input field.
- End Time:** A time input field.
- * Do you want to publish contact information about this volunteer opportunity?** A checkbox with the label "Do you want to publish contact information about this volunteer opportunity?"
- Select --** A dropdown menu.

At the bottom are two buttons: **Cancel** and **Submit**.

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

MY FUNDRAISERS



The screenshot shows a user interface for managing fundraisers. At the top, there is a navigation bar with links: 'Gives Day Performance', 'My Public Profile', 'My Fundraisers' (which is underlined, indicating the current page), 'My Donations', 'My Users', and 'Resource Center'. Below the navigation bar, the page title is 'My Fundraisers'. There are two red arrows: one pointing to the 'Create Fundraiser' button on the right side of the page, and another pointing to the 'Show All' dropdown menu under the search filters. The search filters include 'Title', 'Fundraiser Status', 'Creator Name', and 'Creator Email', each with a 'Show All' dropdown. Below the filters, there are buttons for 'Items per page' (set to 25) and '1 of 1 pages'. The main content area displays a table of fundraiser details. The table has columns for 'Title', 'Creator Name', 'Creator Email', 'Number of Donations', 'Amount Raised', 'Fundraiser Status', 'Start Date', 'End Date', 'URL', and 'Donor'. Two rows of data are shown, both titled 'Test' and marked as 'Published'. Each row has a 'View Public Page' button and a three-dot menu icon. The table is paginated with '1 of 1 pages' and navigation arrows.

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 “Create Fundraiser”.
- 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

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 ▾ 1 ▾

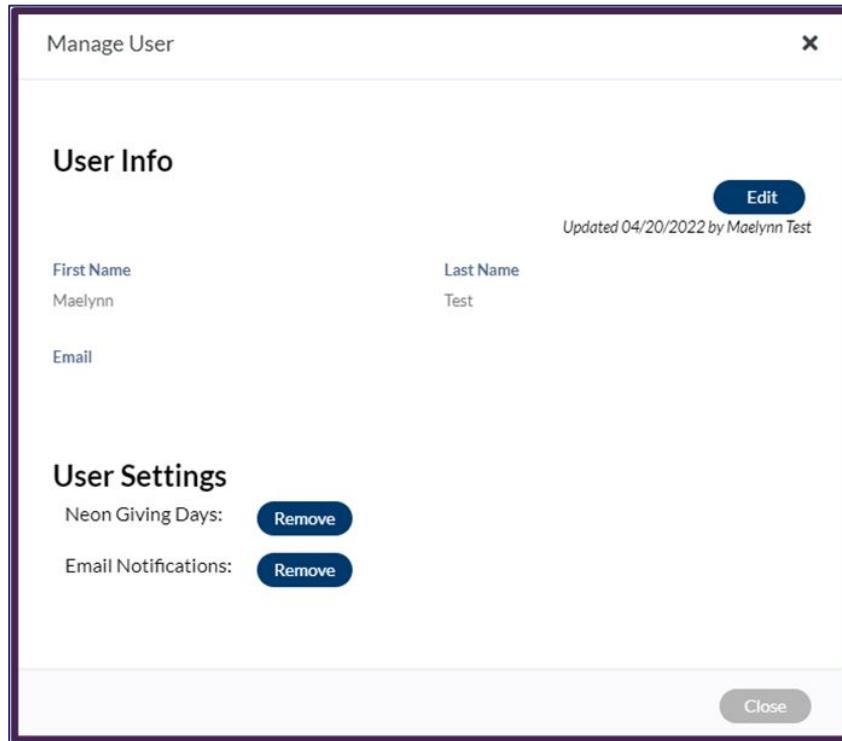
Export

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	--	maelvnm@civicrore.com	3034770900	4545 N. Ravenswood Ave	--	Chicago	Illin	*** 1640
Brazos Valley Gives 2021	10/14/2021 02:00:00 PM	\$0.00	Maelynn	Test	--	maelvnm@civicrore.com	3034770900	4545 N. Ravenswood Ave	--	Chicago	Illin	*** 1640

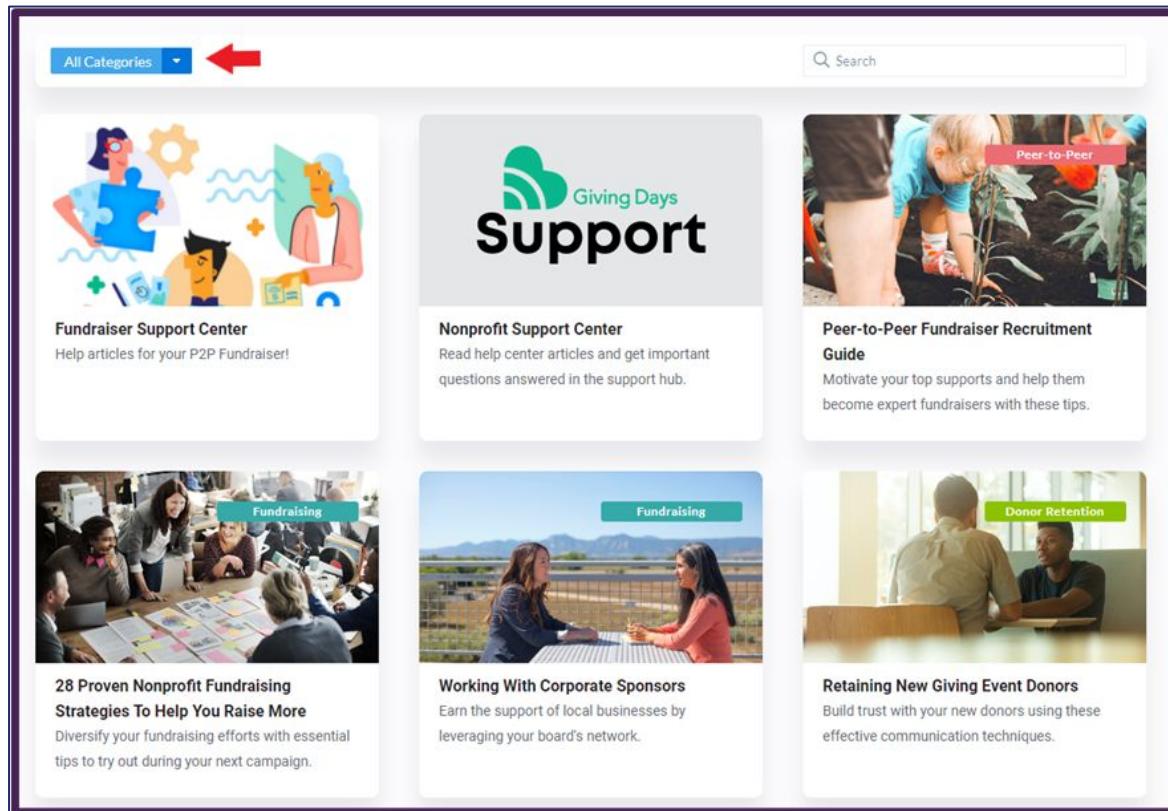
- The My Donations tab provides a list of ALL your donation data.
- Filter for data by the "Gives Day" or "Transaction Date Time" filter or, use the "additional donor and donation data" option to include other donation fields such as volunteer interests.
- You can export this data to your desktop via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

MY USERS



- The My Users section 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" to remove them from receiving donation notification emails.

RESOURCE CENTER



The screenshot shows the 'Giving Days Support' Resource Center. At the top left is a 'All Categories' dropdown with a red arrow pointing to it. A search bar is at the top right. The page is divided into several sections:

- Fundraiser Support Center**: Help articles for your P2P Fundraiser! (Icon: people with puzzle pieces).
- Nonprofit Support Center**: Read help center articles and get important questions answered in the support hub. (Icon: heart with a gear).
- Peer-to-Peer Fundraiser Recruitment Guide**: Motivate your top supports and help them become expert fundraisers with these tips. (Icon: two people working together).
- 28 Proven Nonprofit Fundraising Strategies To Help You Raise More**: Diversify your fundraising efforts with essential tips to try out during your next campaign. (Icon: people at a table).
- Fundraising**: Working With Corporate Sponsors (Icon: two people at a table).
- Fundraising**: Retaining New Giving Event Donors (Icon: two people talking).

- Check out the Resource Center for a Nonprofit Support Center, 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!

 **Support**