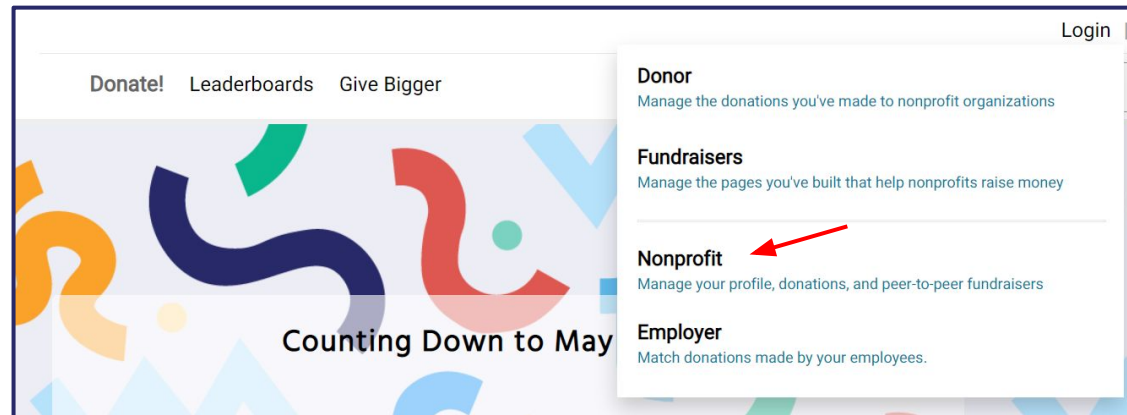




**NONPROFIT REGISTRATION & ONBOARDING**  
**MAXIMIZE YOUR PROFILE!**

# 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

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.

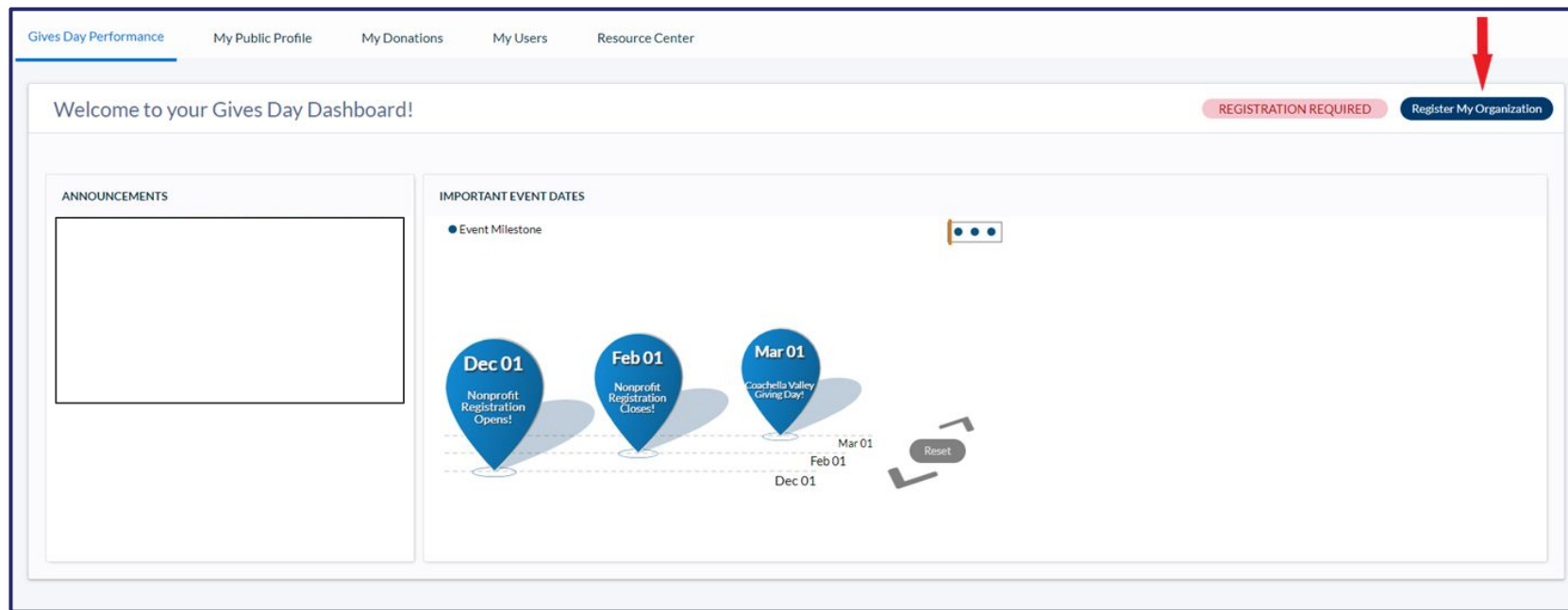
## Step 2

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 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 ?
\$ <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

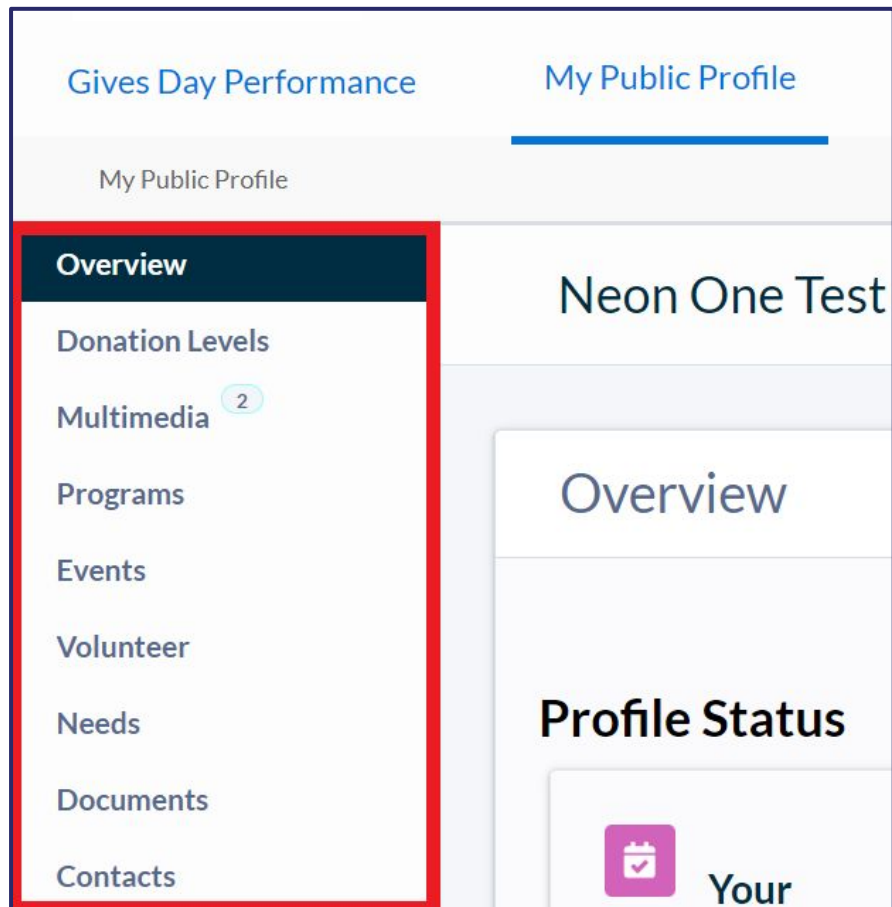
Early Giving Goal ?	Your Early Giving Total Last Event ?
\$ <input type="text"/>	\$0.00
Early Giving Goal - Number of Donations ?	Your Count of Early Giving Donations Last Event ?
<input type="text"/>	2

### 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 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

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>

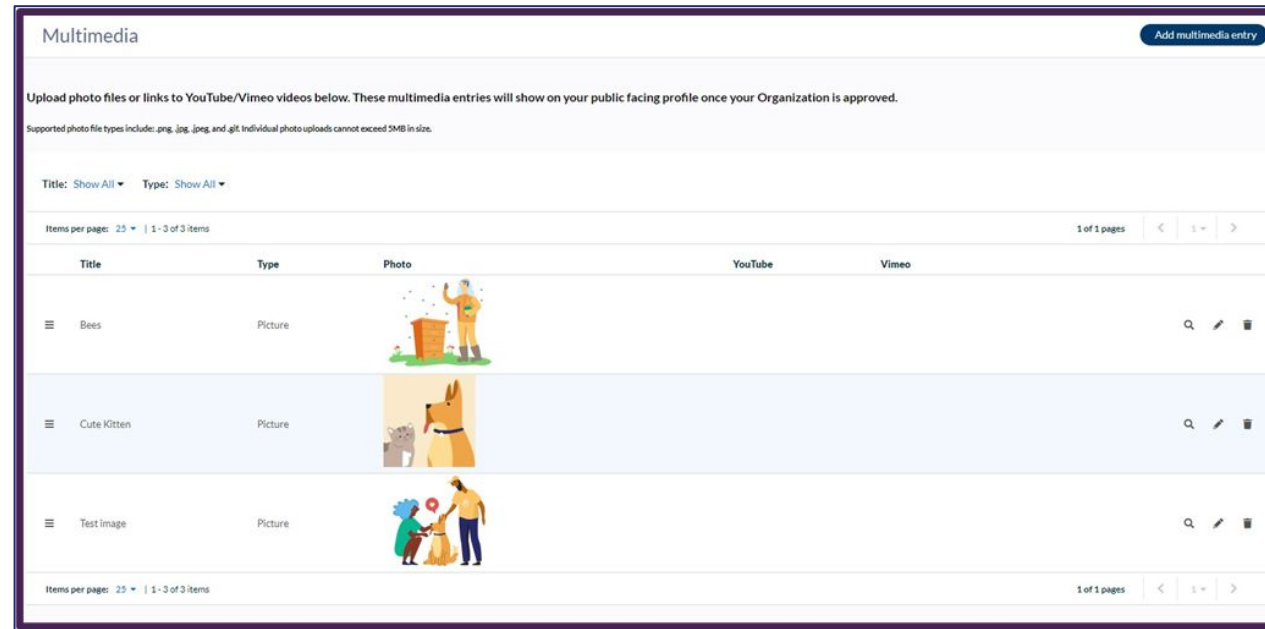
Items per page: 25 | 1 - 6 of 6 items

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 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**

☒ Active

\* Program Name:

Budget: \$ 5,000

Program Description

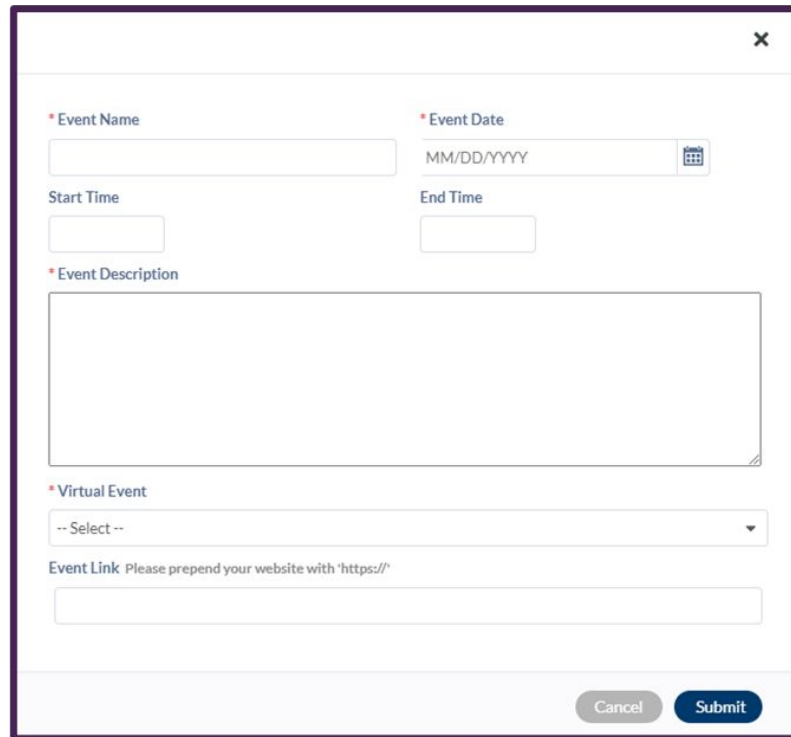
**Beneficiaries**

<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)
<input type="checkbox"/> Youth/Adolescents only (14 - 19 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.

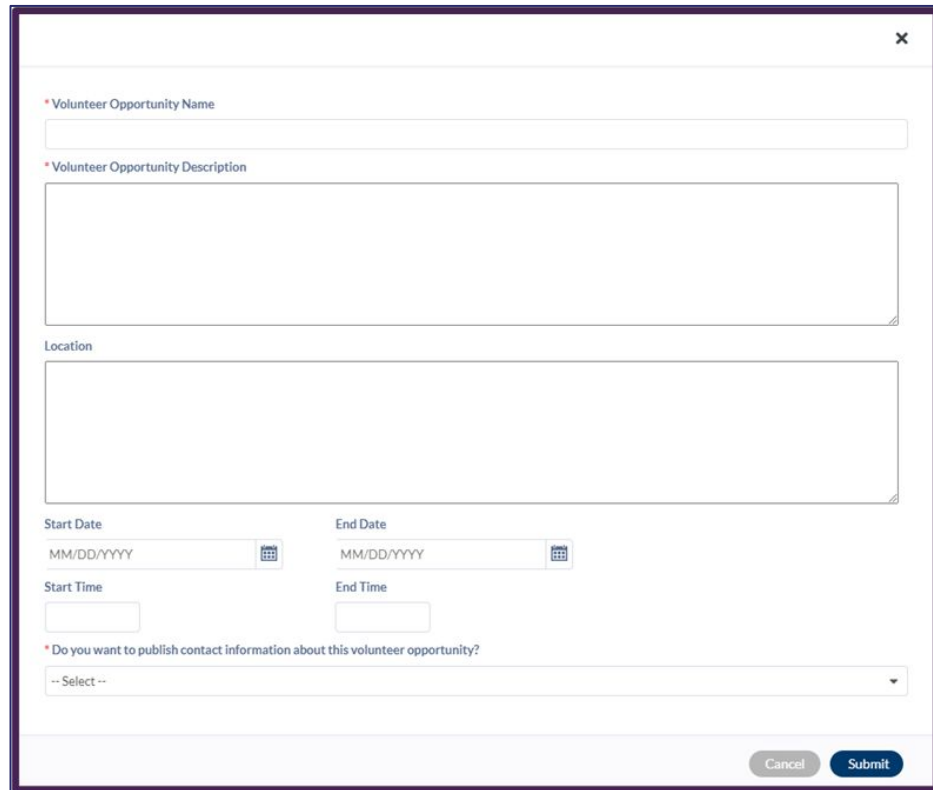
# MY PUBLIC PROFILE: EVENTS



A screenshot of a web form titled "MY PUBLIC PROFILE: EVENTS". 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 text area, all marked with a red asterisk (\*) indicating they are required. The fields are: "Event Name" (text input), "Event Date" (text input with a calendar icon and placeholder "MM/DD/YYYY"), "Start Time" (text input), "End Time" (text input), "Event Description" (large text area), "Virtual Event" (dropdown menu with "-- Select --"), and "Event Link" (text input with a placeholder "Please prepend your website with 'https://'"). At the bottom right, there are two buttons: "Cancel" (light gray) and "Submit" (dark blue).

- 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**: A single-line text input field.
- \* Volunteer Opportunity Description**: A multi-line text area.
- Location**: A multi-line text area.
- Start Date**: A date input field with a calendar icon, labeled "MM/DD/YYYY".
- End Date**: A date input field with a calendar icon, labeled "MM/DD/YYYY".
- Start Time**: A time input field.
- End Time**: A time input field.
- \* Do you want to publish contact information about this volunteer opportunity?**: A dropdown menu with "-- Select --" as the current selection.

At the bottom right of the form, there 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 the 'My Fundraisers' dashboard. At the top, there is a navigation bar with links: 'Gives Day Performance', 'My Public Profile', 'My Fundraisers' (active), 'My Donations', 'My Users', and 'Resource Center'. Below the navigation bar, the 'My Fundraisers' section is displayed. On the right side of this section, there is a blue button labeled 'Create Fundraiser'. A red arrow points to this button. Below the button, there is a filter bar with the following options: 'Title: Show All', 'Fundraiser Status: Published', 'Creator Name: Show All', and 'Creator Email: Show All'. A red arrow points to the 'Fundraiser Status: Published' filter. Below the filter bar, there is a table with the following 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 the title 'Test'. Each row has a 'View Public Page' button and a three-dot menu icon. The table also includes pagination controls: 'Items per page: 25', '1 - 5 of 5 Items', and '1 of 1 pages'.

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	---	<a href="#">View Public Page</a>	...
Test	---	---	0	\$0	Published	03/11/2022	---	<a href="#">View Public Page</a>	...

- 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

The screenshot displays the 'My Donations' section of a web application. At the top, there is a navigation bar with links: '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 contains a link to 'My Donations' and a sub-link 'Processed Donations'. The main content area is titled 'Processed Donations' and features two filter buttons: 'Donation Export - Date Range' and 'Donation Export - Past Event(s)'. Below these, there are four filter dropdowns: 'Transaction Date Time: All Time', 'Full Name: Show All', 'Amount: Show All', and 'Gives Day: Show All'. A red arrow points to the 'Transaction Date Time' dropdown. To the right of these filters is an 'Export' button. Below the filters, a pagination bar shows 'Items per page: 25' and '1 - 25 of 49 items'. A table of donation records follows, with columns: 'Gives Day', 'Transaction Date Time', 'Amount', 'First Name', 'Last Name', 'Recognize Donor As', 'Email', 'Phone Number', 'Address1', 'Address2', 'City', 'State', and 'Zip Code'. Two rows of data are visible, both for 'Brazos Valley Gives 2021' on '10/14/2021 02:00:00 PM' with an amount of '\$0.00'. A red arrow points to the 'Export' button. At the bottom right, there is a link that says '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	---	<a href="mailto:maelvnn@civiscare.com">maelvnn@civiscare.com</a>	3034770900	4545 N. Ravenswood Ave	---	Chicago	Illin	640
Brazos Valley Gives 2021	10/14/2021 02:00:00 PM	\$0.00	Maelynn	Test	---	<a href="mailto:maelvnn@civiscare.com">maelvnn@civiscare.com</a>	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' modal window with a close button (X) in the top right corner. The window is divided into two main sections: 'User Info' and 'User Settings'.

**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 Users section 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 users email notifications, click the “Manage Settings” button.
- Click “remove” to remove them from receive donation notification emails.

# RESOURCE CENTER

The screenshot displays the Resource Center interface with a navigation bar at the top. On the left, there is a dropdown menu labeled "All Categories" with a red arrow pointing to it. To the right of the dropdown is a search bar with a magnifying glass icon and the word "Search". Below the navigation bar, there are six content cards arranged in a 2x3 grid. Each card features a header image, a title, and a brief description.

- Fundraiser Support Center**: Help articles for your P2P Fundraiser! (Category: Fundraising)
- Nonprofit Support Center**: Read help center articles and get important questions answered in the support hub. (Category: Giving Days Support)
- Peer-to-Peer Fundraiser Recruitment Guide**: Motivate your top supports and help them become expert fundraisers with these tips. (Category: Peer-to-Peer)
- 28 Proven Nonprofit Fundraising Strategies To Help You Raise More**: Diversify your fundraising efforts with essential tips to try out during your next campaign. (Category: Fundraising)
- Working With Corporate Sponsors**: Earn the support of local businesses by leveraging your board's network. (Category: Fundraising)
- Retaining New Giving Event Donors**: Build trust with your new donors using these effective communication techniques. (Category: Donor Retention)

- 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!

