



Give STL Day Nonprofit Registration!

*New participants

WWW.GIVESTLDAY.ORG

Nonprofit Registration Steps

- ▶ Navigate to giveSTLday.org
- ▶ Hover over Login in the top right-hand corner and select “Nonprofit”
- ▶ Select “Nonprofit”

The screenshot displays the giveSTLday.org website interface. At the top right, a "Login" link is visible. A dropdown menu is open, showing three options: "Donor" (Manage the donations you've made to nonprofit organizations), "Fundraisers" (Manage the pages you've built that help nonprofits raise money), and "Nonprofit" (highlighted with a red arrow). The main content area features a large banner with a countdown timer: "WE'RE COUNTING DOWN TO GIVE STL DAY ON MAY 6" with a timer showing 125:07:28:26 (Days, Hours, Minutes, Seconds). Below the timer, it says "EARLY GIVING BEGINS APRIL 5". The background of the banner shows a group of people at an event, some wearing blue "give STL day.org" t-shirts. At the bottom, there is a search bar with the text "Find Your Cause" and a search input field containing "Nonprofit, Keyword, City". To the right of the search bar is a dropdown menu labeled "All Categories" and a search icon.

For new participants

- ▶ Next, you'll see the login screen displayed below
- ▶ For new participants, select the "Apply as a new organization" text below the blue login button
- ▶ On the next screen, fill out your organization's information as follows (see next slide)

A screenshot of the giveSTL day.org website. The header includes the logo, navigation links (FIND A NONPROFIT, SPONSORS, LEADERBOARDS, MORE), a search bar with "Find Organizations" and a magnifying glass icon, and a "Login" link. The main content area features a "Register for Give STL Day 2021" section with the text "Has your organization previously participated in an event with us? If so, log in to access your existing profile!" and a blue button labeled "Log in as a returning organization". Below the button is the text "Haven't participated yet? Apply as a new organization".

giveSTL day.org
POWERED BY THE St. Louis Community Foundation

FIND A NONPROFIT SPONSORS LEADERBOARDS MORE

Find Organizations

Login


Register for Give STL Day 2021

Has your organization previously participated in an event with us?
If so, log in to access your existing profile!

[Log in as a returning organization](#)

Haven't participated yet? [Apply as a new organization](#)



ST. LOUIS  **COMMUNITY FOUNDATION**

Welcome to Gives Day registration. Please provide the following information about your organization.

Organization Information

* Organization Name Acronym * EIN (Federal Tax ID Number) ### ####

* Is your organization fiscally sponsored by a parent organization?
-- Select --

* Logo No file is currently uploaded. * Custom URL Customize the end of your profile page's URL to make it more unique and allow donors to find your page m

* Operating Budget
\$

* Please select the primary category that best describes your organization's mission.
-- Select --

Please select the secondary category that best describes your organization's mission.
-- Select --

* Organization County
-- Select --

Do you need your gives day check mailed to a different location than your physical address?
-- Select --

of clients served on a yearly basis

Public Contact Information

Enter contact information that the general public may use to reach out to your organization.

* Email

My organization does not have a phone number to display to the general public. * Direct Phone Number ### #### Extension

Address Information

Mailing Address

* Address 1 Address 2

* City * State -- Select -- * Zip Code

Physical Address

Fill out your organization's information
All required fields are marked with a red asterisk (*)

Organization Information

Social Media & Website

My organization does not have a website. *** Website** Please prepend your website with 'https/'

My organization does not have a Twitter account. *** Twitter Link** Please provide the direct link to your Twitter page, not your Twitter handle

My organization does not have a Facebook account. *** Facebook Link** Please provide the direct link to your Facebook page

My organization does not have an Instagram account. *** Instagram URL** Please provide the direct link to your Instagram page, not your Instagram handle

Public Facing Content

Mission Statement Max character count: 500

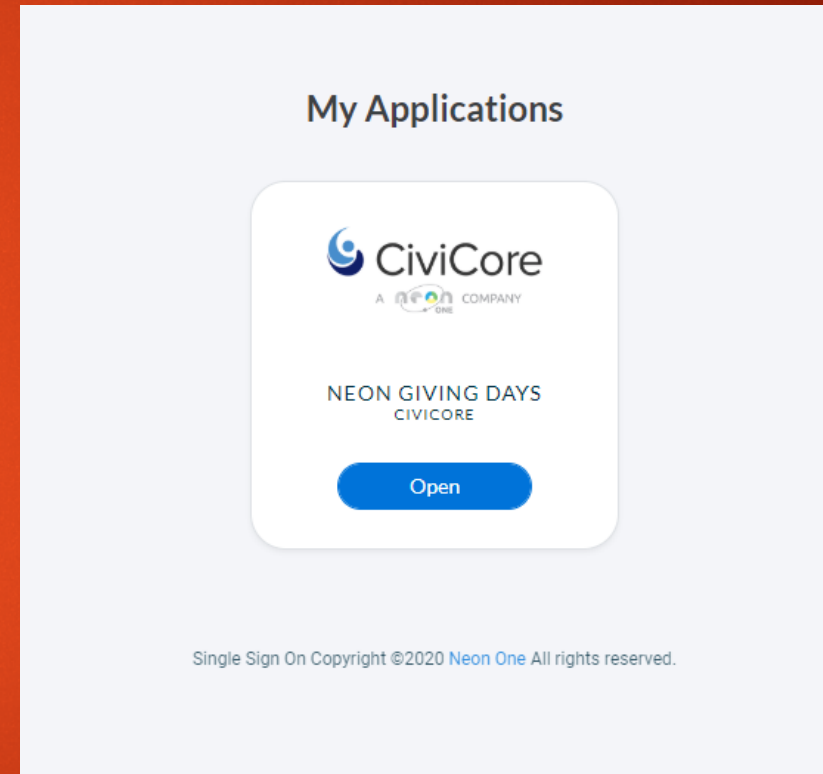
More About Us Describe your programs or your impact.

Testimonials These are a great way to promote your organization, but aren't necessary for success.

- Input your organization's social media! These will be shared on your public profile.
- If you do not have one of these social media platforms, click the box to the left "My Organization does not have account"
- The Mission Statement, More About Us and Testimonial areas are public facing sections of your Giving Day profile where you can REALLY amplify your message. Tell donors what you're all about!

After submitting your inquiry..

- ▶ Your Org is submitted to the giveSTLDay team to review for eligibility
- ▶ Once reviewed, you'll receive a confirmation email with next steps
- ▶ If approved, you'll log into your Org's profile
- ▶ Note: This logo will be re-branded to Neon Giving Days logo. This is the correct screen!



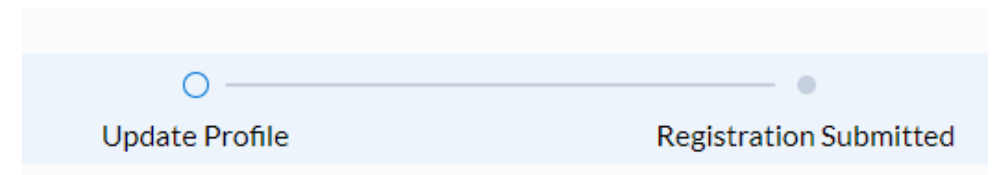
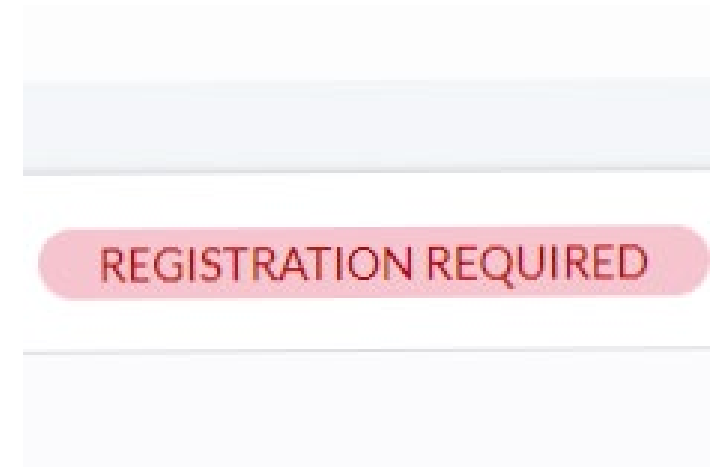
Once Logged in..

- ▶ Navigate to your Giving Day Performance dashboard to review your Org's status and complete registration
 - ▶ Note: Your organization's status bar
- ▶ Click "Register My Organization"

The screenshot displays the 'Give STL Day' dashboard. At the top, there are logos for 'ST. LOUIS COMMUNITY FOUNDATION' and 'Giving Days', along with the text 'Give STL Day'. A user profile 'Maelyn Test' is visible in the top right corner with a 'Log Out' link. Below the header, a navigation menu includes 'Giving Day Performance', 'My Public Profile', 'My Users', and 'Resource Center'. The main content area features a 'Welcome to your Gives Day Dashboard!' message and a 'REGISTRATION REQUIRED' status bar with a 'Register My Organization' button, which is highlighted by a red arrow. The dashboard is divided into two main sections: 'ANNOUNCEMENTS' and 'IMPORTANT EVENT DATES'. The 'IMPORTANT EVENT DATES' section shows a timeline with four key dates: 'Jan 11' (NPO Registration is OPEN!), 'May 06' (STL Day), 'Apr 05' (Early Giving Begins!), and 'Apr 26' (NPO Registration CLOSED). A 'Reset' button is also present at the end of the timeline.

Verify & Update Profile Information

- ▶ During this stage, your progress bar on the Giving Day Performance Dashboard says “Registration Required”
- ▶ Step 1 of registration will walk you through your original profile information you already submitted.
 - ▶ This is an opportunity for any updates! If ready, hit “Submit”
- ▶ When walking through the registration process, notice your 2-step progress bar above



Set Your Event Goals!

Matching Funds, Event Goal, Early Giving Goal, Peer-to-Peer (Fundraising) Goal

- ▶ Have a matching fund? Already know your event goals, etc.? Enter that information here!
- ▶ Or, click No thanks, I'll do it later and you can enter these details on your Performance Dashboard later
- ▶ Or, click Save to save any information you do have on hand

Set Your Event Goals

Fill out the information below to improve your profile! You may update this information from your dashboard at a later date if needed.

Matching Funds

* Have you secured any matching funds yet?

Yes No

Overall Event Goals

* Event Goal ?

\$

Event Goal - Number of Donations ?

Your Total Last Event ?

\$0.00

Your Count of Donations Last Event ?

0

Early Giving Goals

Early Giving Goal ?

\$

Early Giving Goal - Number of Donations ?

Your Early Giving Total Last Event ?

\$0.00

Your Count of Early Giving Donations Last Event ?

0

Peer-to-Peer Goals

Fundraising Page Goal ?

\$

Fundraising Page Goal - Number of Approved Pages ?

Your Fundraising Page Total Last Event ?

\$0.00

Your Count of Fundraising Pages Last Event ?

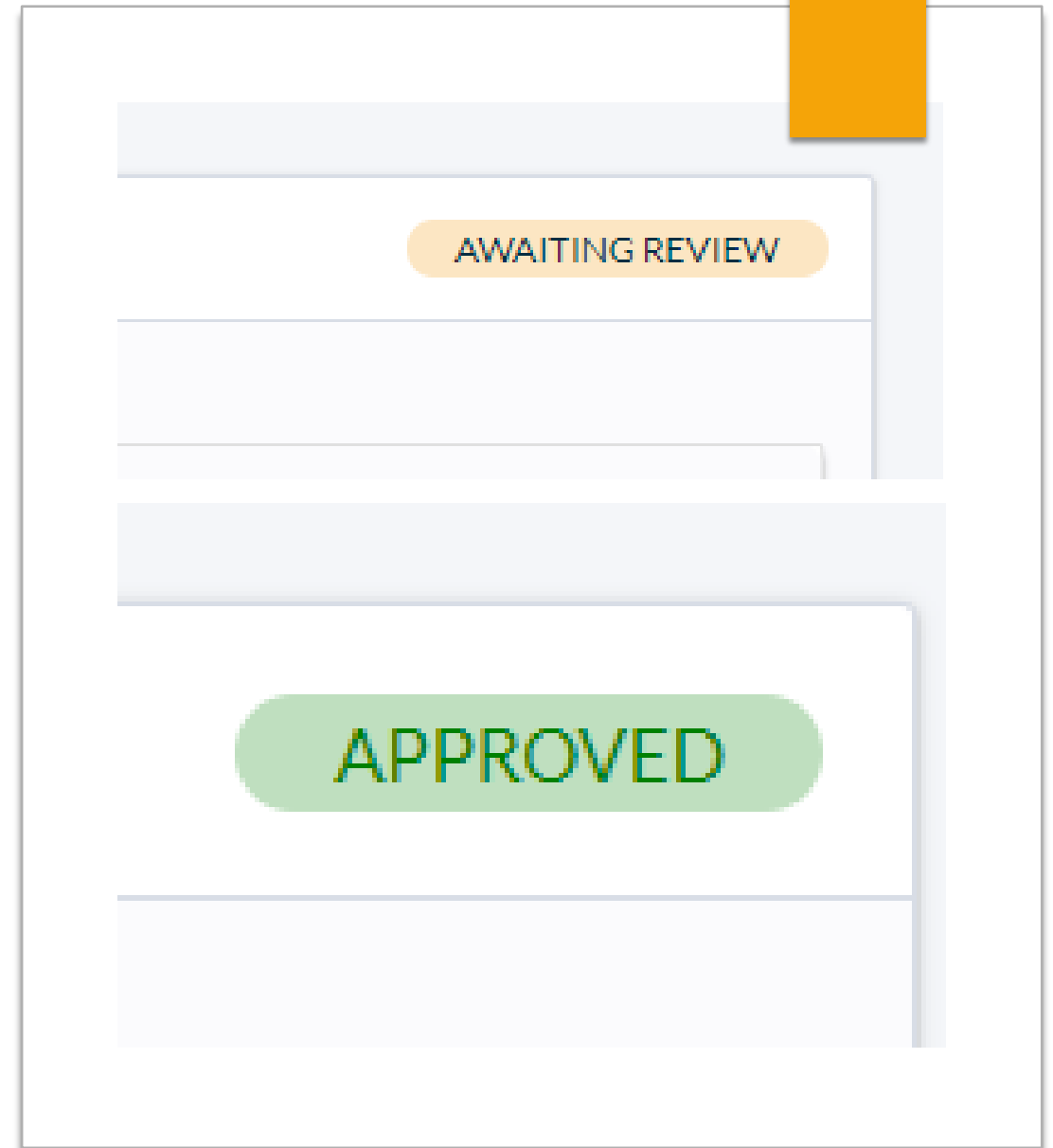
0

No thanks, I'll do it later

Save

Profile Status

- ▶ In this stage, you'll notice your profile status says "Awaiting Review"
- ▶ This means your registration and profile have been submitted to the Give STL Day Team to review your profile
- ▶ Once approved, your Org's status will display "Approved"



Profile Highlights!

- ▶ Giving Day Performance has tons of highlights for you
- ▶ Milestones – important dates & trainings for Give STL Day
- ▶ You can update your Goals, matching funds, etc.

IMPORTANT EVENT DATES

● Event Milestone



My Public Profile;

Add Donation Levels, Multimedia and Volunteer Needs!

- ▶ On My Public Profile you'll see your Organization details and a navigation bar to the left
- ▶ Click on a profile tab to add information
 - ▶ Donation Levels are suggested donations to give donors ideas on what your Org needs (yes, they can still enter a manual donation amount)
 - ▶ Multimedia is where you can share photos and videos!
 - ▶ Add Volunteer Needs! Donors can pledge volunteer hours through the donation portal
 - ▶ You can view volunteer needs on the My Donation tab

The screenshot displays the 'My Public Profile' interface for 'CiviCore Test Organization'. On the left, a navigation menu includes 'Overview', 'Donation Levels', 'Multimedia', 'Programs', 'Events', 'Volunteer' (highlighted), 'Needs', 'Fundraisers', 'Documents', and 'Contacts'. The main content area shows the 'Volunteer' section with an 'Add' button. Below this, there are two table-like sections. The first section has a header with 'Volunteer Opportunity Name' and 'Volunteer Opportunity Description', and a table with one row: 'Tech Fun' and 'Test'. The second section is a duplicate of the first. Both sections include pagination controls: 'Items per page: 25 | 1 - 1 of 1 items' and '1 of 1 pages'.

Congratulations!

- ▶ You've just completed your FULL Give STL Day registration and profile!
- ▶ If you have questions, feel free to reach out to the Give STL Day team.



give **STL** day.org[™]
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Foundation