



Give STL Day  
Nonprofit Registration!  
\*returning participants

[WWW.GIVESTLDAY.ORG](http://WWW.GIVESTLDAY.ORG)

# Nonprofit Registration Steps

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

giveSTLday.org  
FIND A NONPROFIT SPONSORS LEADERBOARDS MORE

Login

**Donor**  
Manage the donations you've made to nonprofit organizations

**Fundraisers**  
Manage the pages you've built that help nonprofits raise money

**Nonprofit** ←

WE'RE COUNTING DOWN TO GIVE STL DAY ON MAY 6

125 : 07 : 28 : 26

DAYS HOURS MINUTES SECONDS

EARLY GIVING BEGINS APRIL 5

Find Your Cause Nonprofit, Keyword, City All Categories

# For returning participants

- ▶ Next, you'll see the login screen displayed below
- ▶ For returning Orgs, click "Log in as returning organization"
- ▶ You should have just reset your password with the new SSO link, however, you can request a new password reset here if needed.



A screenshot of the giveSTL Day 2021 website. The header includes the logo "giveSTL Day.org" with "powered by the St. Louis Community Foundation" below it. Navigation links include "FIND A NONPROFIT", "SPONSORS", "LEADERBOARDS", and "MORE". A search bar contains "Find Organizations" and a magnifying glass icon. A "Login" link is in the top right. The main content area features a box titled "Register for Give STL Day 2021" with the text: "Has your organization previously participated in an event with us? If so, log in to access your existing profile!". A blue button says "Log in as a returning organization". Below it, a link says "Haven't participated yet? Apply as a new organization".

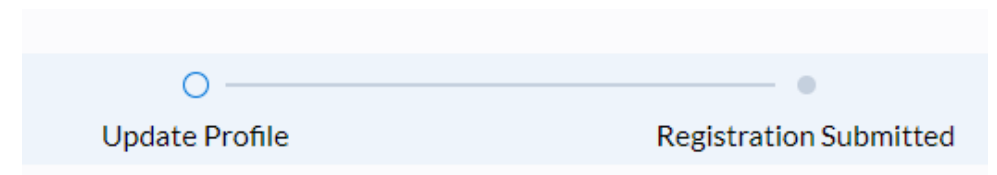
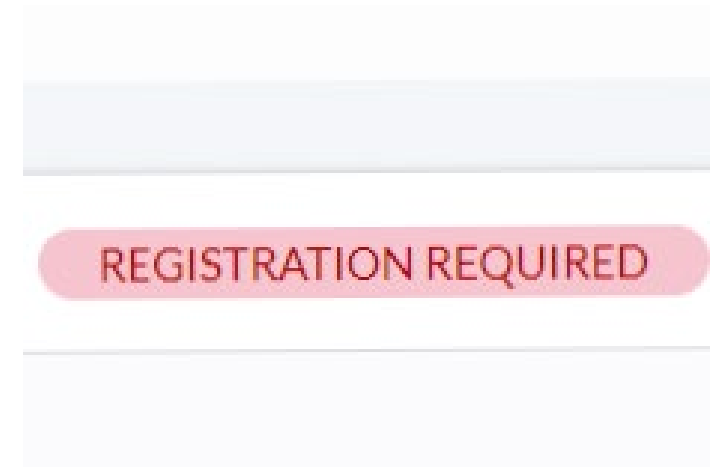
# Once Logged in..

- ▶ 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 navigation bar includes links for 'Giving Day Performance', 'My Public Profile', 'My Users', and 'Resource Center'. On the right, a user profile for 'Maelynn Test' is shown with a 'Log Out' option. Below the navigation, a welcome message reads 'Welcome to your Gives Day Dashboard!' and a 'REGISTRATION REQUIRED' status bar is present, with a 'Register My Organization' button. The main content area is divided into two sections: 'ANNOUNCEMENTS' (currently empty) and 'IMPORTANT EVENT DATES'. The event dates section features 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 visible 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



# 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

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**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!

# 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 ?

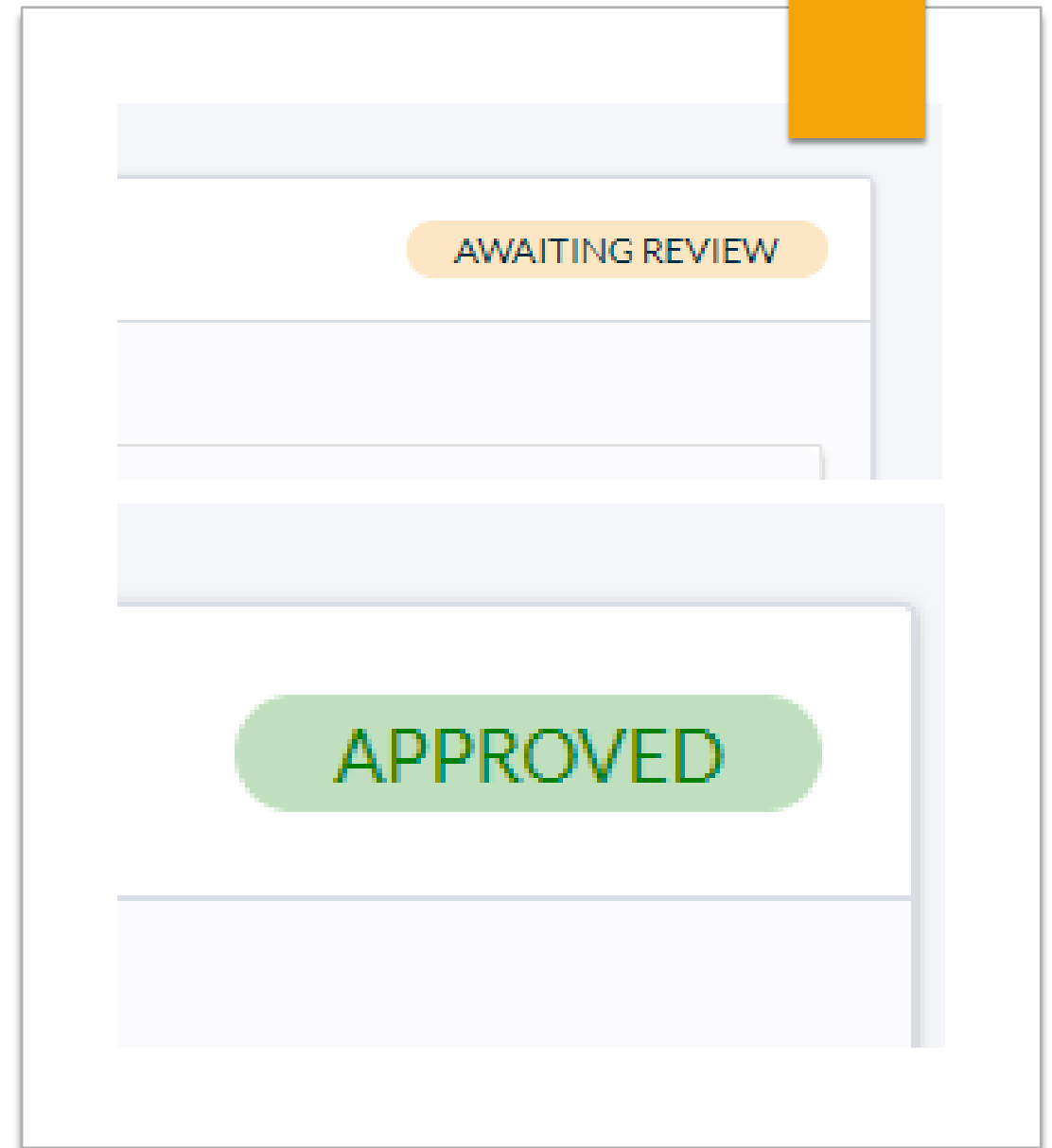
0

No thanks, I'll do it later

Save

# Profile Status

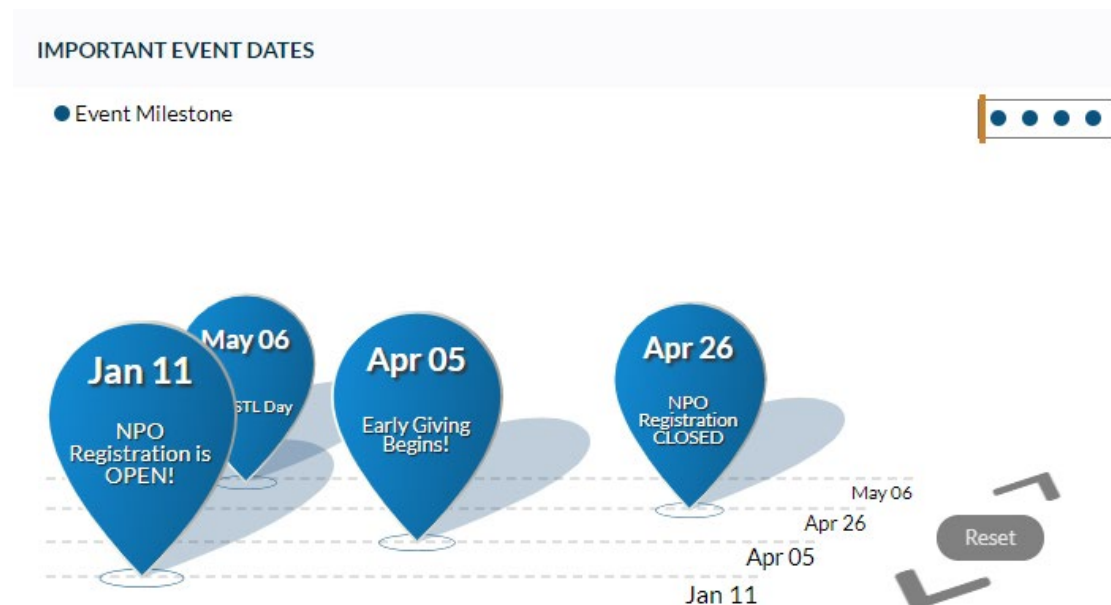
- ▶ In this stage, you'll notice your profile status says "Awaiting Review"
- ▶ This means your registration and profile have been submitted to the Give STL Day Team to review your profile
- ▶ Once approved, your Org's status will display "Approved"





# Profile Highlights!

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



# 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 is a navigation menu with tabs: Overview, Donation Levels (with a '+1' badge), Multimedia, Programs, Events, **Volunteer** (highlighted), Needs, Fundraisers, Documents (with a '2' badge), and Contacts. The main content area is titled 'CiviCore Test Organization' and features a 'Volunteer' section with an 'Add' button. Below this is a table with columns for 'Volunteer Opportunity Name' and 'Volunteer Opportunity Description'. The table contains one entry: 'Tech Fun' with the description 'Test'. The table includes pagination controls for 'Items per page: 25' and '1 of 1 of 1 items', and a 'Hide' button with search and edit icons.

# 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<sup>™</sup>  
POWERED BY THE  
St. Louis Community  
Foundation