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” to log in or submit an inquiry
For new participants

- Next, you'll see the login screen displayed below
- For new participants, select the “Appy 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)
Fill out your organization’s information

All required fields are marked with a red asterisk (*)
**Organization Information**

- 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!
Inquiry Submitted

- Your Org is submitted to the Give STL Day team to review for eligibility
- Once reviewed, you'll receive a confirmation email with next steps
- You'll receive an email to set your login password!
- Log in and click on the Give STL Day Application to complete your registration
Register Your Organization

- 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” to submit your Give STL Day registration
Verify & Update Profile Information

During this stage, your progress bar on the Giving Day Performance Dashboard says “Filling Out Profile”

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. Submit your registration when ready!
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.
Profile Highlights!

- Giving Day Performance has tons of highlights for you
- Milestones – important dates & trainings for Give STL Day
  - Keep an eye out for more to come!
- You can update your Goals, matching funds, etc.
My Public Profile: Overview

- On My Public Profile you'll see your Organization details and a navigation bar to the left.
- The Overview section allows you to preview your profile information, make edits, view your status and "To Do" list.
My Public Profile: Donation Levels

- Donation Levels allow you to provide pre-set donation amounts to give donors an idea of what to donate, and for what!
My Public Profile: Multimedia

- The multimedia section allows you the opportunity to add photos and videos to your profile! This makes your profile that much more fun.
- Photos cannot exceed 5MB. PNG and JPG images are preferred.
- YouTube and Vimeo videos must be PUBLIC on your YouTube/Vimeo account in order for them to appear on your Give STL Day profile.
Raising funds for a specific program?  
The Programs section allows you to highlight any important programs within your organization. This brings more awareness to these programs by talking about your goals and successes.
My Public Profile: Events

- The Events tab allows you to promote any upcoming events your organization will be hosting.
- This can draw more attention to your event, gain more awareness, and intrigue donors who weren't already aware!
My Public Profile: Volunteer

- Need a helping hand?
- Add your volunteer needs to your profile!
- Donors can also donate their time and would love to help you
My Public Profile: Needs

- Have an immediate need?
  - Supplies, food donations, etc. This could be anything!
  - List your need and description so donors can be aware of them and help
The My Donations tab provides a list of ALL Give STL Day donation data. Filter data by the "Transaction Date Time" filter, or use the "additional donor and donation data" option to include other donation fields of interest, such as volunteer opportunities. You can export this data to your desktop via excel or CSV.
The My Users section allows you to add new organization users, inactivate old ones, and adjust user email notifications.

Once you add a new user, the user will receive a password email to their email address.

To inactivate or adjust a user's email notifications, click the "Manage Settings" button. Click "remove" to remove them from receiving donation notification emails.
Check out the Resource Center for the Nonprofit Support Center, Fundraiser Support Center, helpful guides, articles and more!

Filter by category to narrow down your search
Congratulations!

- You’ve just completed your FULL Give STL Day registration and profile!
- If you have questions, feel free to reach out to tech support via the blue "Support" widget, or you can reach out to the Give STL Day team.