



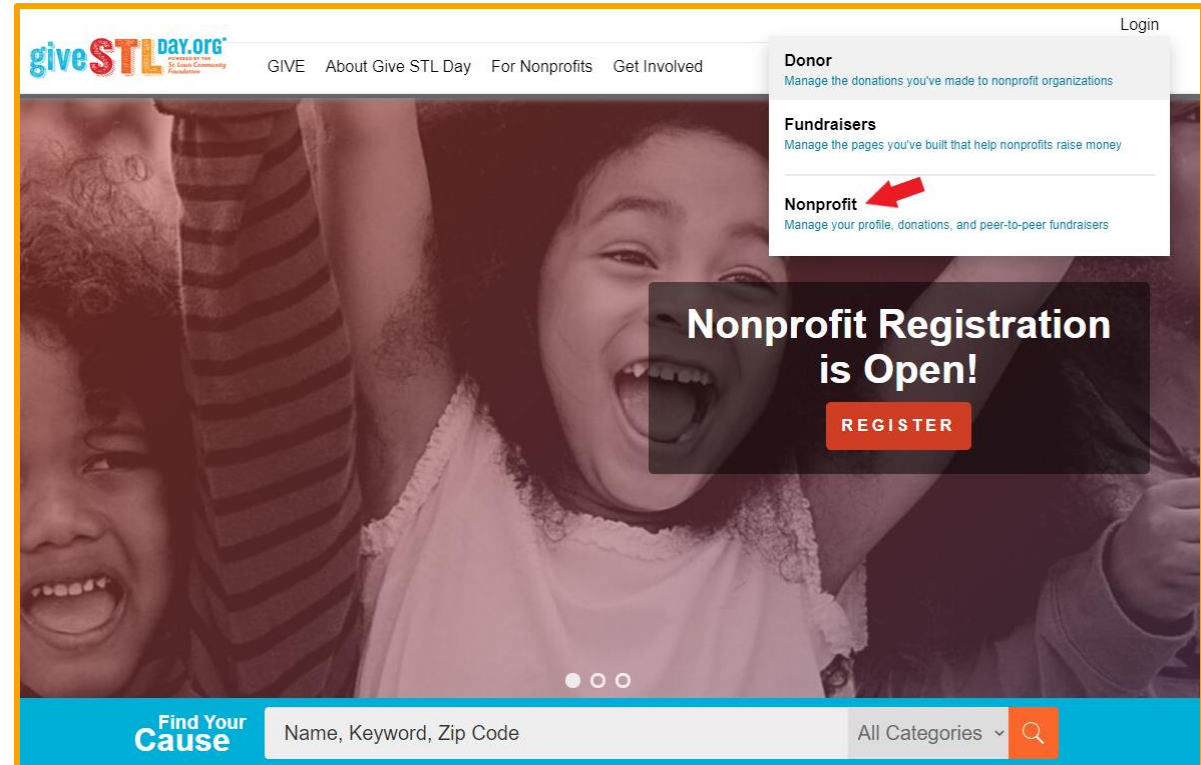
Give STL Day Nonprofit Registration!

*returning participants

WWW.GIVESTLDAY.ORG

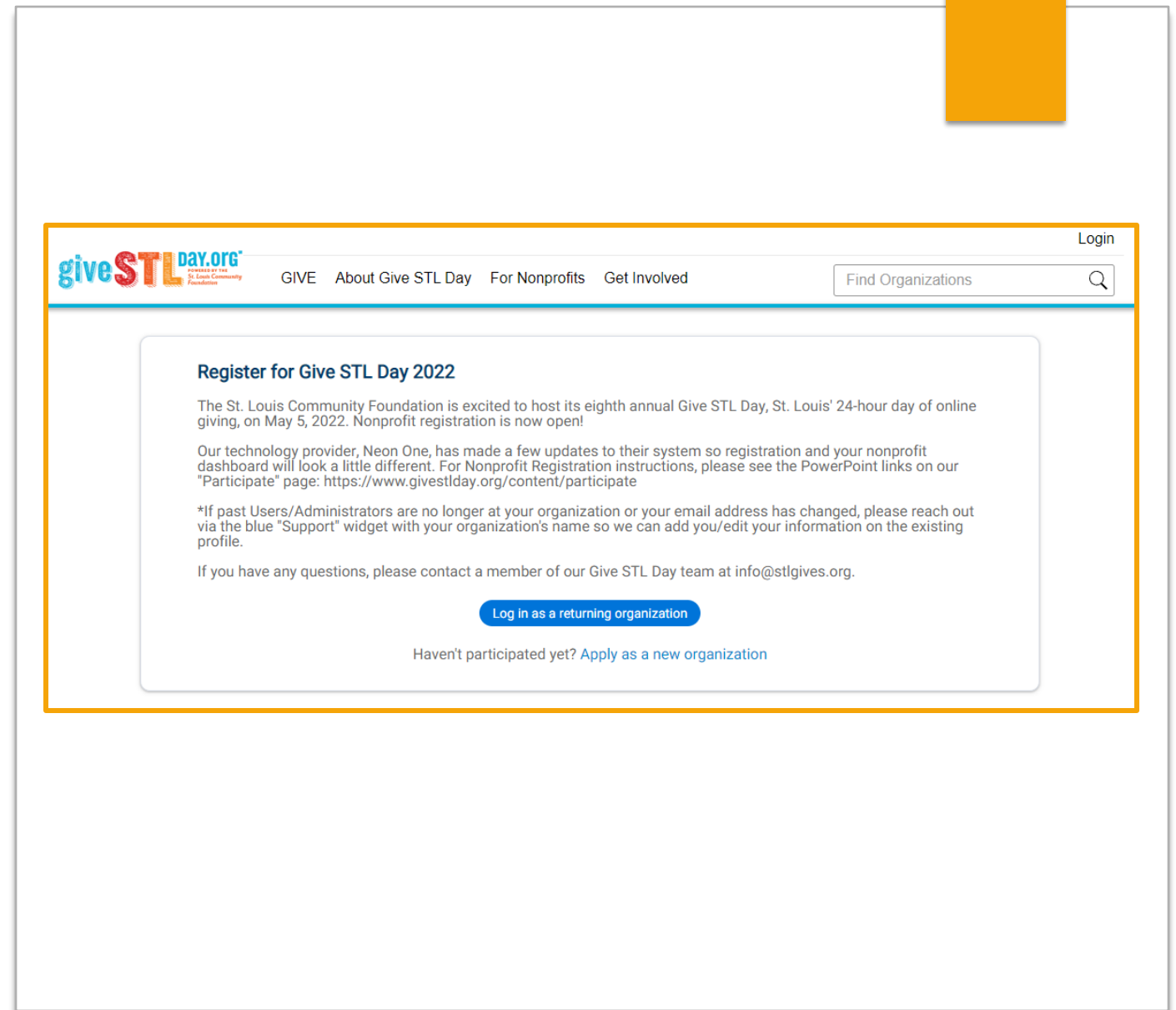
Nonprofit Registration Steps

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



For returning participants

- ▶ Next, you'll see the login screen displayed below
- ▶ For returning Orgs, click “Log in as returning organization”
- ▶ You can reset your password on the next screen, if needed!



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 begin



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. 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

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 ?	Your Total Last Event ?
\$ <input type="text"/>	\$0.00
Event Goal - Number of Donations ?	Your Count of Donations Last Event ?
<input type="text"/>	0

Early Giving Goals

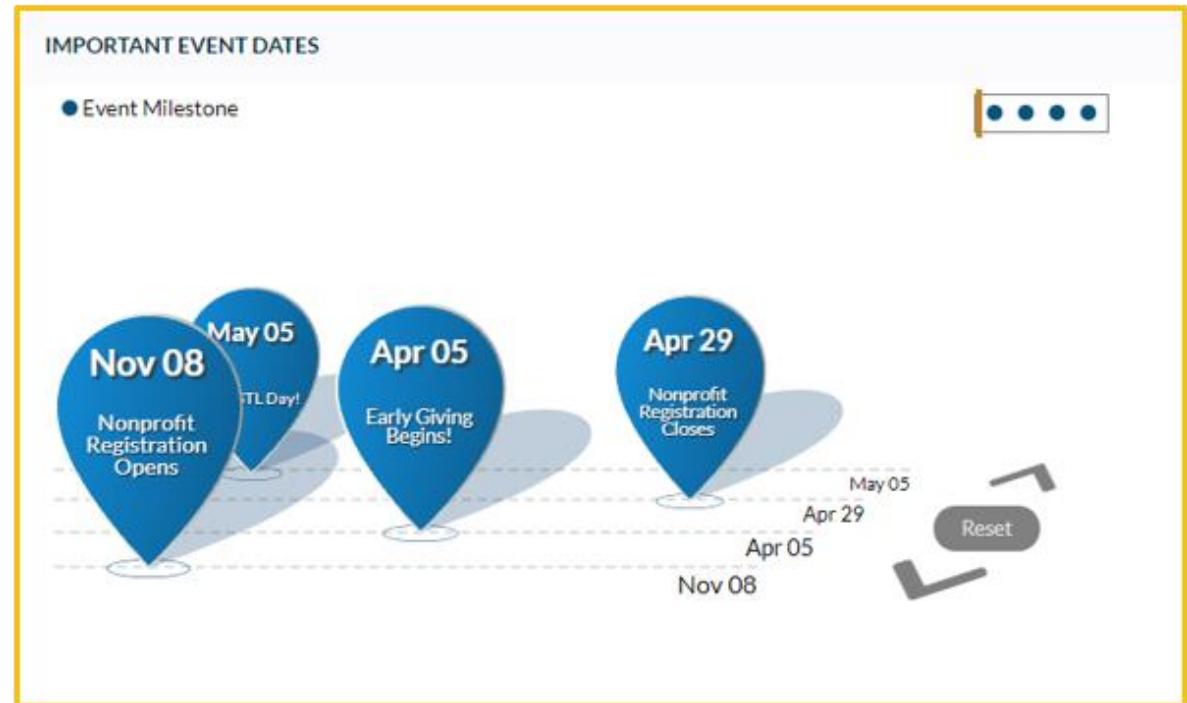
Early Giving Goal ?	Your Early Giving Total Last Event ?
\$ <input type="text"/>	\$0.00
Early Giving Goal - Number of Donations ?	Your Count of Early Giving Donations Last Event ?
<input type="text"/>	0

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

Profile Highlights!

- ▶ Giving Day Performance dashboard 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.

The screenshot displays the 'My Public Profile' page on the Give STL Day website. The page is framed by a yellow border. At the top, the 'giveSTL day.org' logo is on the left, and 'Giving Days' and 'Give STL Day' are on the right. Below the header, a navigation bar includes 'Giving Day Performance', 'My Public Profile' (highlighted with a blue underline and a red arrow pointing to it), 'My Donations', 'My Users', and 'Resource Center'. The main content area is titled 'My Public Profile' and 'Neon One Test Organization'. On the left, a sidebar menu is highlighted with a red border, containing 'Overview' (selected), 'Donation Levels' (with a blue '4' badge), 'Multimedia', 'Programs', 'Events', 'Volunteer', 'Needs', 'Documents' (with a blue '1' badge), and 'Contacts'. The main content area shows an 'Overview' section followed by a 'Profile Status' section. The 'Profile Status' section includes a purple calendar icon with a checkmark, the text 'Give STL Day 2022', and a 'To Do:' list with a calendar icon and the text 'Select "Register" to get started!'. At the bottom, there are two blue buttons: 'Edit My Public Profile' (with a red arrow pointing to it) and 'Embeddable Donation Button'.

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!

Overview
Donation Levels
Multimedia
Programs
Events
Volunteer
Needs
Documents
Contacts

Neon One Test Organization

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.

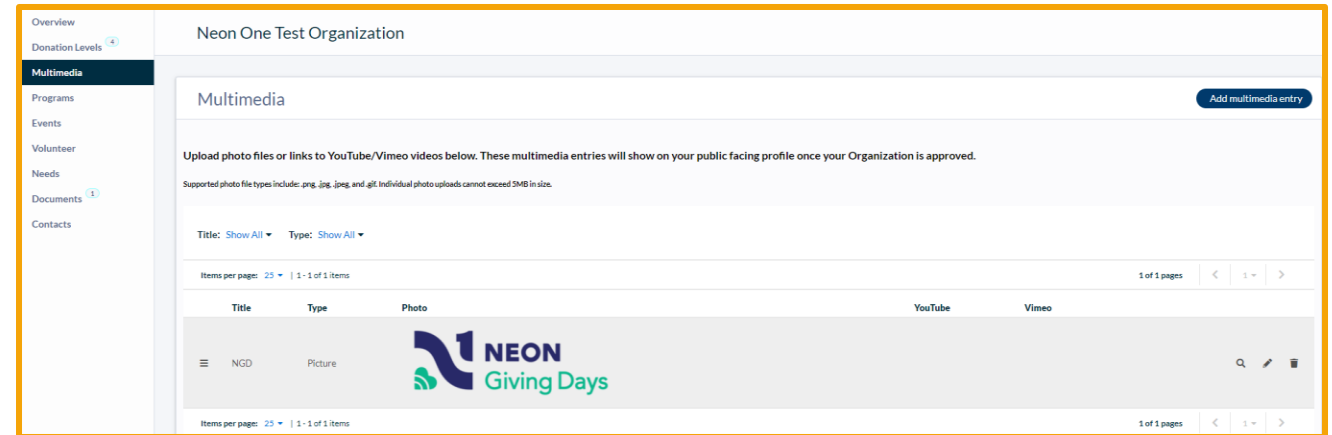
Items per page: 10 1 - 4 of 4 items 1 of 1 pages

Amount	Label	
\$10.00	Test	Hide Show Edit Delete
\$15.00	Test	Hide Show Edit Delete
\$25.00	Feeds 2 Families	Hide Show Edit Delete
\$100.00	Feeds 40 Families	Hide Show Edit Delete

Items per page: 10 1 - 4 of 4 items 1 of 1 pages

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.



My Public Profile: Programs

- ▶ 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.

Programs

☒ Active

* Program Name

Tutoring

Budget

\$ 5,000

Program Description

Beneficiaries

☐ Adults

☐ African Americans

☐ Children birth to age 3

☐ Deaf and Hearing Impaired

☐ Ethnic/Racial Minorities - General

☐ Female Children (5 - 14 years)

☐ Female Youth/Adolescents (14 - 19 years)

☐ General Public/Unspecified

☐ Infants/Babies (under age 5)

☐ Male Children and Youth (Infants - 19 years)

☐ Males - all ages or age unspecified

☐ Native Americans/American Indians

☐ Outdoor Recreationists

☐ Single Parents

☐ Youth/Adolescents only (14 - 19 years)

☐ Aging/Elderly/Senior Citizens

☐ Blind and Vision Impaired

☒ Children Only (5 - 14 years)

☐ Disabled

☐ Families

☐ Female Children and Youth (Infants - 19 years)

☐ Females

☐ Hispanics

☐ Male Adults

☐ Male Infants/Babies (under age 5)

☐ Mentally/Emotionally Disabled

☐ Offenders/Ex-offenders

☐ People With AIDS (pwAs)

☐ Substance Abusers (Drug/Alcohol Abusers)

☐ Animals

☐ Children ages 5 to 21

☐ Crime/ Abuse Victims

☐ Disabled - General or Disability unspecified

☐ Female Adults

☐ Female Infants/Babies (under age 5)

☐ Females - all ages or age unspecified

☐ Homeless

☐ Male Aging/Elderly/Senior Citizens

☐ Male Youth/Adolescents (14 - 19 years)

☐ Migrant Workers

☐ Other Minorities

☐ Physically Disabled

☐ Wildlife Enthusiasts

☐ Asian/Pacific Islander

☐ Children and Youth (Infants - 19 years)

☐ Crime/Abuse Victims

☐ Ethnic/Racial Minorities - Other Specified Group

☐ Female Aging/Elderly/Senior Citizens

☐ Female Young Adults (20 - 25 years)

☐ Gays/Lesbians

☐ Immigrants/Newcomers/Refugees

☐ Male Children (5 - 14 years)

☐ Males

☐ Military/Veterans

☐ Other Named Groups

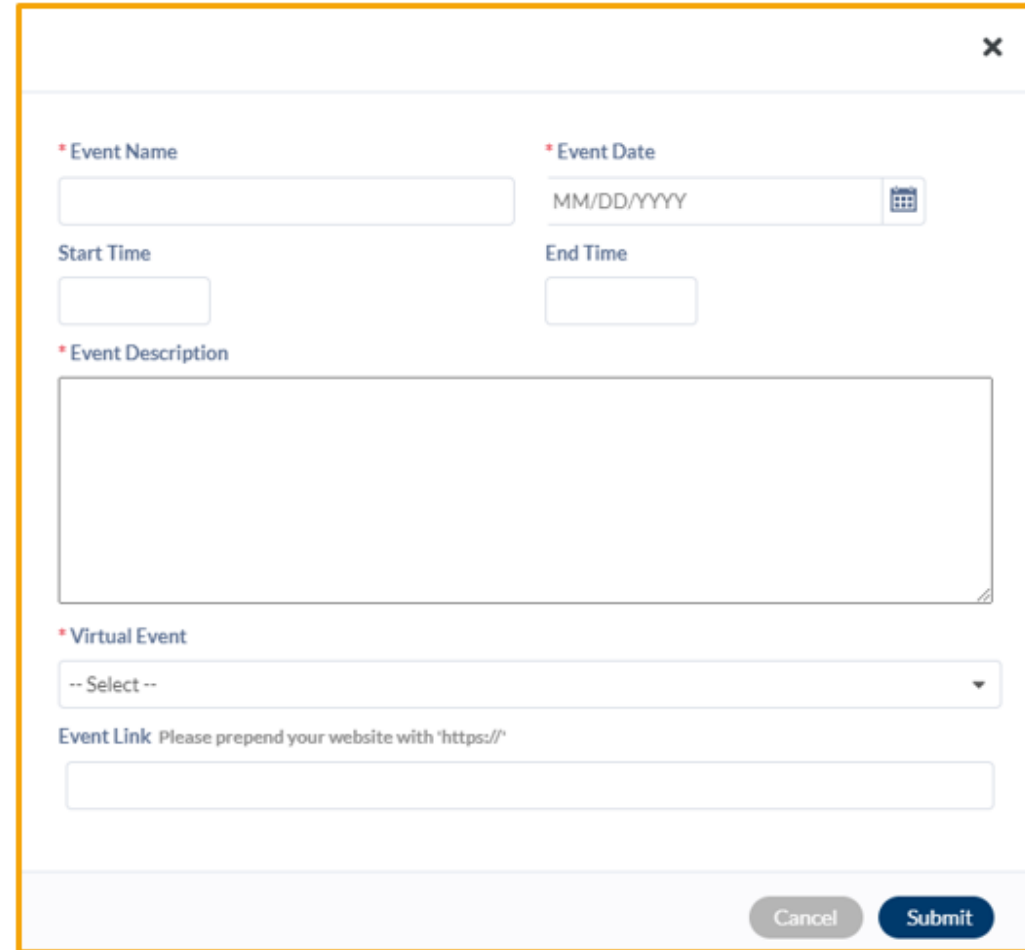
☐ Poor/Economically Disadvantaged/Indigent

☐ Young Adults (20-25 years)

Define Long Term Success: ?

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!



A screenshot of a web form titled "My Public Profile: Events" with a close button (X) in the top right corner. The form contains several input fields and a text area, all marked with an asterisk (*) as required fields. 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 note "Please prepend your website with 'https://'"). At the bottom right, there are two buttons: "Cancel" and "Submit".

* Event Name

* Event Date

MM/DD/YYYY

Start Time

End Time

* Event Description

* Virtual Event

-- Select --

Event Link Please prepend your website with 'https://'

Cancel Submit

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: Volunteer

* Volunteer Opportunity Name

* Volunteer Opportunity Description

Location

Start Date

MM/DD/YYYY

End Date

MM/DD/YYYY

Start Time

End Time

* Do you want to publish contact information about this volunteer opportunity?

-- Select --

Cancel Submit

My Donations

- ▶ 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 screenshot displays the 'My Donations' page on the Give STL Day website. The page features a navigation bar with 'My Donations' selected. Below the navigation bar, there are tabs for 'Processed Donations' and 'My Donations'. The 'Processed Donations' tab is active, showing a list of donations. The list includes columns for Transaction Date Time, Amount, First Name, Last Name, Email, Phone Number, Address1, and Address2. A filter menu is open on the right side of the list, showing options for Transaction Date Time, Amount, First Name, Last Name, Email, Phone Number, Address1, Address2, City, State, and Zip Code. The list shows four donations, with the first one being a \$10.00 donation from Maelynn Brown on 04/05/2021. The other three donations are \$0.00 from CiviCore on 04/05/2021, 03/22/2021, and 03/22/2021. An 'Export' button is visible on the right side of the page.

Transaction Date Time	Amount	First Name	Last Name	Email	Phone Number	Address1	Address2
04/05/2021 08:38:51 PM	\$10.00	Maelynn	Brown	mbrown@neonone.com	---	---	---
04/05/2021 02:23:12 PM	\$0.00	CiviCore	Giving	ablelins@neonone.com	3034770900	4545 N Ravenswood Ave	Ste. 600
03/22/2021 01:32:30 PM	\$0.00	CiviCore	Giving	mholodv@neonone.com	3034770900	4545 N Ravenswood Ave	---
03/22/2021 01:29:03 PM	\$0.00	CiviCore	Giving	mholodv@neonone.com	3034770900	4545 N Ravenswood Ave	---

My Users

- ▶ 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 users email notifications, click the "Manage Settings" button. Click "remove" to remove them from receiving donation notification emails

Manage User

User Info

Edit

Updated 11/01/2021 by Maelynn Test

First Name

Maelynn

Last Name

Test

Email

maelynn+giveSTLday@civicore.com

User Settings

Neon Giving Days:

Remove

Email Notifications:

Remove

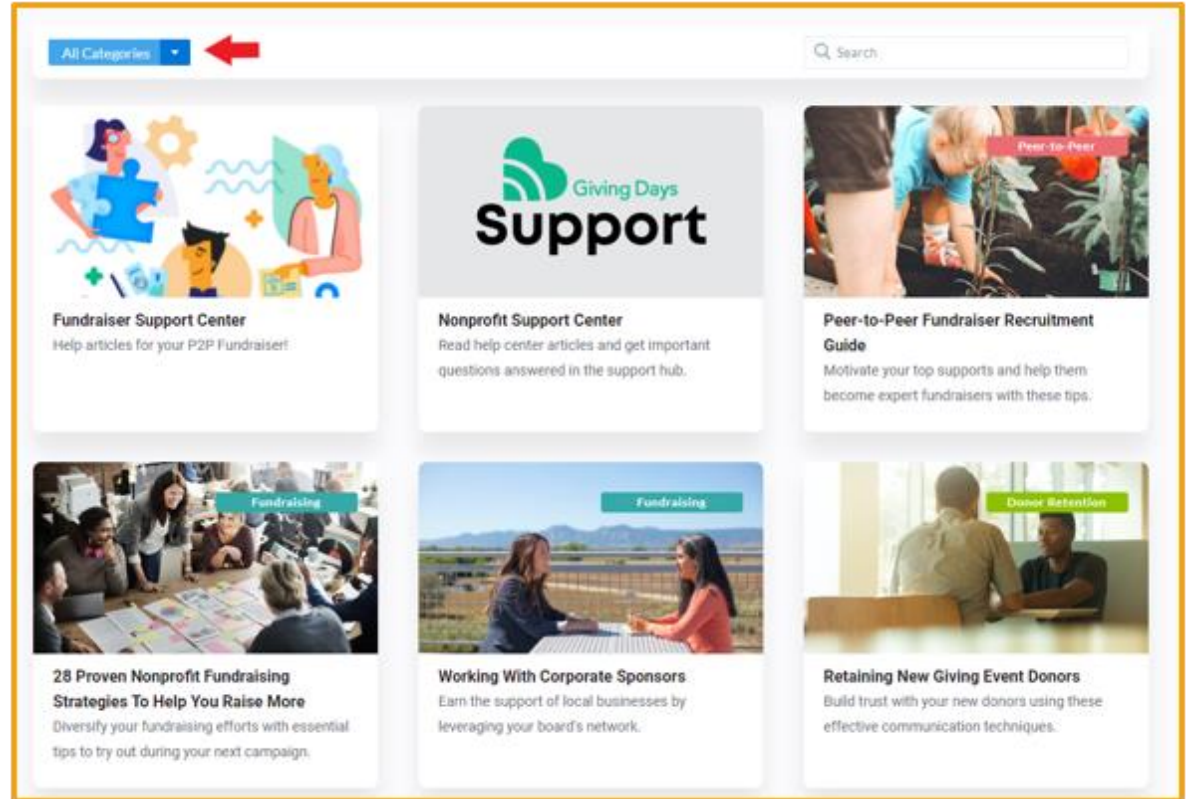
Neon Raise:

Remove

Close

Resource Center

- ▶ 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.



giveSTLday.org
POWERED BY THE
St. Louis Community
Foundation