

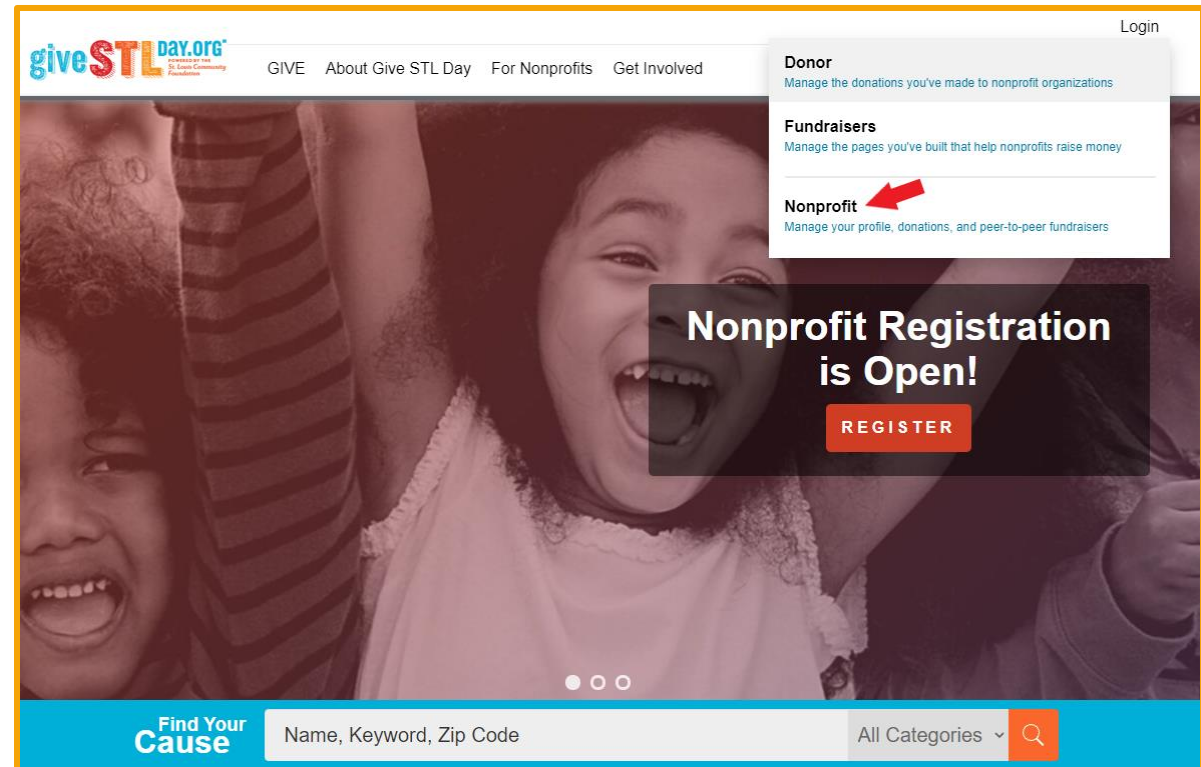


Give STL Day
Nonprofit Registration!
*returning participants

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!



The screenshot shows the website [giveSTLday.org](https://www.givestlday.org). The header includes the logo, navigation links (GIVE, About Give STL Day, For Nonprofits, Get Involved), a search bar for "Find Organizations", and a "Login" link. The main content area features a "Register for Give STL Day 2022" section with the following text:

The St. Louis Community Foundation is excited to host its eighth annual Give STL Day, St. Louis' 24-hour day of online giving, on May 5, 2022. Nonprofit registration is now open!

Our technology provider, Neon One, has made a few updates to their system so registration and your nonprofit dashboard will look a little different. For Nonprofit Registration instructions, please see the PowerPoint links on our "Participate" page: <https://www.givestlday.org/content/participate>

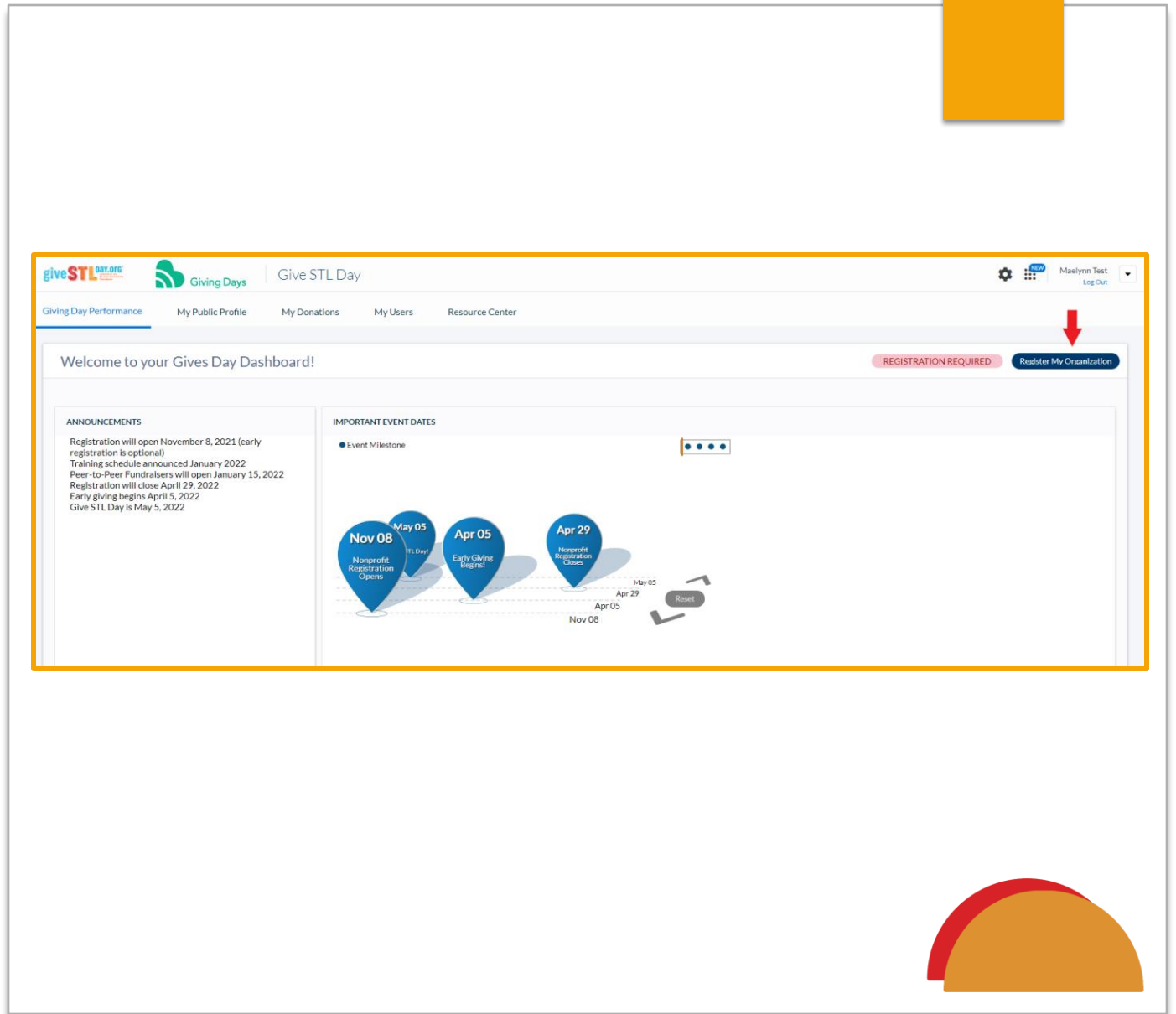
*If past Users/Administrators are no longer at your organization or your email address has changed, please reach out via the blue "Support" widget with your organization's name so we can add you/edit your information on the existing profile.

If you have any questions, please contact a member of our Give STL Day team at info@stlgives.org.

There is a prominent blue button labeled "Log in as a returning organization" and a link below it that says "Haven't participated yet? [Apply as a new organization](#)".

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

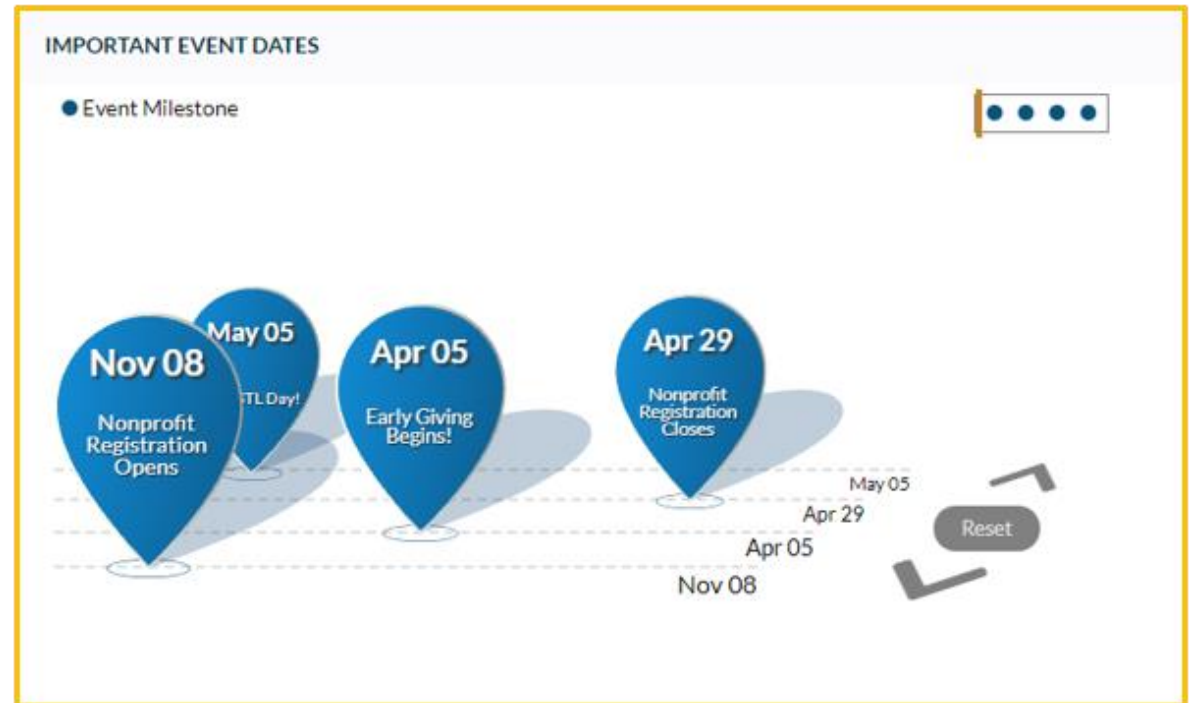
Early Giving Goal ?	Your Early Giving Total Last Event ?
\$ <input type="text"/>	\$0.00
Early Giving Goal - Number of Donations ?	Your Count of Early Giving Donations Last Event ?
<input type="text"/>	0

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.



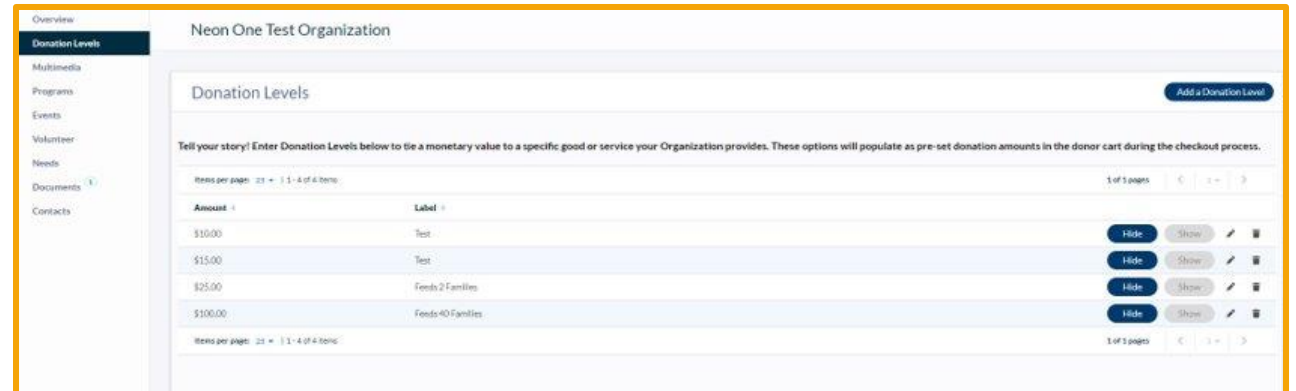
My Public Profile: Overview

- ▶ 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 for 'Neon One Test Organization' on the Give STL Day website. The page features a navigation bar at the top with links for 'Giving Day Performance', 'My Public Profile', 'My Donations', 'My Users', and 'Resource Center'. A red arrow points to the 'My Public Profile' link. On the left side, a navigation menu is highlighted with a red box, listing 'Overview', 'Donation Levels', 'Multimedia', 'Programs', 'Events', 'Volunteer', 'Needs', 'Documents', and 'Contacts'. The main content area shows the organization's name, 'Overview', and 'Profile Status'. Under 'Profile Status', there is a section for 'Give STL Day 2022' with a 'To Do:' list that includes 'Select "Register" to get started!'. At the bottom, there are two buttons: 'Edit My Public Profile' and 'Embeddable Donation Button'. A red arrow points to the 'Edit My Public Profile' 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!

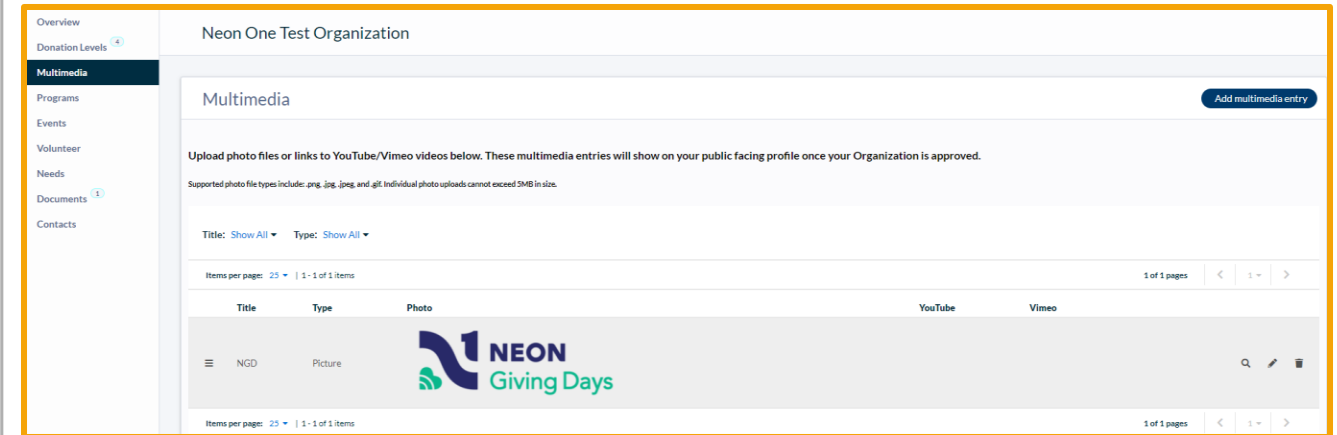


The screenshot displays the 'Donation Levels' management page for 'Neon One Test Organization'. The interface includes a sidebar with navigation options: Overview, Donation Levels (selected), Multimedia, Programs, Events, Volunteer, Needs, Documents, and Contacts. The main content area features a table of donation levels with columns for Amount and Label. Each row includes 'Hide', 'Show', and edit/delete icons. A 'Add a Donation Level' button is located in the top right corner. The table contains four entries:


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

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.



The screenshot shows the 'Multimedia' section of a profile for 'Neon One Test Organization'. The page has a sidebar with navigation options: Overview, Donation Levels, Multimedia (selected), Programs, Events, Volunteer, Needs, Documents, and Contacts. The main content area is titled 'Multimedia' and includes an 'Add multimedia entry' button. Below this, there is a message: 'Upload photo files or links to YouTube/Vimeo videos below. These multimedia entries will show on your public facing profile once your Organization is approved.' A note specifies: 'Supported photo file types include: .png, .jpg, .jpeg, and .gif. Individual photo uploads cannot exceed 5MB in size.' There are two dropdown menus for 'Title: Show All' and 'Type: Show All'. Below these are pagination controls showing 'Items per page: 25' and '1 of 1 pages'. A table lists the multimedia entries:

Title	Type	Photo	YouTube	Vimeo
NGD	Picture			

At the bottom of the table, there are search, edit, and delete icons, and another set of pagination controls showing 'Items per page: 25' and '1 of 1 pages'.

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: Budget:

Program Description

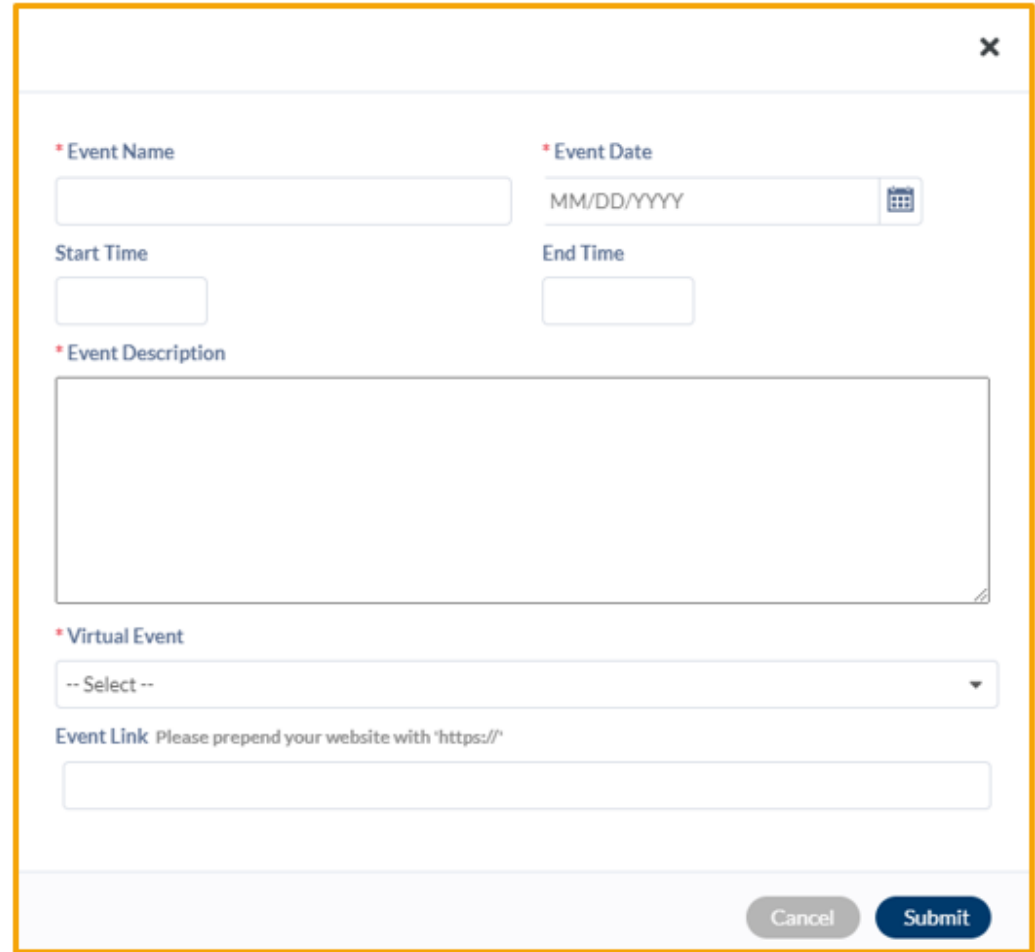
Beneficiaries

<input 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 checked="" 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 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 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: ?

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 for creating an event. The form is enclosed in a white box with a thin grey border and a close button (X) in the top right corner. It contains several input fields and a text area. 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' (grey) and 'Submit' (blue).

*** Event Name**

*** Event Date**

MM/DD/YYYY

Start Time

End Time

*** Event Description**

*** Virtual Event**

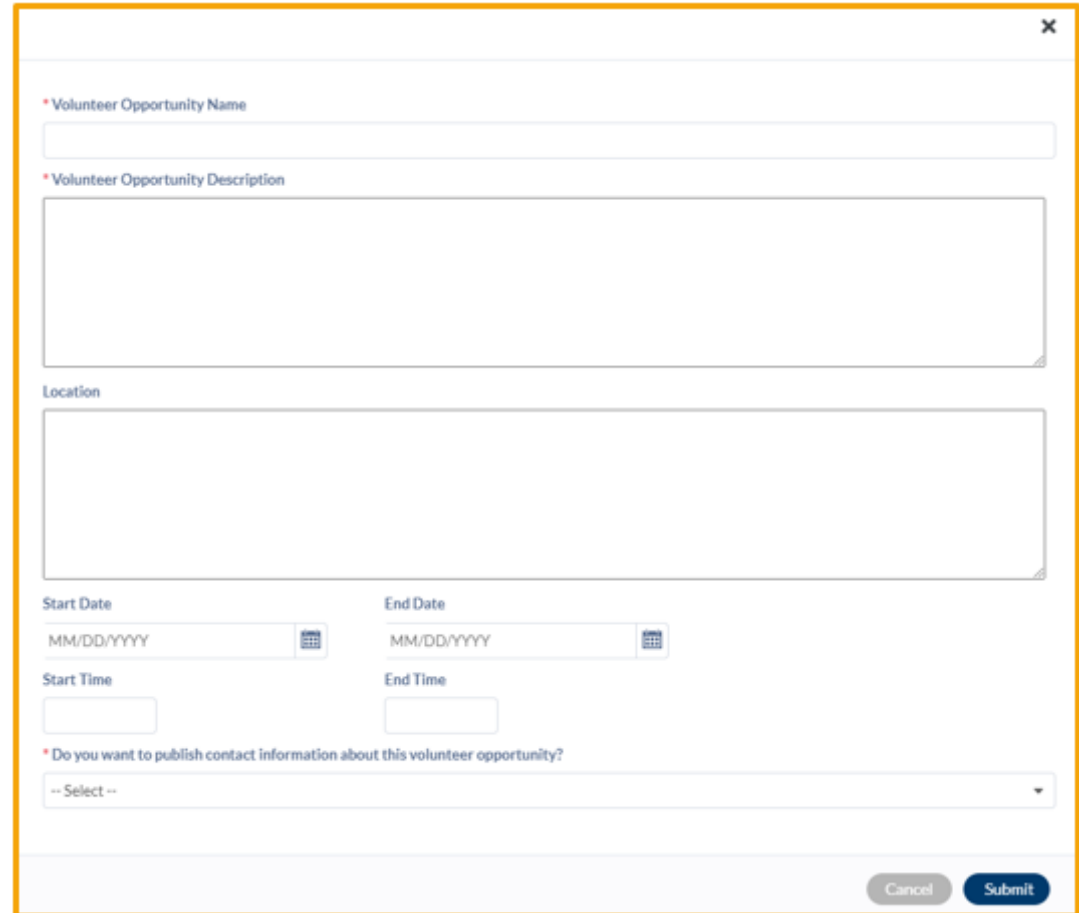
-- Select --

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

A screenshot of a web form for adding a volunteer opportunity. The form is enclosed in a white box with a yellow border and a close button (X) in the top right corner. It contains several input fields: a text field for 'Volunteer Opportunity Name', a larger text area for 'Volunteer Opportunity Description', and another text area for 'Location'. Below these are date and time pickers for 'Start Date', 'End Date', 'Start Time', and 'End Time'. At the bottom, there is a dropdown menu for 'Do you want to publish contact information about this volunteer opportunity?' with a '-- Select --' option. 'Cancel' and 'Submit' buttons are located at the bottom right of the form.

* 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 title is 'Give STL Day' and the user is logged in as 'Maelynn Test'. The navigation menu includes 'Giving Day Performance', 'My Public Profile', 'My Donations', 'My Users', and 'Resource Center'. The 'My Donations' section is active, showing a 'Processed Donations' tab. There are two export buttons: 'Donation Export - Date Range' and 'Donation Export - Past Event(s)'. Below these, there are filters for 'Transaction Date Time: All Time', 'Full Name: Show All', and 'Amount: Show All'. The page shows 'Items per page: 25' and '1 - 25 of 59 items'. A table of processed donations is displayed with columns for Transaction Date Time, Amount, First Name, Last Name, Email, Phone Number, Address1, and Address2. A dropdown menu is open, showing options to export data and 'Send Receipt' for each row. The table data is as follows:

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@neonons.com	--	--	--
04/05/2021 02:23:12 PM	\$0.00	CiviCore	Giving	ablelins@neonons.com	3034770900	4545 N Ravenswood Ave	Ste. 600
03/22/2021 01:32:30 PM	\$0.00	CiviCore	Giving	mholody@neonons.com	3034770900	4545 N Ravenswood Ave	--
03/22/2021 01:29:03 PM	\$0.00	CiviCore	Giving	mholody@neonons.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	Last Name
Maelynn	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

The screenshot displays a website interface for a Resource Center. At the top left, there is a blue dropdown menu labeled "All Categories" with a red arrow pointing to the right. To the right of this is a search bar with a magnifying glass icon and the word "Search". Below the navigation elements, the page is organized into a grid of six resource cards. Each card features a header image, a title, and a brief description. The cards are: 1. "Fundraiser Support Center" with an illustration of people and gears, described as "Help articles for your P2P Fundraiser!". 2. "Nonprofit Support Center" with the "Giving Days Support" logo, described as "Read help center articles and get important questions answered in the support hub.". 3. "Peer-to-Peer Fundraiser Recruitment Guide" with a photo of a person tending to plants, described as "Motivate your top supports and help them become expert fundraisers with these tips.". 4. "28 Proven Nonprofit Fundraising Strategies To Help You Raise More" with a photo of a group meeting, described as "Diversify your fundraising efforts with essential tips to try out during your next campaign.". 5. "Working With Corporate Sponsors" with a photo of two women talking, described as "Earn the support of local businesses by leveraging your board's network.". 6. "Retaining New Giving Event Donors" with a photo of two men talking, described as "Build trust with your new donors using these effective communication techniques.". The cards are arranged in two rows of three.

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[™]
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St. Louis Community
Foundation