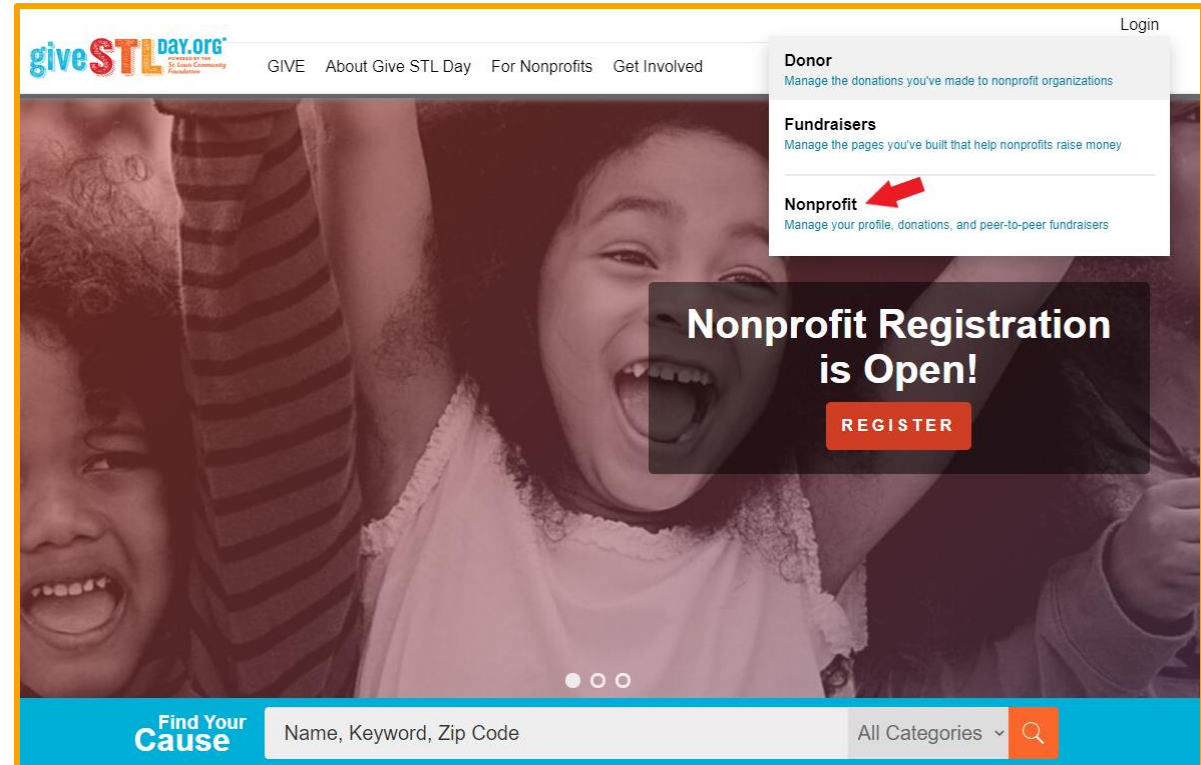# Give STL Day
Nonprofit Registration!
*returning participants

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!
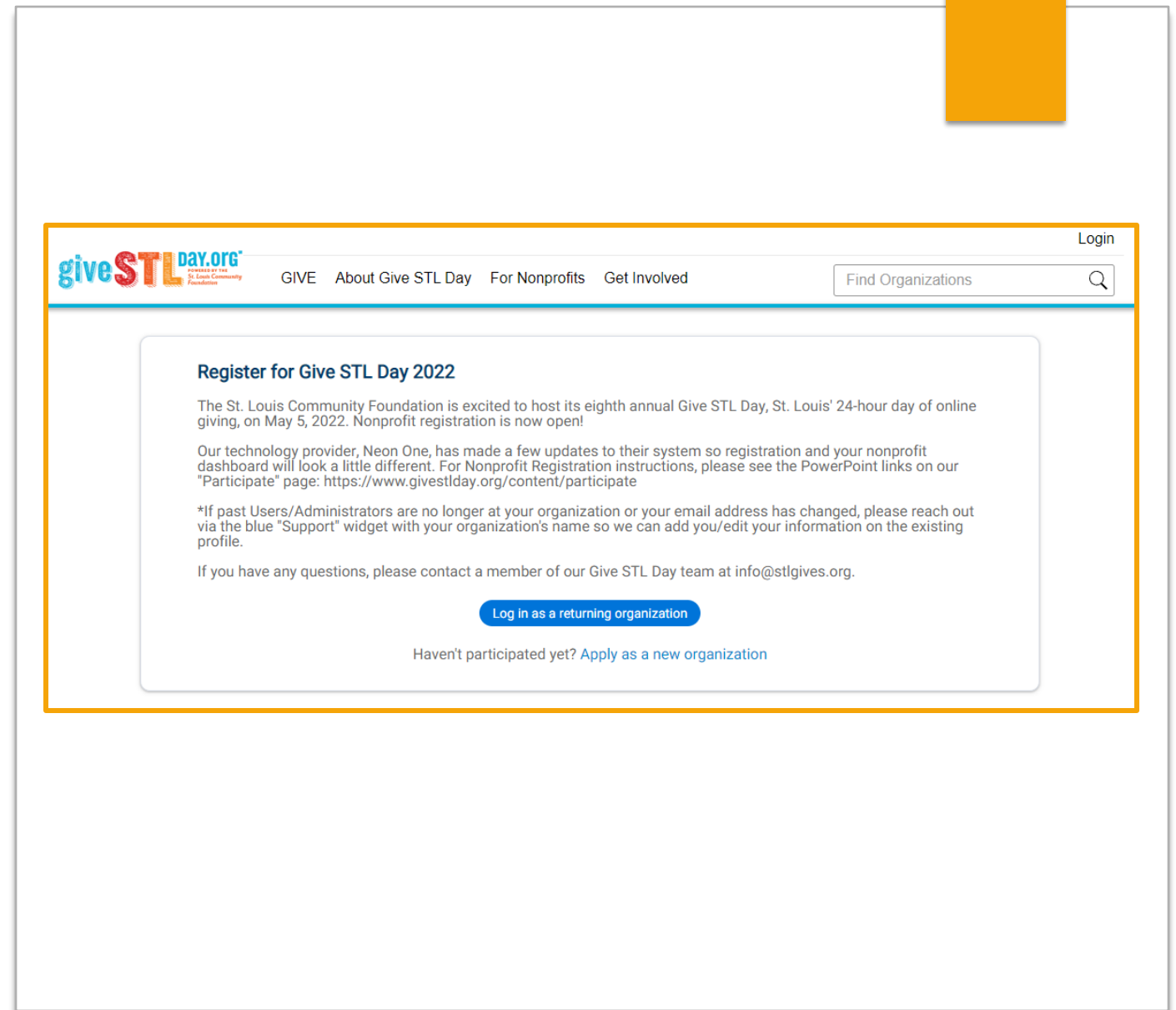
Register Your Organization

▶ 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

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.
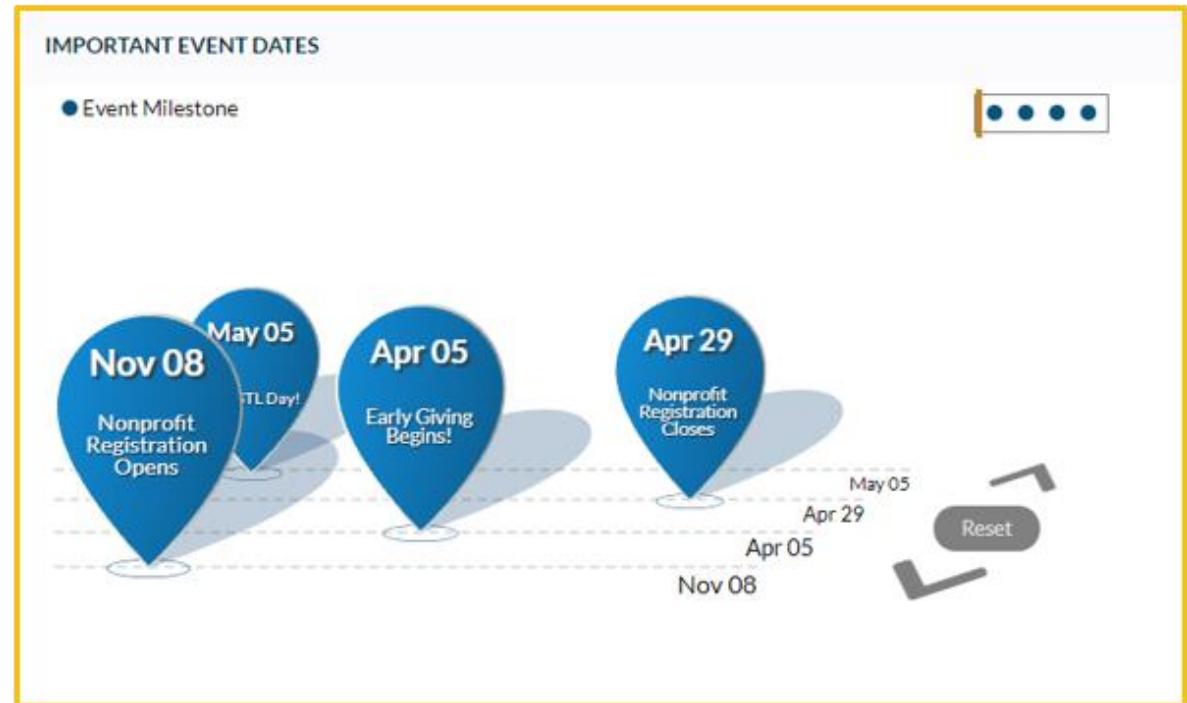
My Public Profile: Overview

▶ 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.

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.
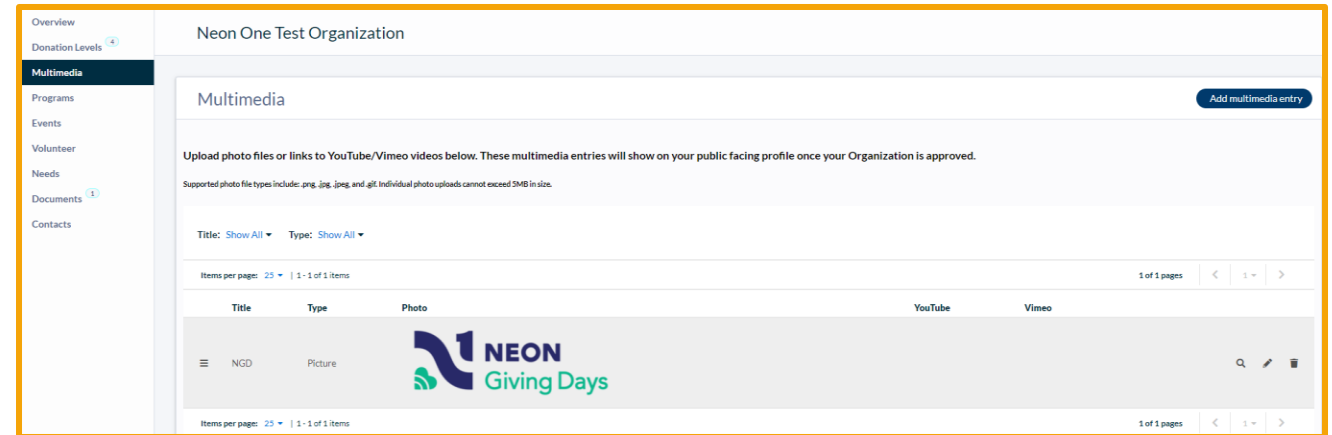
My Public Profile: Programs

▶ 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.

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 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

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
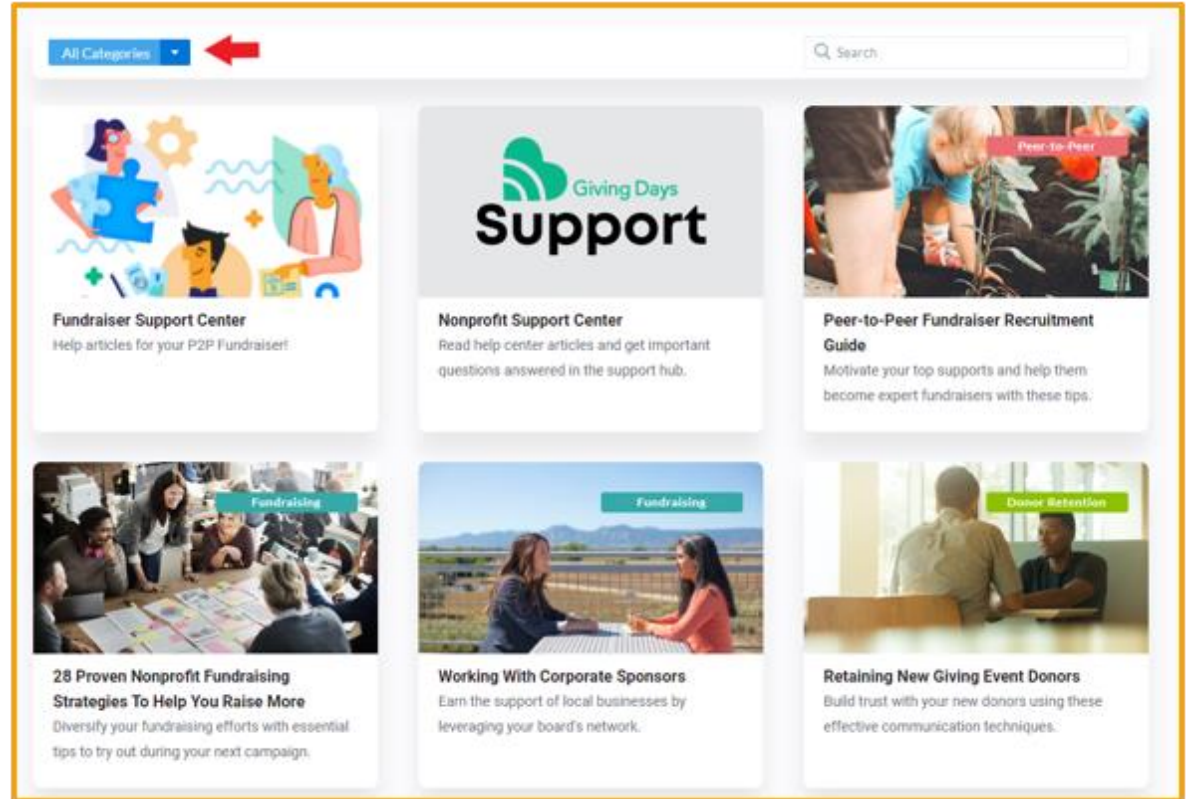
Resource Center

▶ 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.