



First-Time Participants - How to Register Your Nonprofit

Thank you for your interest in Arizona Gives!

As a nonprofit supporting nonprofits, the Alliance of Arizona Nonprofits (Alliance), along with our partner Arizona Grantmakers Forum (AGF), is honored to host AZGives.org and the annual 24-hour Arizona Gives 'Day' event. As you know, the Alliance and AGF invest significant time and financial resources each year in making Arizona Gives possible, and we are committed to the long-term sustainability of these efforts.

We aim to maximize your organization's success by providing tools and resources, including a nonprofit toolkit and marketing materials; training on best practices; a safe, secure and easy-to-use giving platform; promotion through advertising and PR to drive donors to AZGives.org; as well as personalized technical support for nonprofits and donors.

In order to defray a portion of the costs required to provide the above and ensure the sustainability of the program, Arizona Gives will have the following enrollment guidelines. Here's what you need to know:

Enrollment Dates	Enrollment Type	Refundable Registration Fee	Late Processing Fee	Total Paid at Registration
Nov 1 - Jan 31	Early Bird	\$50	N/A	\$50
Feb 1 - Feb 20	Just In Time	\$75	N/A	\$75
Feb 21 - Feb 28	Late	\$75	\$25	\$100

- **November 1 - January 31: *Early Bird*** annual nonprofit enrollment; cost \$50 (eligible for full refund)
- **February 1 - February 20: *Just In Time*** annual nonprofit enrollment continues; cost \$75 (eligible for full refund)
- **February 21 - February 28: *Late*** annual nonprofit enrollment; cost \$100 (eligible for \$75 refund)

Registering on AZGives.org is a simple process.

1. Your first step is to complete a digital [Registration Inquiry Form](#) to verify eligibility. **The deadline to complete the inquiry form (necessary for new organizations only) is February 28, 2022.**
2. Once eligibility has been approved, your second step will be to create your organization's profile after receiving an email notification to establish your login and password. At this time you will be asked to complete your profile.
3. Upon completion, and before you can then submit your profile for approval, you will be asked to pay a deposit. **The deadline to then complete, pay registration and submit your profile page to participate in Arizona Gives Day 2022 is February 28, 2022.**



Follow these steps below to get started:

Reminder: You will need to upload these two documents to complete the initial Inquiry Form.

- IRS Letter of Determination
- Most Current Completed 990/Financials (we will check your annual revenue/income to place your organization in the correct size prize pool category)

You must complete all *Required* Fields in order to ‘Save Changes’ or ‘Submit’ within your profile.

Step #	Step Description	Deadline
1	<p>Register Your Nonprofit</p> <p>Tip: If your organization participated in 2016-21, you already have an account. Use the log in instructions below to get started on your profile.</p> <ul style="list-style-type: none"> • Register Your Nonprofit by submitting the initial Inquiry Form found at www.azgives.org/inquiry or click on Login from the home page. • Read and agree to the 2022 Terms of Service & Liability. • Submit your inquiry. Once approved you will receive an email with a link to then create your login and password so you can begin creating your new profile. Approval will typically occur within 2-3 business days. <p>Tip: If the link to create your password or login does not work, please following these instructions to log in.</p> <ul style="list-style-type: none"> • From AZGives.org • Click on <i>Login > Nonprofit</i> (located at top-right corner of home page) • Enter your <i>Email</i> and click on <i>Forgot Password</i> to create your password on the new platform. • A <i>link</i> will be sent to you via email to establish your password 	<p>February 28, 2022</p>
2a	<p>Create Your Online Profile</p> <ol style="list-style-type: none"> 1) Once you are logged in, you will need to click on <i>My Arizona Gives Profile > Overview</i> and complete your Profile To Do Checklist including: <ul style="list-style-type: none"> ○ Add Organization’s Info ○ Add required contacts and ○ Add Financials/Form 990. 2) Be sure all information in the <i>Overview</i> section is complete and correct since much of it will be viewable publicly. 3) Complete the “tabs” on the left of your <i>My Arizona Gives Profile</i> page – <i>Multimedia, Programs, Donation Levels, etc.</i> – this is recommended to enhance your profile, but these are not required. 	



	<p>4) Select any <i>Programs</i> you wish to have donations designated to as <i>Active</i> so they appear as an option at donor checkout. Otherwise donations will default to your <i>General Fund</i>.</p> <p>5) <i>Save Changes</i>. You must complete each <i>required</i> field within each step of the Overview tab before you can <i>Save Changes</i>.</p> <p>Tip: Review other’s pages to see what your page might look like at www.azgives.org/nonprofits. It is recommended that an organization have 2-3 Users with one listed as primary.</p> <p>Tip: Additional administrators are recommended (2-3) and can be added to your profile once you have logged into the platform. Once added, they will need to establish their account by clicking on the “<i>Forgot Password</i>” button.</p> <ul style="list-style-type: none"> • From AZGives.org • Click on <i>Login > Nonprofit</i> (located at top-right corner of home page) • They will need to enter their <i>Email</i> and click on <i>Forgot Password</i> to create the password on the new platform. • A <i>link</i> will be sent to them via email to establish their password 	
2b	<p>Pay Deposit</p> <ul style="list-style-type: none"> • Once you have completed the required fields of your online profile, you can pay your deposit • Once this has been paid you can SUBMIT your profile for approval. • If an organization neglects to pay the deposit by the deadline, their profile will not be publicly visible (donations not accepted) and will not be able to participate in Arizona Gives 2022. 	February 28, 2022
2c	<p>Submit Your Profile for Review</p> <ul style="list-style-type: none"> • When you have completed and saved your entire profile, please submit it for review by clicking on the orange <i>Submit Profile For Approval</i> button. <p>Tip: You can Submit your profile as long as the required fields on your profile are complete and your deposit is paid.</p> <p>Tip: You can always return to Edit Profile later and through April 4, 2022.</p>	February 28, 2022
3a	<p>Profile is Reviewed by Arizona Gives Staff</p> <ul style="list-style-type: none"> • Arizona Gives staff will review profiles and provide feedback on any incomplete or missing required items. If additional information is needed, we will notify User(s) via standardized email. User(s) will need to log in to see what information is needed yet. (Go to Step 2a) 	February 28, 2022



	<ul style="list-style-type: none"> If no additional information is necessary, User(s) will receive an <i>Organization Approved</i> email and your profile will be made public. (Go to Step 3b) <p>Tip: We make every attempt to review profiles within 24 hours on work days, however with high volume, it may take 2-3 business days.</p>	
3b	<p>Address the Feedback & Resubmit (if needed)</p> <ul style="list-style-type: none"> Upon receiving an <i>Updates Required</i> email, log into profile, select Organization tab and review <i>Suggested Profile Changes listed</i>. Make any necessary changes outlined. Verify the accuracy of your information, and click the <i>Submit Updates</i> button. Clicking this button will let us know you are ready for us to review your profile again. (Go to Step 2c) <p>Tip: If you have questions about the feedback, please email us at azgives@arizonanonprofits.org.</p>	
4	<p>Profile Made Visible to the Public</p> <ul style="list-style-type: none"> If all required/correct profile information is included, your profile will be approved making it visible to the public immediately. Upon approval, an <i>Organization Approved</i> confirmation email will be sent to you with key information about utilizing your account. <p>Tip: Our goal is to have all profiles approved and public no later than February 28 so we can include your organization associated with any participating organizations list to the media. Early donations begins March 15; and therefore communication/PR about this will begin the week of March 1.</p>	<p>February 28, 2022</p>
5	<p>Download Nonprofit Toolkit</p> <ul style="list-style-type: none"> 2022 social media graphics, new Arizona Gives logos and more can be downloaded from the <i>Resources</i> tab located within the nonprofit profile (log in required). The nonprofit toolkit will be available in early January. Fundraising activities and graphics or logos should be done/used in accordance to the 2022 Terms of Service & Liability document which includes: <ul style="list-style-type: none"> Promoting all Arizona Gives Day fundraising to the AZGives.org website (and not your own website). This is to avoid potential fraudulent nonprofits from trying to also participate. We, and therefore donors, know that all nonprofits have been properly vetted and are legitimate organizations if donations take place on AZGives.org. Utilizing branded materials which are intended for use by registered participants only. 	



	<ul style="list-style-type: none">○ Sending thank you letters to your donors in a timely fashion.○ And more!● Read <i>Best Practices</i> articles to see how other organizations have planned successful fundraising campaigns.● View any training webinars that are provided.	
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If you have any questions, you can find more information under the 'For Nonprofits' tab on AZGives.org. If you are unable to locate your answer there, you can contact Arizona Gives at azgives@arizonanonprofits.org.